

ST. CHRISTOPHER SCHOOL

*5335 W. 16th Street Speedway, IN 46224
317-241-6314 x 127
317-244-6678 (Fax)*



***2017-2018
FAMILY HANDBOOK***

St. Christopher Parish Mission Statement

The mission statement of St. Christopher Parish is to participate in Christ's mission of evangelization, to witness and share the mission of Jesus who calls us to love God with our whole hearts and to love our neighbor, even as God loves us.

St. Christopher School Mission Statement:

St. Christopher School, established in 1949 as an educational ministry of St. Christopher parish serves the West Deanery of the Archdiocese of Indianapolis and the surrounding community.

St. Christopher School strives to provide an exceptional education permeated with Catholic Christian values, promoting spiritual, moral, intellectual, physical and social growth for our students, preschool through sixth grade.

St. Christopher School seeks to be an extension of our students' homes, challenging them to achieve their potential and helping them to realize their great worth as children of God, capable of making significant contributions at home and throughout the world.

Archdiocese of Indianapolis Mission Statement

We, the Church in central and southern Indiana, called to faith and salvation in Jesus Christ in the Roman Catholic tradition, strive to live the Gospel by:

- worshiping God in word and sacrament
- learning, teaching, and sharing our faith
- serving human needs

We commit ourselves to generosity and to the responsible use of our spiritual and material resources.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

School Vision Statement

SCS will provide a rich and vibrant educational experience in learning and faith.

St. Christopher School Faculty and Staff 2017 - 2018

Pastor:	Fr. Paul Shikany	
Associate Pastor:	Fr. Matt Tucci	
Principal:	Karen King	kking@stchrisindy.org
Secretary:	Debra Guenin	dguenin@stchrisindy.org
Tuition Coordinator:	Jessica Sinkovic	tuition@stchrisindy.org
Pre-K:	Carla Mertz	cmertz@stchrisindy.org
Pre-K:	LuAnn Scanlon	lscanlon@stchrisindy.org
Kindergarten Teacher:	Chelsea Rigler	crigler@stchrisindy.org
Kindergarten Teacher:	Anna Huntine	ahuntine@stchrisindy.org
Grade 1 Teacher:	Sarah Gillaspay	sgillaspay@stchrisindy.org
Grade 1 Teacher:	Chris Evans	cevans@stchrisindy.org
Grade 2 Teacher:	Tracy McKee	tmckee@stchrisindy.org
Grade 3 Teacher:	Theresa Anderson	tanderson@stchrisindy.org
Grade 3 Teacher:	Amber Barker	abarker@stchrisindy.org
Grade 4 Teacher:	Elizabeth Anderson	eanderson@stchrisindy.org
Grade 4 Teacher:	Amy Walker	awalker@stchrisindy.org
Grade 5 Teacher:	Abigail Griebelbauer	agriebelbauer@stchrisindy.org
Grade 5 Aide:	Holly Whistle	hwhistle@stchrisindy.org
Grade 6 Teacher:	Stephen Buell	sbuell@stchrisindy.org
Art Teacher:	Margaret Zore	mzore@stchrisindy.org
Media Specialist:	Bethany Allspaw	ballspaw@stchrisindy.org
Music:	Roger Dutcher	rdutcher@stchrisindy.org
P.E. Teacher/Aide:	Steven Bruder	sbruder@stchrisindy.org
Resource Teacher:	Elizabeth Riley	eriley@stchrisindy.org
Cafeteria Manager:	Sharon Maled	smaled@stchrisindy.org
Aftercare Director:	Joanne Koss	jkoss@stchrisindy.org
Maintenance:	Steve Quinnette	mrq@stchrisindy.org
	Steve Hay	
	Fred Benedetto	

INTRODUCTION

St. Christopher Catholic School is a part of the educational endeavor of St. Christopher Parish in Speedway, Indiana. The school operates under the Indianapolis Archdiocesan school system and within the regulations set by the State of Indiana.

The purpose of St. Christopher Catholic School is to provide an academic education permeated with Christian values and to promote the spiritual, moral, and physical growth of each student for students from pre-kindergarten through sixth grade.

This handbook is intended as a practical guide for the families of St. Christopher students. The areas of most frequently expressed interest are treated. The material is arranged in alphabetical order by topic.

PHILOSOPHY

St. Christopher School is a Catholic parish school within the Archdiocese of Indianapolis. It has as its purpose to further the educational ministry of St. Christopher Parish by providing a Catholic education for children in pre-kindergarten through grade six. Children not of St. Christopher parish are welcome where numbers permit.

St. Christopher School believes that the kindergarten and elementary school years are crucial to one's spiritual growth and to the development of academic skills, attitudes, intellectual curiosity, and physical well-being. The day-to-day program is child-oriented and personalized. Appropriate class size, professional and caring teachers, along with current texts and teaching materials yield a spiritual and academic environment in which each student is directed toward the attainment of sound basic skills, emotional well-being, and physical and social development commensurate with his/her God-given potential.

St. Christopher School strives to inspire within each student a love of learning, an appreciation of the arts, and the enjoyment of physical activity. The program helps each youngster cultivate a positive self-concept, aware of his or her great worth as a child of God and capable of making a significant contribution to society through service to others.

It is this striving toward excellence in education, both academic and religious, which places St. Christopher School in the best tradition of Catholic education.

Guideline for Catholic Schools on Respecting Persons (Office of Catholic Education)

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and the school/archdiocese with dignity and respect, and not engage in any activity or conduct (on or off campus) that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Grading Policy

Grades 3 – 6 use the following grading scale.

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

Honor Roll: Grades 4-6

All Grades 95% or higher	High Honors
All Grades 90% or higher	Honors
All Grades 86% or higher	Honorable Mention

Third grade students will receive awards honors awards starting with the third quarter report cards. Handwriting and attendance will be awarded for the first two quarters.

Handwriting will not be counted as an Honor Roll subject.

Any student receiving any unsatisfactory marks as a cooperation grade (special areas included) is not eligible for the Honor Roll.

INFORMATION FOR DAILY ACTIVITIES

ABSENCES:

When your child is going to be absent, call the school absentee line: 241-6314, Ext. 154.

At 8:30 A.M., the school secretary will contact parents of children who have not arrived and who have not contacted the school office.

1. Any student not in their seat in the classroom at 7:55 a.m. is considered tardy.
2. If a student is more than 2 hours tardy, s/he is considered absent ½ day.
3. If a student leaves for more than 2 hours before dismissal, s/he is considered absent ½ day.
4. Dentist and doctor appointments do not count against perfect attendance as long as the student is present at least 1/2 the day.
5. Two tardy arrivals will make the student ineligible for perfect attendance for the quarter.
6. Homework is allowed to be made up for illness and funeral attendance. It may also be made up for a pre-planned vacation if a contract is created for what work is to be made up and the appropriate time frame for turning in the homework is established between teacher, student and parents.
7. Absence before or immediately after Spring Break or Christmas Break will be considered an unexcused absence and credit may not be given for missed work.

UNEXCUSED ABSENCE - MAKE UP WORK POLICY:

In cases of extended unexcused absences, the decision as to how the work will be made up needs to be made between the parent and the teacher before the absence. If the work is not completed in the terms of the agreement, the teacher may assign a grade of "0" to any assignment not received.

ADMISSION:

Beginning with the January registration date each year, without exception, kindergartners who are five years old by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 6, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. The criteria below is for first year Kindergarten students. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the Principal, Faculty and Finance Commission according to the order of preference in the following categories:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined under Tuition, Parishioner Status) who are siblings of students attending the School in the current school year.

3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Students of employees of other Catholic Parishes or Schools.
6. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
7. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
8. Catholic children of non-participating parishioners.
9. Non-parishioner Catholic children.
10. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a "participating parishioner".

Within categories numbered 5 through 10 above, priority will be given according to the date of the School admission application.

Each year's incoming student class will be selected soon after the registration/re-registration process is closed.

Admissions is based on completion of all required school forms, birth certificate, and up to date shot records.

ARRIVAL AND DISMISSAL:

Morning Arrival:

Students may be dropped off at the back door between 7:30 and **7:55** a.m. Parents will enter at the 15th street entrance, proceed to the glass enclosure, and stop at the three red lines.

1. Three cars will pull up to the red lines/orange traffic cones.
2. Children will exit the cars from the three stopped at the red lines/orange traffic cones.
3. Children enter the building.
4. Those three cars pull out and exit onto Biltmore Ave.
5. The next set of cars pulls into the spots with the red lines/orange traffic cones.

If you are arriving when there are not three cars arriving, please pull up to the first red line/orange traffic cone.

If parents need to enter the school building at this time:

Option 1: Proceed through the drop off line, stop to let your child exit the car and then go to park your car on Biltmore or 16th Street. Parents may enter the building through the 16th Street entrance and sign in at the office.

Option 2: Park your car on Biltmore Ave., allowing your child to exit the car on the sidewalk side of the car. Use the sidewalk to walk your child to the door, thereby avoiding crossing the drop off line of cars.

Teachers will be available for scheduled consultations. Parents are asked to finish any scheduled conversations with teachers prior to 7:55 a.m. At this time, students are expected to be in their seats, ready to begin the school day and teachers are expected to begin their day with your students in the classroom.

A student arriving to the parking lot at 7:55 cannot be in their seat at the same time. Please plan to have your children at school by 7:50 a.m. to allow them the time needed to get to their classrooms, hang up jackets, put away personal items, turn in homework and be ready for their day that begins at 7:55 a.m. I am asking for your help as we work as a team to teach your children the importance of school, respect toward others and a work and school ethic that will help them be lifelong learners, capable of being responsible adults in the world we live in.



Afternoon Dismissal:

Afternoon dismissal is at 3:00 p.m. in the back parking lot. At this time, the entire school is dismissing. All cars must pull into a parking spot before 3:00, turn off engines, and wait for the children to be dismissed. When all children are safely in their cars, one of the designated teachers will begin releasing cars. The first car on the west side of the parking lot will be released, followed by the car behind it and the car behind it. Then, the second row may begin, using the same format. **NO CAR MAY LEAVE THE PARKING LOT UNTIL ALL CHILDREN ARE SAFELY IN THEIR CARS AND A TEACHER HAS SIGNALLED TO BEGIN RELEASING.** If you are late arriving, and cars have already started exiting the parking lot, please wait on the street until the lot is cleared. At this time, you may pull into a parking spot for your child to be released to you.

ATHLETICS:

Sports play an important role in the physical and mental development of the child. Students are urged to participate in whatever sports are available and for which they are eligible. Sports are offered according to interest. If enough students do not sign up, the sport will not be offered that season. Possible sports include: kickball (girls), basketball, volleyball, football (boys, joined forces with St. Michael's), cheerleading (girls), track (joined forces with St. Malachy), soccer.

Ineligibility for a student's participation in sports is determined by his/her scholastic grades and behavior. If a student receives an "F" in any subject or is failing due to lack of effort (as determined by the teacher), s/he may not participate. Insubordination, truancy, and/or fighting are also sufficient reasons to suspend a student from sports. Ineligibility continues through the grading or successive period. The teacher, in concurrence with the principal, will confer with the parents of the student before the penalty is exacted. Students are not allowed to participate in games or practices when they have been absent from school on that day. Nancy Trusnik is the St. Christopher Parish Athletic Director. Her email is sports@stchrisindy.org.

BIRTHDAY CELEBRATIONS:

Teachers recognize student birthdays according to their own classroom procedures. According to Wellness Policy for schools mandated by Federal government and the State of Indiana, food treats may not be brought in for birthdays or other celebrations. On a child's birthday, s/he may dress out of uniform.

CALLING HOURS:

All school time must be devoted to instructional purposes. No one may interrupt classes nor may teachers be called from their classrooms, except for emergencies. Parents wishing to discuss school matters with teachers are asked to make appointments by calling or emailing the teacher directly. Do not call the teachers at their homes or on cell phones unless a previous arrangement has been made or an emergency exists. Please make appointments to see the principal also.

CARE OF BOOKS:

Since all textbooks are rented, proper care must be taken care of them. Damage must be paid according to the condition of the book when the student received it. The condition of the book is noted when it is assigned to the student.

CELL PHONES:

If a student brings a cell phone to school, it must remain in that child's backpack during the school day and during After Care. The phone must be turned off prior to entering the building. It may not be turned on until leaving school. The teacher or principal may take a phone from a student for inappropriate use. If a phone is taken from the student, it is the responsibility of the student to inform their parent. The phone will be kept in the principal's office until a parent picks it up.

CHANGE OF PLANS:

Parents must notify the school office if there is a change in transportation or other plans that affect the student's routine procedure.

CLOSING OF SCHOOL:

Certain emergencies may necessitate the canceling or early dismissal of school. If school will be closed:

- A voice recording will be sent to phones.
- A post will be made on our school Facebook page: <https://www.facebook.com/FriendsofSt.ChristopherSchool/>
- WISH-TV, local channel #8 will be notified.

2 HOUR DELAY - ALTERNATE SCHEDULE

Whenever possible, we will be on a two-hour delay or alternate schedule instead of closing for the day.

1. **The doors open at 9:30 a.m.** (exactly 2 hours later than a regular school day.)
2. *Students must be in their seat in the classroom at 9:55 a.m.*
3. **The lunch hour will be pushed back to 12:00 (PreK – 2) and 12:30 (3rd – 6th).**
4. **PreK- There is no school if enrolled in the morning only. If enrolled all day, class begins at 9:55 a.m.**

FULL DAY CLOSING

If the weather requires that we close school for the entire day, then all school events are closed for the day.

WINTER STORMS THAT OCCUR DURING THE DAY

In the case of winter storms that occur during the school day, the policy will be for school to remain open. We ask that as many parents as can pick up the children at the 3:00 P.M. dismissal time. In the case of those students who are remaining at that time, the Aftercare program will be available. It is the belief of the administration that the students are safe here and the parents are safer getting here as they can as opposed to rushing in an already poor traffic situation. Please, however, be appreciative of our sensitivity to your concerns and respond in a like manner. All students should be picked up by the 6:00 P.M. deadline. No child will be released to someone not listed on your emergency registration form unless we hear the request directly from the parent.

COMMUNICATION:

If you have questions or concerns about your child's education or activities at school, please make an appointment to see the classroom teacher by emailing the classroom teacher or calling the teacher's extension number. If, you still have concerns after communicating with the teacher, please contact the school principal.

COUNSELING:

Through our partnership with the Kenosis Center, we are able to offer counseling services for our students. Permission forms are available in the school office or by request of the classroom teacher.

CURRICULUM:

The study of the Catholic faith is of utmost importance, since the primary purpose of our school is faith formation. Parental support is most important in the area of religion by attending Sunday Eucharist.

The State of Indiana and the Office of Catholic Education approve the guides and texts for the academic program in St. Christopher School. In addition, the faculty at St. Christopher has worked extensively to ensure a spiritual curriculum to all students.

DAILY SCHEDULE:

Arrival: 7:30 AM

Tardy Time: 7:55 AM

Dismissal: 3:00 PM

DISCIPLINE:

Order and self-control are necessary for a student to be successful. We expect the students to be polite, considerate and respectful to all. Misconduct, defiance, insubordination and other disturbing factors, which prevent learning, will not be tolerated. Communication between parents and teacher is of utmost importance.

At St. Christopher School, we want to help your child learn to take responsibility for his/her actions. Every teacher will have a chart in his/her classroom. Every child will begin each day on the section that says, "Ready to Learn – While making God known, loved and served." When a child makes a poor choice, s/he will be asked to move a clip down the chart. A student also has the opportunity to move his/her clip up the chart. Our goal is that every child ends the day on a positive note. In the event that a child chooses to earn a pink slip, s/he will be sent to the office. The consequences of those actions are as follows:

1st pink slip: Principal's Choice/Call to Parent

2nd pink slip: Principal's Choice/Call to Parent

3rd pink slip: Parent/Student/Teacher/Principal Contract

4th pink slip: In school suspension/Principal's Choice

5th pink slip: Out of school suspension/Principal's Choice

6th pink slip: Possible Expulsion

*****The principal has the right to suspend or exclude any student for behaviors that merit such severe action.**

The usual process for such severe situations would include:

- The steps as listed above in the “Consequences of a Pink Slip” section.
- In extreme cases, the principal has the right to exclude any student at any time.
- This process will include a notice from the principal, an opportunity to be heard, and an opportunity for review of the decision.

BULLYING/HARASSMENT POLICY:

Students are to respect all students and staff. Harassment in any form by a St. Christopher School student during school hours or at school-sponsored activities is strictly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated if reported to school administration in a timely manner. The parents of the suspected offender and reported victim will be notified. Consequences will be determined. Harassment by means of electronic media, including, but not limited to, Internet, Facebook, Instagram or other social media, text messaging, etc. – even outside of school - is subject to the same review. This includes taking pictures or videos in the classroom or depicting students or teachers, which are then shown to others or posted on the Internet. Students are NOT allowed to carry cell phones with them in class. Such items will be confiscated and returned only to a parent. Definition of Harassment: Harassment may include but is not limited to: 1) unsolicited, unwelcome, or demeaning comments 2) any foul or obscene behavior or communication including technology 3) inappropriate or unwelcome touching of another 4) the display of explicit sexual visual material 5) the use or threat of violence, force, coercion, intimidation, or any action that makes another person uncomfortable 6) inappropriate comments about race or religion 7) speaking ill of or telling lies about others 8) encouraging others to use any of the above behaviors.

Definition of Bullying: Any action that is:

- Repeated (as opposed to an isolated incident)
- Intentional (directly intended to humiliate or demean)
- Power over another person

Method for Reporting an Incident of Harassment or Bullying: THE ADMINISTRATION MUST KNOW ABOUT BULLYING SITUATIONS IF WE ARE TO HELP. All incidents MUST be reported as soon as possible. Whenever possible, parents should directly contact the parents of the suspected “bully” to work out a plan. Report all incidents promptly. DO NOT WAIT OR IGNORE! The situation will NOT get better if the “bully” thinks he/she has gotten away with it. A conference will be held which will include all parties involved. Consequences will be determined at that time.

School personnel will investigate reports of bullying. Internal remedies include:

- An opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face;
- An opportunity for perpetrator to apologize and make amends;
- A statement from the staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline, if proven or repeated;
- Intervention by the administrator
- Repeated or severe offenses may result in suspension or expulsion from school.

"Social Exclusion" is considered a form of bullying and is not acceptable behavior. Corrective discipline, referral to counseling, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

False reports or retaliation for bullying also constitutes a violation of this policy.

St. Christopher School will provide ongoing education for school personnel and students regarding the identification, prevention, and intervention in bullying

OFFENSIVE LANGUAGE:

Offensive language (profanity, vulgarity, malicious gossip - written or spoken) is not acceptable in a Christian atmosphere. Therefore, such talk and speech will not be tolerated and students will be disciplined in a manner appropriate to this type of misconduct. Parents are asked to assume the responsibility for teaching their children Christian speech habits.

DONATIONS:

Please consider a matching gifts program if this is something that is offered by your employer. All donations are used to strengthen St. Christopher School now and in the future.

EARLY DISMISSAL:

If you need to pick up your child early from school, please report to the office first. All early dismissals are cleared through the principal's office. Whenever possible, please call or email (dguenin@stchrisindy.org) ahead of time. Students will be called to meet their parent or guardian at the office for dismissal.

FIELD TRIPS:

Field trips are privileges, not rights, and may be denied a student because of behavior and/or academic reasons. Dress attire for field trips will be the school uniform unless specified by the teacher. If students are allowed to be out of uniform, appropriate clothing will be worn. Remember, the students are still representing St. Christopher School. Depending on the excursion, teachers may ask for the assistance of parent chaperons. Because chaperons are expected to assist with students, younger siblings are not allowed to attend field trips. (Depending on the field trip, the teacher in charge of the field trip may grant special permission.)

FIRST AID:

The school attempts to provide an environment in which children will be safe from accidents. If an accident does occur, first aid will be administered, if necessary, and the parents will be notified. If a child becomes ill and it is necessary for him/her to return home, the parents will be contacted. The school is not authorized to dispense medication without a written form on file in the school office. This form can be found in the back of this handbook. All medication must come from home in the original container. This is true of both prescription and over the counter medication.

GRADE REPORTING:*Report Cards:*

Report cards are issued quarterly. Report cards for the first quarter are given at a parent/teacher conference. Report cards at the end of the second, third and fourth quarters are given to the students.

Progress Reports:

At the halfway mark of each quarter, teachers will in grades 2 – 6 will issue “Progress Reports” to all students. Teachers of students in younger grades will send a “Progress Report” or contact parents in another way if a student’s work is unsatisfactory. Parents have access to check their children’s grades throughout the quarter on MSP, www.mystudentsprogress.com.

HOMEWORK:

Students will have homework most days. No homework is given over the holidays or weekends (except under special circumstances: reports, projects, etc.). Parents will be notified if a child makes a habit of not turning in homework since it is part of regular school assignments. Homework is the responsibility of the child, not the parent. It is the parent’s responsibility to make sure your children have a quiet workspace and protected time to complete their homework.

ILLNESS:

When your child is ill the evening before or day of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, or sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. **Your child must be 24 hours free of a fever before returning to school.**

INFORMATION CHANGES:

Please notify the school of changes of address, telephone number or emergency contact.

INTERVENTION SERVICES:

It is the right of every parent and student to have intervention services provided. Services include speech, hearing, intellectual, psychological, and emotional areas of concern. Parents or teachers may request these services. All paperwork is processed through St. Christopher School to the Speedway Schools system. There are private services available as well, which can be discussed with the principal.

LATE CARE:

Car riders are dismissed at 3:00 P.M. On most days the lot is clear by 3:10 P.M. Students not picked up by 3:10 P.M. will report to Aftercare. Parents will pick students in the cafeteria until 3:30 and then by going through the PAR entrance to the Aftercare area. On nice days, look for the students with the Aftercare personnel in the park. You will be expected to pay the Aftercare rate for time your child participates in the program. Aftercare services may be denied if there is an unpaid balance.

LIBRARY:

St. Christopher School has a centralized library. Books are loaned for a one-week period. Children are responsible for any books taken out in their names.

LOST AND FOUND:

Lost and found is located outside of the school office and on the table in the Aftercare wing. Please mark the students' supplies, lunch boxes, bags, jackets and hats, etc. with their name.

LUNCH PROGRAM:

Students may take advantage of the hot lunch program at school or bring lunches from home. The Mealtime Program allows parents to pay weekly, monthly, or even a large dollar amount. Children type in their code or use their Mealtime card to pay for their food. You will receive an email statement when your balance is low. Milk is included with a purchased lunch. Milk and juice are available for daily purchase. The school lunch is \$2.80. Milk is \$0.60. (See **Wellness Policy** for more information.)

St. Christopher School reserves the right to charge \$30.00 to your lunch account for all returned checks.

CAFETERIA RULES:

1. Observe cafeteria etiquette and table manners.
2. Speak in a conversational tone during lunch.
3. Keep hands, feet and objects to self.
4. Remain seated unless given permission otherwise.

MEALTIME PROGRAM:

1. Deposits are made on Monday.
2. Weekly statements are sent out to all families so that you can monitor your child's account. If you send your money on a different day than Monday, it could show a negative or smaller balance than expected. This is taken into consideration and monitored by the cafeteria staff.
3. If you have a negative balance, your child will not be able to receive extra items. Your child will be able to receive the standard meal. Again, if you have sent in money for Mealtime on a different day than Monday, this will be monitored so your child receives the correct amount of food.
4. Because of how Mealtime operates, it is important to express to your child what he or she may have especially in terms of extra items. If this is a concern, please contact the cafeteria director and she will help monitor what children will receive.

Free and Reduced Applications: St. Christopher takes part in the government free and reduced lunch program. Initial applications must be filled out completely and returned by Friday, August 18. At any time during the school year, you may submit an application based on financial need.

MATERIALS FOR DISTRIBUTION:

The office is happy to be of assistance in passing out flyers for various extra-curricular activities such as Cub Scouts, Girl Scouts, sports programs, etc. These notices must be in the office at 8:00 A.M. to be distributed on that particular day. Any items for distribution arriving later than 8:00 A.M. may not be distributed until the following day. Digital flyers may be sent to dguenin@stchrisindy.org to be included in our weekly newsletter.

MONEY:

If you send money with your child, seal it in an envelope with the child's name on it, along with the purpose for it. Students should not carry significant amounts of money to school.

It is important to remain current with all aftercare and lunch fees.

**Unless you are told otherwise, all checks should be made payable to St. Christopher School.

PARENT NEWSLETTERS:

The newsletter is a school bulletin for parents. Please be sure we have a current email address.

PARENT TEACHER PARTNERSHIP (PTP):

The PTP is a service group to further the efforts of the parish and school. It is under the direction of the school principal and the PTP Board. As a parent, you are automatically a member of this organization. Please do your best to attend meetings so that you receive information and are involved.

PARENT TEACHER PARTNERSHIP MISSION STATEMENT

The mission of the Parent Teacher Partnership (PTP) is to support and advance the mission and ministries of St. Christopher Parish by creating a partnership between parishioners, school parents, and school staff and to help achieve the goals of Catholic education. The Partnership supports the school's goals of being a community of service and worship by enriching and enhancing the spiritual and academic growth of students. Finally, the Partnership promotes a parent-to-parent ministry to support families in carrying out their responsibilities.

PTP OFFICERS for 2017 - 2018

President: Kristin Hinshaw Vice President : Christine Hosp
Secretary: Vicki Pipher Treasurer: Kelly Hartman

PARKING DURING SCHOOL HOURS: (not afternoon pickup)

If you are coming in to help during the school day through the lunch/recess hour, please park as far to the east as you can on the parking lot so children can use the blacktop for recess.

PARTIES (non-school related):

The only time a teacher may pass out invitations to an event on behalf of a family is if every child in the class is included.

PICKING UP HOMEWORK FOR STUDENTS WHO HAVE BEEN ABSENT:

If your child is ill and you wish to pick up homework for him/her, please phone the school office before 9:00 A.M. As the day progresses, a list of assignments will be kept for your child. **Please plan to pick up homework between 3:00 - 3:15 P.M. at the office. Homework can also be picked up from After Care between 3:30 - 6:00 P.M. if necessary.** Leave a message for Mrs. Guenin or on the absence line at 241-6314 Extension 154 for materials to be sent with a sibling or neighbor.

PRAYER-LITURGY:

Forming a good habit of prayer is an important part of our religious curriculum. Our community prays together as the day begins, before and after lunch, and at the end of each day. The students help in preparing the weekly liturgy and are periodically given an opportunity for receiving the Sacrament of Reconciliation. The school principal holds Spiritual Lunch Retreats with students throughout the school year. In addition, Mass led by our classes is scheduled twice a week. Please join us on Monday and Thursday at 9:00 A.M.

This year, there will be a focus on the Fruits of the Holy Spirit.

(<http://www.loyolapress.com/our-catholic-faith/scripture-and-tradition/catholic-basics/catholic-beliefs-and-practices/fruits-of-the-holy-spirit>)

All St. Christopher parish families are expected to attend Sunday Eucharist.

PROMOTION AND RETENTION OF STUDENTS:

Promotion and retention of students grades Kindergarten through sixth shall be made in the best interests of the student and after a careful evaluation of all the factors relating to the advantages and disadvantages for the individual child.

In retaining or promoting a pupil, the school will consider not only the child's academic achievement and needs, but also the child's age, social and emotional maturity and needs, physical characteristics, and individual progress.

Before retention takes place, a conference will be held with parents. According to the state of Indiana, this decision rests solely with the school. We will work closely with parents when making such a decision.

RECESS:

In order to provide children with a change of environment/active time at least once during the day, children will go outside for recess. We ask that parents send children to school dressed appropriately with jackets/coats, gloves/mittens, hats, and warm footwear when the weather calls for these items.

RECESS AND PLAYGROUND RULES:**Students Will:**

1. Walk to the playground.
2. Play only in designated areas.
3. Go into the building only with permission from the playground supervisor.
4. Respond immediately to the playground supervisor's whistle or the bell as a signal to pay attention to the supervisor and/or line up.
5. Walk quietly back into the building after recess.
6. Walk immediately to the playground supervisor if a tornado or fire alarm sounds.
7. Keep hands, feet and objects to him/herself.
8. Avoid rough play.
9. Use equipment as intended.
10. Use proper language at all times.
11. Only enter the street with permission.
12. Not bring any handheld games, toys, stuffed animals, etc. with them to recess.

RECORDS:

A student's records are private and may be viewed by authorized personnel with a legitimate reason. Before a child's records will be released to anyone outside the school, parents must sign a record release form.

SAFE AND SACRED:

In accordance with Safe and Sacred and Indiana Law, any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

SCHOOL CONCERNS:

When a parent feels s/he has a school concern or problem, this concern or problem should be addressed directly to the person involved. If the situation is not resolved, the next proper recourse is consultation with the principal. We appreciate cooperation from all parents regarding this procedure.

SERVICE HOURS:

1. Families are required to work 20 service hours as members of the Saint Christopher School Community.
2. Every family is required to be part of a rotating Bingo Team. Bingo supports the school financially in many ways outside of the monetary funds paid to PTP for providing a

kitchen staff. To request placement on a specific team, contact Cheryl Campbell at cjq2c@sbcglobal.net.

3. Families not meeting the minimum of 10 hours by the end of the first semester will be charged a \$200 service fee that must be paid by the start of the second semester.
4. Families who meet the required hours the first semester, but do not fulfill their obligation the second semester will be charged a \$200 service fee that must be paid in order to complete the registration process for the upcoming school year.

TRACKING SERVICE HOURS:

Service hours are tracked each year *from June 1st to May 10th*. Service hours will begin in June (at the end of one school year) and finish in May the following year. Parents will be able to input service hours through MSP for approval.

TECHNOLOGY:

Every classroom is equipped with a Promethean Board and a document camera. Our 4th, 5th and 6th grade classes are 1:1 with Chromebooks. All other classes are able to sign out class sets of iPads, Chromebooks or laptops. Students and parents are required to sign receipt of the Technology Acceptable Use Policy.

TELEPHONE:

Students are not free to use the telephone. Students and/or teachers should not be called to the telephone during school hours, except in the case of an emergency. The phone is not to be used for forgotten clothing, homework, money for lunch, arrangements for friends, etc. (See "Cell Phone" for information about student cell phones.)

TESTING:

Standardized tests are taken throughout the school year. Students at St. Christopher School participate in ISTEP, IREAD, ACRE, and NWEA Map Testing. The ISTEP will be administered to grades 3-6 in the spring. ACRE is administered to grade 5 in January. NWEA Testing is administered three times per year to grades K-6. Third grade students will be administered the IREAD test in March.

TUITION:

Tuition Collection Policy

- To take advantage of a \$100 discount, tuition must be paid in full by June 15 for the upcoming year.
- The remaining tuition will be collected monthly through FACTS Tuition Management for 10 months (beginning in July and concluding in April.) Tuition is drawn on the 5th or the 20th of each month as designated by the parent/guardian.
- Failure to have sufficient funds in your bank account when FACTS attempts to draw the tuition will result in:

- FACTS charging you a fee for the insufficient funds,
- Your bank charging you a fee for the insufficient funds,
- St. Christopher School will receive notification of the failed payment,
- St. Christopher School will notify you of the failed payment AND
- Once you have been notified of the failed payment, you must make immediate arrangements with the Principal to get current on tuition. If you do not make arrangements in a timely manner with St. Christopher School, we reserve the right to dismiss your child(ren) during the school year for non-payment.
- St. Christopher School reserves the right to charge \$30.00 to your tuition account for all returned checks.

After Care Collection Policy

- After Care statements are sent home every two weeks.
- Payment is due upon receipt.
- If the balance on that statement is not paid off within 20 days, a letter will be sent home stating that your balance must be paid in full within five business days or your child(ren) will no longer be allowed to attend After Care.
- St. Christopher School reserves the right to charge \$30.00 to your After Care account for all returned checks.

UNIFORM:

The following items are acceptable uniform wear.

Jumpers (Girls)

1. Uniform plaid only (Schoolbelles)
2. Grades PreK – 3
3. Must be no shorter than three inches above the kneecap, front and back

Skirts (Girls)

1. Uniform plaid only (Schoolbelles)
2. Grades 4 – 6
3. Must be no shorter than three inches above the kneecap, front and back

Skorts (Girls)

1. Uniform plaid only (Schoolbelles)
2. Grades PreK – 6
3. Must be no shorter than three inches above the kneecap, front and back

Pants

1. Tailored uniform pants of appropriate color, fit, length and style
2. Navy Blue
3. Must be worn at the waist with a belt (black or brown). Belt is optional for PreK and Kdgn.

Shirts/Sweaters/Sweatshirts

1. White collared shirt (blouse, dress shirt, polo, turtleneck); Must be solid white.
2. Red SCS polo shirt (Schoolbelles) with the embroidered St. Christopher School logo.
3. Shirts must be tucked in at all times.
4. Vest or cardigan in solid navy blue or solid white.
5. Sweatshirt (Navy Blue with the round embroidered SCS logo.)

Shorts

1. Tailored uniform shorts (dress shorts, walking shorts) of appropriate color, fit, length and style.
2. Navy Blue
3. Must be worn at the waist with a belt (black or brown). Belt is optional for PreK and Kdgn.
4. Must be no shorter than three inches above the kneecap, front and back

Socks

1. Must be worn at all times
2. Anklets, knee high socks, tights (girls) or leggings (girls)
3. Navy blue, black or white

Shoes

1. Tennis shoes (May be worn on any day; MUST be worn on P.E. days)
2. School shoes/dress shoes
3. Shoes must be closed at the heel and the toe and must tie, Velcro, buckle, or zip.
4. No flipflops, Crocs, sandals, flats, high heels, wedges, platform, cowboy boots, designer boots, or clogs.
5. May not have roller soles or light up.

Boots

1. May be worn to school during the winter months but must be changed upon arrival into suitable school shoes as listed above.

Red uniform shirts (with the school logo) and blue sweatshirts (with the school logo) must have been purchased from Schoolbelles. All other shirts and sweatshirts with logos on them are considered spirit wear and are not part of the daily uniform.

Warmer Weather Wear: Navy blue walking/dress shorts may be worn during August/September and May/June. These shorts are available through the Schoolbelles Uniform Company or at Target, J.C. Penney, Old Navy, etc.

Additional Uniform Items:

- Shirts are to be tucked in completely.
- All 4th and 5th graders need a navy blue St. Christopher sweatshirt. All 6th grade students are required to have a navy blue St. Christopher sweatshirt, navy tie and a white oxford cloth shirt for special days and Mass days.
- Boys are not permitted to wear earrings.
- Hair coloring: Children can have natural colored hair (such as blond/brown highlights). Unnatural hair coloring will not be permitted i.e. pink, purple, red or blue. On certain occasions, wash out color can be acceptable (Catholic Schools Week activities).
- Acceptable headwear includes: ponytail wrappers, headbands, bows. Unacceptable headwear for inside the school building: hats, scarves, bandanas.
- Students may not wear make-up.

Gym Uniform for all students

1. Red, white, gray or black St. Christopher School gym uniform shorts or sweats.*
2. Red, white, gray or black St. Christopher School gym uniform t-shirt.*
3. Tennis shoes

*Solid color red, white, gray or black is also acceptable. St. Christopher parish festival shirts may be worn for gym class.

EXTRA UNIFORMS: Lost/donated uniforms are available at no charge through the Parent Teacher Partnership.

Out of Uniform for your Birthday: To celebrate your special day, students may be out of uniform.

UNNECESSARY ITEMS:

Students may not bring items to school that distract or disturb others. These would include such things as cell phones, laser pointers, MP3 players, iPods, fidget spinners, cd players, dvd

players, toys, cameras, computer games, rubber bands, money (other than what is needed for lunch).

Students are not allowed to bring toys, cards, etc. to school unless it is for a specific lesson, i.e. Show and Tell or any teacher directed or approved activity. Teachers may take these items from the students. In order to retain said items, parents must claim them in person.

*****VOLUNTEERING AT ST. CHRISTOPHER SCHOOL*****

It is policy that volunteers at St. Christopher and the Archdiocese of Indianapolis who have contact with children must:

- Complete the Safe and Sacred online program: <https://safeandsacred-archindy.org/login/index/php>
- Complete a background check prior to any volunteer service. You will have the option to complete the background check through the Safe and Sacred program.
 - A re-check is done every five years.

WEAPONS OR THREATS OF VIOLENCE:

The possession of any weapon on school property or at any school related activity and/or a threat to inflict violence on another person are actions to be reported immediately. Any student in possession of any weapon or threatening violence on another person will be immediately disciplined. If, in the judgment of the principal, there are no extenuating circumstances, the student shall be expelled from the school. The principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

WELLNESS POLICY:

The Archdiocese of Indianapolis is committed to supporting school environments that support and promote the health, well-being and ability of students to learn by providing access to healthy foods, nutrition education and participation in physical activity. Guidelines to achieve these goals are as follows:

- All students will have opportunities to be physically active on a regular basis.
- Health education is to be offered at all grade levels to provide students with the knowledge and skills necessary to promote and protect their health.
- Each school will support parental efforts to provide a healthy diet and daily physical activity for their children by communicating with the home, and sharing the growing knowledge regarding health and nutrition.
- School lunches will serve as a focus to support the integration of nutrition education with healthy lifestyle choices.
- Schools are encouraged to provide students with 20 minutes after sitting down for lunch to eat.
- Schools will refrain from scheduling tutoring, club or organizational meetings or activities during meal times, unless students may eat school lunch during such activities.
- Parents and students will be encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc.

- Soft drinks may not be brought to school.
- Elementary students are not to have access to vending machines at any time during the school day or during After Care.
- “Fast food” meals may not be consumed in the cafeteria during lunch periods.
- Food or beverages, including food served through the school meals, will never be withheld from students as disciplinary measure.
- Schools will limit celebrations that involve food during the school days to no more than one party per class per month, encouraging healthy food choices and other means of celebrating.
- Classroom teachers will make adaptations, which will allow students to experience a healthy physical environment by examining the school day for opportunities for increased physical movement.
- A student may be assigned an alternate physical activity during physical education class for disciplinary reasons.
- No child may miss more than half the recess period.

Please sign the receipt of handbook (separate form) and submit to the school office.

Saint Christopher Catholic School
5335 West 16th Street
Indianapolis, Indiana 46224
241-6314 Ext. 127

2017-2018

PERMISSION TO ADMINISTER MEDICATION

Child's name: _____

Medication name: _____

Dosage: _____

Time (s) medication should be given: _____

Length of time the medication will be given:

Is this a prescription medication? Yes No

1. If yes, the medicine should be in the original prescription bottle and be accompanied by written instructions from the physician.

2. If the medication is non-prescription, please indicate below the reason the medication should be given (e.g. headache, runny nose, cough, etc.). Please send in the original bottle or container.

To the best of my knowledge, the above information is correct. I hereby give St. Christopher School permission to give my child the above medication and to return home any unused portion of the medication.

Parent Signature Date

Note: This permission is valid for this school year only.