



**2026-2027**  
**ST. ROCH**  
**CATHOLIC SCHOOL**  
**HANDBOOK**

*TRUST GOD AND WORK HARD*

# Table of Contents:

## **1.0 St. Roch Catholic School**

- 1.1 Philosophy
- 1.2 Parent Partnership & Responsibilities
- 1.3 Archdiocesan Mission Policy
- 1.4 Mission Statement
- 1.5 Vision Statement
- 1.6 Accreditation
- 1.7 Logo Usage Policy
- 1.8 School Fight Song

## **2.0 Enrollment**

- 2.1 Admissions
- 2.2 Registration
- 2.3 Tuition & Payment Policy
- 2.4 Indiana Choice Scholarship
- 2.5 Withdrawal Policy

## **3.0 School Services**

- 3.1 School Communications
- 3.2 Parent Communications
- 3.3 Food Services
- 3.4 St. Roch Issued Items
- 3.5 Extended Care
- 3.6 Field Trip Policy
- 3.7 School Records
- 3.8 Lost and Found

## **4.0 Spiritual Formation**

- 4.1 Sacramental Opportunities
- 4.2 Liturgy

## **5.0 Academic Formation**

- 5.1 School Attendance
- 5.2 School Schedule
- 5.3 Grading System
- 5.4 Student Recognition

## **6.0 Social Formation**

- 6.1 Athletic Program
- 6.2 Dress Code
- 6.3 Code of Conduct
- 6.4 Technology & Device Use Policies
- 6.5 Disciplinary Action
- 6.6 School Sanctioned Events
- 6.7 School Visitors and Security Policies

# **1.0 St. Roch Catholic School**

## **1.1 Philosophy**

Saint Roch Catholic School partners with families, the Church, and the community to build a strong foundation for students—one that serves as a cornerstone for their personal and spiritual growth into adulthood. Our mission statement, prominently displayed throughout our school and recited daily, reflects our core beliefs and commitment to excellence.

Each student's success is built on three key pillars:

### **A Spiritual Foundation**

We nurture students in their faith, guiding them to:

- Develop a deep understanding of the rites, traditions, and history of the Catholic faith.
- Actively and regularly participate in weekend liturgies.
- Recognize their responsibility to serve within the faith community.
- Cultivate a personal relationship with God through prayer.
- Freely choose to answer the call to discipleship in the world.

### **An Academic Foundation**

We inspire students to:

- Embrace learning and personal growth as lifelong pursuits.
- Recognize and develop their unique gifts and talents.

### **A Civic Foundation**

We empower students to:

- Build a community, a city, and a world rooted in fairness and compassion.
- Exercise their rights and responsibilities as citizens.

At Saint Roch Catholic School, our Catholic identity is at the heart of everything we do, ensuring faith formation for all students. We strive to instill confidence, resilience, and a love of learning. Our faculty and staff are dedicated to challenging students according to their abilities, fostering an environment where they recognize their potential, rise to challenges, and continually seek growth.

## **1.2 Parent Partnership & Responsibilities**

At St. Roch Catholic School, we recognize that parents and guardians are the primary educators of their children. Our partnership with families is essential to building a strong moral, academic, and spiritual foundation. To support student success, we ask parents to:

- Ensure students arrive on time and prepared for the school day.
- Report absences and request missed assignments by 9:00 AM.
- Provide necessary school supplies and ensure students wear clean, appropriate apparel.
- Check assignment notebooks, homework folders, and school communication.
- Read the school newsletter for important updates.
- Encourage consistent school attendance unless a child is actively ill.
- Provide a structured study environment and establish healthy sleep routines.
- Follow visitor procedures by checking in at the school office when entering the building.
- Support faith development by praying as a family and attending Mass regularly.

By working together, we create a positive and enriching educational experience for every student.

## **1.3 Archdiocesan Mission Policy**

With open doors, open arms, and open hearts, the Office of Catholic Schools supports the formation of young people through holistic, engaging, and academically excellent programming that integrates faith, culture, and life as modeled by our Lord and Savior, Jesus Christ.

#### [1.4 Mission Statement](#)

Through a positive Catholic learning environment, we strive to meet the individual needs of students. We promote academic standards while encouraging students to use their gifts and talents for God and others.

#### [1.5 Vision Statement](#)

Saint Roch Catholic School inspires students to grow spiritually, academically, and as compassionate leaders through our Christ-centered education. Rooted in faith, learning, and service, we prepare students to live with integrity, serve their communities, and embrace lifelong personal and spiritual growth.

#### [1.6 Accreditation](#)

Saint Roch School is accredited by the State of Indiana. St. Roch Catholic School currently participates in the AdvancED accreditation process. This is a model for continuous school improvement.

#### [1.7 Logo Usage Policy](#)

The St. Roch logo is a legally protected artistic creation under copyright law. Unauthorized copying or use of the logo is considered an infringement. To maintain the integrity of our school's branding, permission from the pastor is required before using the St. Roch logo on clothing, merchandise, or any other item.

#### [1.8 School Fight Song](#)

3 Cheers for the Blue and the Gold

We are rough!

We are tough!

We are awesome...

So BEWARE! So BEWARE! So BEWARE!

Blue and Gold!

Blue and Gold!

Blue and GO-O-OLD!

FIGHT!

## [\*\*2.0 Enrollment\*\*](#)

### [2.1 Admissions](#)

St. Roch Catholic School respects the personal consciences of all students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, we uphold our mission to proclaim the Gospel and provide faith-based formation in alignment with Catholic teachings and Christian values.

All students are expected to participate in religious instruction and Catholic formation, including Christian service. However, actions reserved specifically for Catholics (e.g., reception of the sacraments) will remain optional for non-Catholic students.

In order to ensure an orderly and equitable admission for children to St. Roch Catholic School (hereinafter referenced as the "School"), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent

[Return to Table of Contents](#)

factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

### [2.1.1 Admission Policy](#)

#### **Primary Goal**

The primary goal of St. Roch Catholic School is to provide a Christ-centered education for children in the parish, in alignment with our mission statement, archdiocesan policies, and curriculum guidelines. Therefore, all students are required to participate in religion classes, liturgies, and faith-based activities as part of their formation.

#### **Accommodating Students with Special Needs**

We strive to support students with physical, emotional, social, or learning challenges. Families must fully disclose any known challenges during registration. While we make every effort to accommodate diverse needs, the school's resources are limited, and in some cases, we may recommend alternative educational options that better serve the student.

#### **Parishioner Status**

Families of enrolled students are encouraged to actively participate in the life of the parish, including:

- Regular Mass attendance
- Faithful stewardship of Time, Talent, and Treasure, including regular financial support

All families will complete a registration process to establish their level of engagement in parish life.

Catholic families who are active, registered, and tithing parishioners are eligible to receive a **Parishioner Scholarship**. To qualify for the scholarship, parish giving must average at least \$15 per week over the preceding 12 months, as measured at any tuition eligibility review or checkpoint. Eligibility must be maintained throughout enrollment.

Only recorded parish contributions that can be attributed to the family will be counted toward the stewardship requirement.

#### **Financial Aid and Responsibility**

Our goal is to support economically disadvantaged families to the fullest extent possible. However, all families must commit to paying tuition in full and on time as agreed upon in the financial agreement.

#### **Agreement to Abide by School Policies**

Upon admission, all parents and students must agree to abide by the policies outlined in the School Handbook, ensuring a respectful and faith-filled learning environment.

#### **Non-Discrimination Policy**

St. Roch Catholic School follows Archdiocese of Indianapolis policies, ensuring compliance with applicable constitutional and statutory provisions that prohibit discrimination based on: Race, Color, Sex, Age, Disability, or National Origin.

While priority is given to Catholic students, our school welcomes all families who respect and support our mission. However, the school retains the right to take appropriate action regarding students who publicly advocate beliefs or practices that contradict the teachings of the Catholic faith.

St. Roch Catholic School is not a haven for those seeking to avoid societal challenges faced in public education, but rather a faith-driven community committed to the formation of moral, responsible, and compassionate individuals.

### 2.1.2 Admission Selection Procedure

Starting with the spring registration date each year, students will be eligible for admission based on the following criteria:

- Preschool/PK: Students who are 3 or 4 years old by September 1 of the registration year.
- Kindergarten: Students who are 5 years old by September 1 of the registration year.
- Grades 1-8: Students will be considered based on proof of successful completion of the previous grade.

Students will be selected and placed based on classroom capacity, as determined by the School Commission, in the following order of preference:

1. Current students of the School.
2. Catholic children of parishioners who are siblings of current students.
3. Catholic children of participating parishioners who are siblings of alumni.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of current students.
6. Catholic children of non-participating parishioners who are siblings of alumni.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.
10. Previous year's SGO and Choice students.
11. Choice students.

Lottery may be required for categories 10 and 11 if no seats are available.

Within categories 1 through 4, priority will be given according to the parish registration date of participating parishioners. Within categories 5 through 9, priority will be based on the date of the School admission application.

Sibling Priority: For students selected for the incoming class, their Catholic siblings will be placed in categories 2 or 5, depending on their parishioner status.

### 2.1.3 Wait List

Students not selected for admission will be automatically placed on a wait list. If an opening becomes available, students will be considered in the same order of priority as outlined in the Admissions Selection Procedures.

The wait list is valid only for the current school year and will be established after the selection process is complete. It will terminate at the end of the school year.

### 2.1.4 Transfer Admission Policy

Students in good standing from another school will be considered for transfer admission after completing the following steps:

1. Enrollment/Admission Forms are submitted.
2. A conference with the principal, parents, and student is held to discuss the goals, religious mission, and expectations of the school.
3. If requested, parents provide a written statement explaining their reasons for seeking enrollment.
4. Educational records are provided, including:

[Return to Table of Contents](#)

- Current grade transcript/report card
  - Most recent standardized test results
  - Individualized Education Plan (IEP), Service Plan, Section 504 Plan, or Individual Catholic Education Plan (ICEP), if applicable.
5. If necessary, the principal may require entrance testing and may consult with the previous school to determine appropriate educational placement.
  6. Immunization records are submitted.
  7. For grades 6–8, transfer applicants will be scrutinized more closely due to concerns over educational preparation and disciplinary records.

**Note:** Students expelled from another school may not be considered for admission until one year after the expulsion date and only at the discretion of the Principal in consultation with the Pastor.

If the principal determines that the student’s philosophy, educational goals, and preparation align with the school’s mission, and an opening exists, the student may be admitted either on probation or without restriction. Transfer applicants will be prioritized based on the same criteria outlined in the [Admission Selection Procedures](#).

## 2.2 Registration

Students returning to St. Roch Catholic School in good financial standing may begin registration for the upcoming school year in early January. Open Enrollment for new families will begin in February.

## 2.3 Tuition and Payment Policy

Tuition for students at St. Roch Catholic School is determined by the Archdiocese of Indianapolis and the St. Roch Parish Finance Council. Families who meet the minimum tithing requirements at St. Roch Catholic Church and are confirmed as supporting parishioners will pay the Catholic tuition rate. Families who do not meet these requirements will pay the full tuition rate.

Tuition and fees may be paid over a ten-month period from August to May. If a family is unable to meet payment obligations, arrangements must be approved by the Parish Business Manager and/or Pastor. Transcripts will only be transferred to other schools once tuition is paid in full.

St. Roch provides the opportunity for education, and parents are responsible for ensuring tuition payments are made. In the event of a remote learning period due to public health concerns, safety issues, or severe weather, the school will continue education services remotely, and tuition agreements will remain in effect.

### 2.3.1 Financial Obligations

Tuition and all incidental charges (including, but not limited to, extended care, lunch balances, technology fees, athletic fees, field trips, and other school-related charges) are the responsibility of the parent(s)/guardian(s) and must be paid according to the school's established payment schedule.

Students whose tuition account or incidental charges are delinquent may be subject to the withholding of report cards, transcripts, diplomas, and other school records. In the event a student transfers to another school, the student's permanent records may be withheld until all outstanding financial obligations have been satisfied.

The school reserves the right to deny re-enrollment or continued enrollment to families whose tuition or incidental accounts remain delinquent.

## 2.4 Indiana Choice Scholarship Program

St. Roch Catholic School supports families' educational choices. To help make our school financially accessible, we participate in the **Indiana Choice Scholarship Program**. Detailed eligibility criteria and scholarship information are available on the [Indiana Department of Education](#) Website.

## 2.5 Withdrawal Policy

A student wishing to withdraw from St. Roch Catholic School must meet with their parents and the Principal for an exit interview. All student and family obligations to the school must be fulfilled before a withdrawal notice is issued and transcripts are sent to another school. Previously withdrawn students may re-enroll at the beginning of the next semester or any future semester, provided space is available.

There are financial obligations associated with withdrawal. Families will be responsible for tuition through the end of the current quarter and any outstanding fees before records are released. The financial obligation may vary based on factors such as the official IDOE count dates, so families considering withdrawal are encouraged to contact the Business Office to understand the full impact.

## **3.0 School Services**

### 3.1 School Communications

#### 3.1.1 Emergency

##### 3.1.1.1 Emergency Preparedness

- St. Roch Catholic School collaborates with Archdiocesan officials and local law enforcement to develop a comprehensive Emergency Preparedness Plan. The safety of students and staff remains our top priority.
- The school complies with all state and federal regulations regarding emergency preparedness drills.
- In the event of a preventative or emergency lockdown, parents will be notified via email or text as soon as possible. Please note that St. Roch has extensive emergency operation plans in place to address various scenarios. The plans are confidential and cannot be published.

##### 3.1.1.2 School Closing and Delay Policy

At St. Roch Catholic School, the safety of our students and staff is our top priority. In the event of inclement weather or other unforeseen circumstances, the administration will determine if a school closure or delay is necessary. If school remains open during inclement weather, parents have the final decision regarding whether to bring their child to school.

Decisions regarding school closures or delays will be communicated through the following:

- Text and email notifications sent to all families.
- Updates on social media platforms.

##### School Delay

If a delay is issued, the following procedures will be in place:

- No morning care will be available.
- Student drop-off will begin at 9:20 AM.
- The school day will start at 9:50 AM.

##### School Closing

[Return to Table of Contents](#)

If conditions require the school to be closed for the day, no classes or activities will take place.

### 3.1.2 Health

#### 3.1.2.1 Medication and Care

The Archdiocese of Indianapolis recognizes that parents (guardians) have the primary responsibility for the health of their children. Although it is strongly recommended that medication be given in the home, the health of some children and youth may require that they take medication or receive other medical care while in the care of the Catholic school, parish or archdiocesan program.

Parents (guardians) have a responsibility to confer with their physician or other medical practitioner to arrange medication intervals to avoid administration of medication outside the home whenever possible.

When medication absolutely must be given at other times outside the home, parents (guardians) shall provide explicit written instructions using the [Authorization for Administration of Medicine or Treatment Form](#). Please include instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care.

Parents (guardians) shall also provide written permission for non-medically trained school, parish or archdiocesan personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child or youth. Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses and/or direct administration of medicine by non-medically trained staff personnel shall be handled on a case-by-case basis according to a specific health care plan developed and signed by a physician or other health care professional and kept on file for the child. In some cases, it may be necessary to preclude a child from enrollment in a school or participation in a program if appropriate medical care cannot be provided by non-medical staff.

Archdiocesan personnel are generally protected from liability for administering emergency first aid in good faith by the Indiana Good Samaritan Law (IC 34-30-12).

Indiana laws require that school personnel observe certain safeguards in administering prescription medication to children. If we are to administer such medicine to your child, the following procedures must be observed:

1. School age children and youth (grades PreK-8) are not permitted to carry prescription medications on their persons except inhalers.
2. All medication to be administered during school or program hours for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the school principal or administrator-in-charge (or his/her designee). Likewise, medication may only be sent home with the parent (guardian) or another designated adult.
3. Receipt of the medication will be logged into a confidential medical log by the administrator in charge or designee.
4. The medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration.
5. The medication shall also be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note shall state the name of the child/youth, the name of the medication, why the medication is being taken, times of the day medication should be taken, the appropriate dose and method of administration, the start date and number of days, and any known side effects.

In most cases, Catholic schools, parishes and archdiocesan programs for children and youth will not have the direct onsite services of a nurse or other trained medical personnel. In the absence of such personnel, the school principal, administrator-in-charge or his/her designee or

a designated backup person will ordinarily aid and observe a child in the self-administration of medication.

We cannot assume responsibility for medication unless these provisions are followed. If a note does not accompany medication, it cannot be administered.

### 3.1.2.2 Student Illness

At St. Roch Catholic School, the health and well-being of our students are of utmost importance. To ensure the safety of all students and staff, the following policy has been established for when a student is ill:

#### **When to Keep Your Child Home**

A child should remain at home if they exhibit any of the following symptoms:

- Fever (100.4°F or higher)
- Vomiting or diarrhea
- Any contagious illness, such as flu, strep throat, or chickenpox

If your child is experiencing any of these symptoms, please keep them at home to recover and avoid the spread of illness to other students and staff.

#### **Returning to School**

Students may return to school once they are free from symptoms for at least 24 hours without the aid of medication (e.g., fever-reducing medications) unless otherwise directed by a healthcare provider. For illnesses that require a doctor's note (such as strep throat or the flu), a note from the healthcare provider may be required to return to school.

#### **Notification of Illness at School**

If a student becomes ill during the school day, the following steps will be taken:

- The student will be sent to the school nurse or the designated staff member.
- The parent or guardian will be contacted to pick up the child if the illness is deemed significant (e.g., fever, vomiting, or contagious condition).
- The student will remain in a supervised area until the parent or guardian arrives.

### 3.1.2.3 Immunizations

The Indiana Department of Health requires Indiana students to receive specific immunizations in order to attend school. A list of the requirements can be found [here](#). Indiana Code (IC 20-34-4-5) states that a child is not permitted to attend school beyond the first day without furnishing a written record, unless:

- The school gives a waiver (for a period not to exceed 20 days)
- The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parent must furnish a written medical statement and a time schedule approved by a physician or health department
- A medical exemption or religious objection is on file.

### 3.1.2.4 Head Lice Policy

To help prevent and manage head lice, St. Roch Catholic School has established the following guidelines:

- Parents should check their child's hair weekly for head lice and nits (eggs).
- Children with live lice should not attend school until they have been treated.

[Return to Table of Contents](#)

- Parents must notify the school if their child has live lice and inform staff when treatment has begun.
- Students with long hair should wear it tied back to help prevent the spread of lice.
- Only safe and recommended treatments should be used to address head lice.
- Parents should inform the families of close contacts (such as friends or classmates) to allow early detection and treatment.
- A supportive and respectful approach should be maintained to avoid stigma or blame toward affected families.
- Students should be reminded not to share hats, combs, brushes, or hair accessories.

#### **School Procedures**

- If lice are suspected at school, the student will be discreetly checked.
- If live lice are found, parents will be contacted to pick up their child for immediate treatment.
- Siblings and classmates may also be checked as a precaution.
- The student may return to school the following day if treatment has been administered and no live lice are present.

By following these guidelines, we can help minimize the spread of head lice while maintaining a respectful and supportive school environment.

#### 3.1.2.5 Archdiocese of Indianapolis - Student Health and Safety Plan

##### **Catholic Schools in the Archdiocese of Indianapolis believe:**

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2020, Catholic school ministry and its extra-curricular activities will resume with new health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure.

The Catholic school will take every precaution possible to protect students and adults.

Heightened

protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical

distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic

school community as determined by administration. A more comprehensive plan is (attached/included).

**For a student to be enrolled and to participate in Catholic school ministry and any of its extra-curricular activities, each parent/guardian with custodial rights must acknowledge and agree to the following criteria for participation:**

[Return to Table of Contents](#)

1. My child is in good physical and mental health and does not have any physical or mental conditions, which could affect my child's ability to participate in Catholic school ministry and its extra-curricular activities. I have medical insurance coverage appropriate for my child's participation and have provided evidence of such insurance coverage and emergency contact information to the School.
2. I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.
3. I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.
4. I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.

### [3.1.3 Abuse Reporting](#)

In accordance with the the Safe Parish policies of the Archdiocese of Indianapolis and Indiana law, any report or suspicion of child abuse and/or neglect will be reported to the appropriate authorities for their investigation.

### [3.1.4 Non-Custodial Parent Communication](#)

St. Roch Catholic School abides by the provisions of the Buckley Amendment and Indiana law regarding non-custodial parent access to student records. Unless a court order specifically restricts access, non-custodial parents have the right to receive information about their child's academic progress. The school reserves the right to define what constitutes the student's academic records.

To receive these updates, the non-custodial parent must provide the school with a current address. In the event of a court order limiting access, the custodial parent must provide the school with an official copy of the order.

Parents are responsible for notifying the school of any custody arrangements and providing the necessary documentation, such as a court-certified copy of the custody section of the divorce decree. If no such copy is on file, both parents are assumed to have custodial rights.

### [3.1.5 General Information](#)

St. Roch Catholic School has a presence on most Social Media Platforms as well as maintains its own website at [www.strochindy.org](http://www.strochindy.org). Families can stay up-to-date by routinely checking St. Roch social media postings as well as visiting our website. Additionally families are welcome to call the main office at any time.

### [3.1.6 Newsletters](#)

Our weekly school newsletter, the "Rocket Report," will be sent home electronically on the last day of the school week (typically Fridays) while school is in session. It will not be published during school breaks. The newsletter will also be available on our website.

[Return to Table of Contents](#)

- If you have appropriate information you would like to see published in the “Rocket Report,” please contact Mrs. Elam. All submissions must be received by Thursday prior to publication.

The school will also utilize Twitter, Facebook, Instagram, and the school website as outreach tools.

### 3.1.7 Media Release

St. Roch Catholic School reserves the right to use photographs and likenesses of our students engaged in school activities for marketing purposes by our school and parish, unless we are notified otherwise in writing. Such images may appear in our Rocket Report, on social media, and on our school website. If you do not consent to the use of these images, please complete and submit a Media Release Opt-Out Form, available [here](#) or in the school office.

### 3.1.8 Pesticide Applications

Total Exterminating 5634 Shelbyville Rd. Indianapolis, IN 46237 handles treatment for bugs at St. Roch Catholic School. They are in compliance with all laws regarding the handling of pesticides in schools. If you would like to be notified prior to application of any pesticides, please contact the parish office. Please make this request during the first two weeks of the school year.

## 3.2 Parent Communications

Effective communication is vital for our elementary school community. To ensure you receive timely updates and emergency information, please keep your contact details current. This includes any changes to your phone numbers, mailing address, or email address.

### Resolving Concerns:

- For any questions or issues, we recommend speaking directly with the individual staff member involved.
- If a satisfactory resolution is not reached, please escalate the matter by contacting that person’s supervisor.
- Should you not receive follow-up within 24 hours, please contact the Principal directly. Your cooperation in maintaining current contact information and following these steps helps us work together to support your child’s success.

## 3.3 Food Services

St. Roch Catholic School is dedicated to providing nutritious lunch options that support our students’ health and academic success. As a participant in the National School Lunch Program, we offer free and reduced-price lunches to qualifying students. Applications for free and reduced-price meals are available upon request throughout the school year.

### 3.3.1 Meals

A well-balanced lunch is served daily. Our lunch program is designed to offer a variety of components to ensure nutritional balance. In addition to the standard offerings, a hot lunch is available daily.

- **Food from Home:** While students may bring food from home, please note that food from fast food restaurants, soft drinks, and glass containers are not permitted in the lunchroom.
- **Leaving the Building:** Students are allowed to leave the building only with immediate family members (parents, grandparents, or siblings). Unrelated individuals are not permitted to accompany students.
- **Food Deliveries:** Students are not allowed to have food delivered during the school day.

This policy is designed to ensure that every student has access to a healthy, balanced lunch while maintaining a safe and orderly environment.

### 3.3.2 MealTime

[Return to Table of Contents](#)

At St. Roch Catholic School, we encourage the use of our Mealtime account system for all cafeteria purchases. To ensure a secure and efficient payment process, we do not accept cash payments directly. Instead, payments are made via the Mealtime system or by submitting a check to the School or Parish Office.

#### **Mealtime Account System**

- **Account Setup:** Each student is assigned a Mealtime account identified by their five-digit student #. This account is used for purchasing food during lunch.
- **Using Your Account:** Funds loaded into the Mealtime account are used as needed to purchase items at the cashier station. We strongly encourage you to utilize your Mealtime account for convenience and to easily track transactions.

#### **Payment Options**

- **Checks:** Checks for deposit into the Mealtime account may be submitted to the school or parish office. Please include your child's name with your check.
- **Online Deposits:** We recommend setting up an online account at [www.mymealtime.com](http://www.mymealtime.com). With your online profile, you can track purchases, receive low balance alerts, and add funds to your student's account. Note that online deposits may incur a fee.

#### **Charging Policy**

- **Maintaining a Positive Balance:** It is expected that students maintain a positive balance in their Mealtime account. A negative balance is allowed up to a limit of \$20.
- **Notifications:** Low balance and negative balance notifications will be sent via email daily. Setting up account alerts through the Mealtime system is recommended to avoid interruptions during lunch periods.

#### **End of Year Positive Balances**

- Families may request a refund, transfer to a sibling, or donation of unused meal funds by June 15th. Any remaining balances without a request will be donated to the District Angel Fund to assist students with unpaid meal charges.

This policy is designed to provide a smooth, secure, and accountable method for meal payments while ensuring our students have access to nutritious meals throughout the school day.

### **3.4 St. Roch Issued Items**

Students are provided with various school materials and electronic resources, including textbooks, desks, classroom equipment, science lab supplies, art materials, P.E. gear, and computer hardware and software, to support their education. They are responsible for the proper care and appropriate use of these items. Any lost or damaged items must be replaced at the student's expense, and new materials will not be issued until financial obligations are met. Upon receiving school-issued items, students should inspect them for any pre-existing damage and report concerns to the issuing teacher or school personnel.

#### **3.4.1 Technology Responsible Use Expectations**

St. Roch Catholic School provides electronic and communication resources to enhance student achievement and ensure efficient school operations. To maintain a safe and productive digital environment, students must follow these guidelines:

- **Educational Use Only** – Devices are for academic purposes and may not be used for inappropriate, unlawful, or personal activities. Parents may not use school-issued devices at home.
- **Assigned Device Use** – Students may only use their assigned device and should never share login credentials.

[Return to Table of Contents](#)

- **Earbud Usage** – Earbuds are permitted only for teacher-approved educational activities.
- **School Access Rights** – Faculty and administration may view device contents, Google account activity, and browsing history at any time.
- **Parental Monitoring** – Parents are responsible for supervising device use at home.
- **Device Protection** – Students must take precautions to prevent damage, loss, or theft of their device.
- **Incident Reporting** – Any damage, loss, or theft must be reported immediately to the **Technology Coordinator**. The **Principal** will be informed of all incidents.
- **Temporary Replacements** – Students will be issued a maintenance spare while their device is being repaired.
- **Policy Violations & Consequences** – The **Principal** will determine the appropriate course of action for any violations of this policy. Consequences may include loss of computer and internet privileges, detention, or suspension, depending on the severity of the violation.
- **Warranty Coverage** – Each Chromebook includes an Accidental Damage & Protection warranty, covering **one** incident per device. Additional damage or repairs will be assessed on a case-by-case basis.
- **Replacement Costs** – If a Chromebook is lost, misplaced, or requires replacement due to student negligence (e.g., dropping, screen damage, slamming the screen shut), the cost will be **up to \$300**, depending on warranty requirements.

### 3.4.2 Prohibited Uses of Electronic and Communication Resources

Students may not:

- Share personal information about themselves or others.
- Send or display offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Intentionally damage computers, computer systems, files, programs, or networks.
- Use, violate, or attempt to access another's password.
- Download, execute, or install any program without teacher or network administrator approval.
- Violate any local, state, or federal laws or break school rules.
- Vandalize, damage, or disable another individual's property.
- Access another individual's materials, information, or files without permission.
- Violate copyright laws or use intellectual property without permission.

### 3.4.3 Personal Electronic Devices

- Students may not bring personal electronic devices to school without administrative approval. This includes, but is not limited to, computers, iPads, iPods, smartwatches, and gaming devices.
- **Pre-K through 5th grade** students are not permitted to bring cell phones to school. Any exceptions require prior administrative approval.
- **6th through 8th grade** students may bring cell phones to school but may only use them after **3:00 p.m.** Phones must be turned into the homeroom teacher at the start of the day and remain off at all times during school hours.
- **Photos & Videos** – Students **may not take photos or videos on school property at any time without explicit permission** from a supervising teacher or adult, including after 3:00 p.m.
- **Violations & Consequences** – Any student caught with a phone during school hours will have the phone confiscated and serve a detention. Additional violations will result in loss of phone privileges or suspension.

[Return to Table of Contents](#)

### 3.4.4 Internet Usage

- Students may have access to the internet at school but **must not** visit inappropriate websites.
- Students **may not** check personal email or send emails from school unless they have a teacher's permission for a specific academic purpose.

## 3.5 Extended Care

### 3.5.1 Before Care / Morning Care

Before Care is available for students from 6:30 a.m. to 7:20 a.m. on school days. Fees for this service are set at the beginning of each year.

- Students may enter the gym at 6:30 a.m.
- St. Roch Catholic School is not responsible for students arriving before 6:30 a.m.
- No Before Care is provided if school is not in session or there is an announced two-hour delay.

### 3.5.2 After Care

After Care is available for students from 3:00 p.m. to 5:30 p.m. on school days. Fees for this service are set at the beginning of each year.

- After Care may not be available on early dismissal days; please refer to the school calendar for specific dates.

## 3.6 Field Trip Policy

Field trips provide valuable learning experiences by allowing students to explore aspects of our world that cannot be replicated in the classroom. To ensure smooth participation, the following guidelines are in place:

### 3.6.1 Fees

A small fee may be charged for each field trip to cover transportation and trip-related costs. If this fee presents a financial hardship, please contact the school principal to discuss accommodations.

### Permission Slips

- A completed and signed permission slip is required for each student attending a field trip.
- Students will not be permitted to participate without a signed permission slip, so please ensure all forms are submitted on time.

### 3.6.2 Chaperones

- Teachers are responsible for providing adequate supervision during field trips.
- Parents are encouraged to volunteer as chaperones.
- All chaperones must be **Safe Parish** certified as required by the Archdiocese of Indianapolis.
- Chaperones must also provide a driver's license and proof of insurance for background checks and documentation purposes.
- Chaperones may not smoke at any time during a field trip.
- Younger siblings are not permitted to attend field trips.

### 3.6.3 Vehicle Safety

- All students must abide by Indiana Child Restraint Laws while riding in a vehicle for a field trip.

### 3.6.4 In Case of Injury

- If an injury occurs, chaperones should stay with uninjured children while the teacher manages the injured student.
- The teacher will stay with the injured student until medical assistance arrives.
- One chaperone should contact medical help at the field trip site, and the school should be informed immediately.
- If parents have not yet been notified, the school will assist in contacting them.
- A full incident report will be submitted to the school upon returning from the trip.

### 3.6.5 Chaperone Training (if applicable)

- For overnight trips, mandatory meetings or training sessions for chaperones may be scheduled in advance to ensure everyone is well-prepared.

### 3.7 School Records

- Record Transfer: Student records will be transferred to another school only upon written request. Records will be sent via mail, email, or fax.
- Viewing Records: Parents may view their child's records in the school office within five days of submitting a written request.
- Financial Obligations: Student records will only be transferred once all financial obligations have been paid in full, including, but not limited to, tuition, lunch fees, Extended Care, and sports fees.

### 3.8 Lost and Found

Students, faculty and staff who find lost articles are asked to turn them over to the main office, where they can be claimed by the owner. The lost and found is cleared out on a monthly basis with any unclaimed items donated to a local charity.

## **4.0 Spiritual Formation**

### 4.1 Sacramental Opportunities

Preparation for the sacraments is a continuous process in a Catholic school. Formal instruction and preparation for First Reconciliation (First Confession) will begin in the second grade, followed by First Eucharist (First Communion). The Pastor, classroom teacher, Director of Religious Education, the student, and parents are all involved in the child's preparation for these sacraments.

Parental involvement is critical for the success of this preparation. Your witness and example of faith are key to your child's development and understanding of the sacraments.

Special preparation is available for students who have not yet received a sacrament but wish to do so. Please contact the Pastor for further guidance.

### 4.2 Liturgy

Celebrating the Liturgy together is one of the most important aspects of our lives as Catholics. It serves as a weekly highlight where we come together in prayer and worship. The Eucharist is offered to all students on Wednesdays and Fridays at 8:15 AM, unless otherwise noted. In addition to these scheduled Masses, teachers will provide other opportunities for prayer during religion classes and throughout the liturgical year.

All students are required to actively participate in the Liturgy, including attending Mass and engaging in the prayers and responses. We expect exemplary behavior during Mass, as it is a time for reverence and reflection. This is a sacred time where students can grow in their faith and understanding of the Catholic tradition.

## **5.0 Academic Formation**

### 5.1 School Attendance

#### 5.1.1 Attendance Expectations

St. Roch Catholic School strives for 100% attendance. Missing 10 or more days per year is considered excessive. Research shows that attendance is linked directly to academic success, and we encourage families to work with the school to ensure students remain on track.

### 5.1.2 Absence Policy

In accordance with Indiana law, acceptable excuses for absences are:

- Student illness
- Serious illness of an immediate family member
- Death in the family
- Serving at polls or as a page for the state legislature

Absences for vacations or other non-excused activities will be considered unexcused. Students may complete assignments upon returning but teachers are not required to provide work in advance.

- Full-Day Absence: A student who attends less than 3.5 hours will be considered absent for the full day.
- Half-Day Absence: A student must be present for a minimum of 3.5 hours to be counted as present for half of the day.
- Extended Absence: For illnesses or accidents causing a student to miss three or more consecutive days, a written statement from a physician is required.
- Excessive Absences: If a student misses more than 25 days of school, retention may be considered unless a physician's note is provided to explain the absences.

### 5.1.3 Leaving Early

If a student needs to leave early:

- Provide a written note or email by the morning of the day they need to leave.
- Sign the child out at the office.

### 5.1.4 Tardy Policy

Students arriving after 7:50 AM must be signed in at the office and receive a tardy slip before going to the classroom.

### 5.1.5 Attendance Scale

Absences	Tardies	Status
0-2	0	<b>Blue</b> – Perfect attendance awards & incentives.
4-9	1-2	<b>Green</b> – Attendance Watch, potential for concern.
10	3-4	<b>Yellow</b> – Attendance Warning, meeting with administration.
10+	5+	<b>Red</b> – Attendance Contract, possible repercussions (extracurricular exclusion, retention, or dismissal).

### 5.1.6 Attendance Support

St. Roch Catholic School strives to work with parents/guardians to improve attendance. Together, we can support student success.

## 5.2 School Schedule

### 5.2.1 Arrival

- 6:30am to 7:20am Drop Off is in the gym for Morning Care
- 7:20am to 7:50am is drop off in the main parking lot of the school
- 7:20am - 7:30am students will report to the cafeteria

[Return to Table of Contents](#)

- 7:30am - 7:50am students will report to their classrooms
- Students will use the East doors for entry
- Vehicles should not cut across the parking lot or pass the vehicles in front of them, unless directed by a staff member
- All vehicles should turn right when exiting the main lot
- Two-hour delay - arrival starts at 9:20am (no morning care will be available)

### 5.2.2 Announcements

The St. Roch School day begins and ends with prayer. Morning Announcements start at 7:50 AM with the Pledge of Allegiance and any announcements. Afternoon prayer will begin at 2:58pm followed by dismissal. Parents and coaches may request an announcement by contacting the school.

### 5.2.3 Dismissal

Parents should park in the north parking lot, facing east, for dismissal. The gates will be closed at 2:57pm. Parents arriving after this time are asked to utilize the church parking lot by entering via the Meridian St. entrance. Please note that the practice of parking on Sumner Avenue during dismissal is not acceptable. Additionally, parents should never park on Meridian Street or in the gas station parking lot. Parents are not permitted to park behind the school. All parents must use the main parking lot, or the church parking lot for dismissal.

Students will only be dismissed if their name appears on the dismissal board in their classroom. After all students are in cars, the school administrator will dismiss the cars row by row. Parents will exit from the east gate. NO LEFT TURNS ALLOWED. All cars must turn to the right (east) and should follow the directions given by the individual on duty.

Parents should be prompt in picking up their children. Any child who has not been picked up by 3:00pm will be sent to After Care, and will incur the After Care Fees.

## 5.3 Grading System

### 5.3.1 Curriculum

St. Roch Catholic School follows the state of Indiana and Archdiocesan guidelines for textbook adoption, standardized testing and curriculum, including art, music, technology and physical education. St. Roch Catholic School maintains Lumen accreditation from the state and we follow the Archdiocese of Indianapolis model for school improvement. St. Roch sets high standards for its students. Teachers, parents and students must work together to attain these standards.

### 5.3.2 Homework

One of the chief means of communication between the parents and the school is the process of homework. It provides the parents with the opportunity to follow what and how their children are doing in school. Cooperation with parents in supervision of homework is a vital element in the learning process of the student. However, it must always be remembered that homework is the responsibility of the student.

Homework should be done consistently with an emphasis on completeness, accuracy, and neatness. Parents should not complete a child's homework.

### 5.3.3 Testing

All students in grades kindergarten through eight are exposed to a form of standardized testing, with students in the third through eighth grade, taking part in the ILEARN testing program. Testing also takes place in non ILEARN grades in order that parents and teachers may examine the progress made by students on a regular basis.

### 5.3.4 Promotion, Retention, and Assignment

[Return to Table of Contents](#)

Students who have completed a grade successfully will be promoted to the next grade. A decision for retention will be made jointly by parents, teachers, and principal. Parents will be consulted as soon as possible during the first semester if retention is under consideration, even as a remote possibility. When a student is assigned to the next grade, it means that the student has not completed enough satisfactory work to be promoted, but the principal, teacher, or parent feel that retention is not in the best interest of the child.

Students may fail a course if they have not earned an average of 70% for the year. If a student has failed more than two core area courses (language arts, math, science, social studies), for two quarters, retention in the grade will be considered by the principal and teacher.

### 5.3.5 Report Cards

At the end of each quarter, students receive a report card. These reports indicate the progress made scholastically and in character formation. If satisfactory results have not been attained by a student or if a problem arises, it is recommended that a parent teacher conference be arranged promptly.

#### ACHIEVEMENT SCALE:

Levels of achievement are provided to help you better understand how your child is performing on specific standards.

Letter Grade	Percentage
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## 5.4 Student Recognition

### 5.4.1 Rocket Raves

### 5.4.2 Honor Roll

Students in grades 5-8 are eligible for the quarterly Honor Roll, which is determined by grades earned in core classes. The Honor Roll categories are as follows:

[Return to Table of Contents](#)

- **High Honors** – All A's
- **Honor Roll** – All A's and B's
- **Honorable Mention** – All A's and B's, with the allowance of one C

Eligibility for the Honor Roll may be affected by poor grades, participation, or behavior in any class, including special area classes.

Honor Roll awards are distributed at an all-school Mass after the end of each quarter.

### 5.4.3 End of Year Awards

End of year awards for eighth grade students are presented at graduation. End of year awards for all other students are to be given on the final day of school following Mass.

## **6.0 Social Formation**

### 6.1 Athletic Program

#### St. Roch Catholic Church Sports Fee Policy

In order to maintain fairness and accountability in our parish athletic programs, the following policy regarding sports fee payments is in effect:

- **Payment Requirement:**  
All sports registration fees must be paid in full to the Parish Office for the completion of the registration process. No registrations will be considered complete or valid until payment is received.
- **Delinquent Accounts:**  
After one instance of delinquency (i.e., failure to pay fees for a previous sport or season), no further registrations for any athletic programs will be accepted until the outstanding balance is paid in full. All future sports registration fees must be paid in full to the Parish Office prior to the completion of the registration process. No registrations will be considered complete or valid until payment is received.
- **No Exceptions:**  
This policy will be enforced uniformly and without exception. We encourage families to plan accordingly and communicate early with the Parish Office if assistance or special arrangements are needed.

This policy is in place to ensure the continued success and sustainability of our parish sports programs. We thank you for your cooperation and understanding. If you have any questions or need to discuss your account, please contact the Parish Office directly.

### 6.2 Dress Code

#### 6.2.1 Uniform Guidelines PS-8th

- Students should always dress appropriately for school, with neat, clean-sized clothing without holes or tears.
- All students must wear shoes and socks at all times. Shoes with laces should always be tied, and socks should match. Kickball socks are not allowed as part of the dress code during school hours. Crocs, clogs, open-toed shoes, open-back shoes, Ugg-style slippers, and any slipper-type footwear are not allowed.
- Leggings may be worn under skirts/jumpers.
  - Leggings must be Navy Blue, Gray, or White - and must be solid in color.

- K- 8th shirts should be navy or gray with a collar. Preschool and Pre-K shirts should be light blue in color with a collar.
- No emblem, monogram, picture, or embroidery other than the St. Roch logo is to be worn on any shirt or sweater. Shirts must be tucked in at all times. T-shirts are not an acceptable part of the dress code.
  - Eighth-grade students may wear their eighth-grade uniform shirts at any time.
- Sweatshirts must be plain navy or gray and worn as part of the uniform. St. Roch Catholic School logo wear, navy or gray in color and purchased through St. Roch, is also acceptable. Hooded sweatshirts and athletic spirit wear are not permitted.
  - All other sweatshirts are excluded from the dress code.
- Dress pants, shorts, skirts, skorts, and jumpers must be khaki or navy in color. Plaid skirts/jumpers will also be accepted. 6th, 7th, and 8th grade students must wear a belt if their pants have belt loops.
  - The St. Roch uniform plaid is the “Classic Navy Plaid” and is available online through Lands End.
  - Dress shorts, skirts, and skorts should be appropriate in length and no shorter than three inches above the knee. Shorts may not have dangling strings or ties below the waist.
  - Skinny pants are considered inappropriate.
  - Sweat pants/athletic pants are not appropriate uniform items.
  - The principal will determine the time frame for wearing shorts and communicate it to students, parents, and staff.
- Extreme hairstyles and distracting hair coloring (including, but not limited to, pink, green, blue, purple, orange, etc.) are not permitted. Hair should be clean, well-groomed, and out of the eyes. Designs should not be buzzed into the hair. Mohawks/fohawks are not permitted. Boys should shave facial hair.
- Excessive jewelry, including facial piercing, is not permitted. Male earrings are not permitted.
  - Dangling earrings or hoops are considered unsafe and inappropriate. Only stud earrings are permissible.
- Make-up cannot be worn.
- Fake or acrylic nails are permitted ONLY at the teacher's or administration's discretion. Permission to wear them must be granted ahead of time.
- Plain white or gray t-shirts, long or short-sleeved, may be worn underneath uniform items. (No other colors will be permitted)
  - Female students should wear appropriate undershirts, or camisoles, underneath their uniform shirts.
- Students enrolled in scouting may wear scout uniforms on meeting days.
- The pastor or school administrator will determine casual days. Please see the section in our handbook titled Casual Day Attire.
- “We are St. Roch” t-shirts or sweatshirts, the current school year edition, may be worn on Tuesdays in accordance with the schedule on the school calendar. These do not have to be tucked in.



### 6.2.2 Dress Up Day Guidelines

Throughout the year, there will be times when students are required to dress nicely (May Crowning, Stations of the Cross, Graduation, etc.) For these occasions, boys should be in nice slacks or khaki pants with a button-down shirt and a tie - sport coat or suit is optional but encouraged. Girls can wear dress pants (NO leggings, knit, or jeans) or a dress; however, modesty is required - this means nothing shorter than JUST a hint above the knee and a short or flutter sleeve. If a dress does not have sleeves, a cardigan is required. No midriff or back should be exposed. Boys and girls should be dressed for a religious ceremony.

### 6.2.3 Casual Day Guidelines

The opportunity to participate in a school-wide casual day will be determined by the administration. If a student has a casual day pass, he/she must seek permission from their homeroom teacher to use this pass. Students may wear items other than the typical school uniform during this event. The policy below outlines what may or may not be worn:

- Shorts, dresses, skorts, and skirts must touch the knee. Biker shorts, tight shorts/pants, cutoffs, and pajamas or pajama-looking clothing are **not** permitted.
- Leggings are not permitted for any students. Pants should be jeans or sweatpants. No yoga pants, leggings, or flare pants are permitted.
- All shirts must have sleeves that cover the shoulders. The bottom of the shirt must extend past the top of the pants waistband. Shirts designed as underclothing may not be worn.
- Clothing with low-cut necklines may not be worn.
- No unusual attire that is disruptive to the school's normal operation may be worn.
- Footwear must be appropriate for the student's designated activity.
- Jeans with holes will **NOT** be permitted.

## 6.3 Code of Conduct

Discipline is the demonstration of responsible behavior academically, socially, physically, and ethically.

### 6.3.1 Expectations

- Show reverence and honor to God at all times.
- Demonstrate respect and consideration for self, others, and property at all times.
- Exhibit cooperative behavior toward peers, teachers, administrators, staff, and guests.
- Take responsibility for learning by being prepared, punctual, attentive, and participative.
- Attend school daily and be present for the full day.
- Refrain from language that is threatening, profane, or disruptive.
- Follow the school dress code and dress appropriately for learning.
- Demonstrate good citizenship and behavior at all school-related events.
- Refrain from fighting or acts of violence.
- Never possess dangerous items such as weapons or drugs.

### 6.3.2 Harassment/Bullying

Indiana Law defines bullying as overt, repeated acts or gestures including:

- verbal or written communication transmitted
- physical acts committed
- any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, and the school with dignity and respect and not to engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic/Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student, will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, sexting, pornographic or sexual images, blogging, etc. Any individual found to have made or participated with others in making, repeating, or

forwarding such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Additional examples of this bullying behavior can include, but are not limited to: eye rolling, starting rumors/gossip, gesturing, staring/leering, graffiti, threats, name calling, taunting/ridiculing, stealing, damaging personal property, intimidation, pushing, shoving, punching, hitting, or kicking.

If a student believes an incident of bullying has taken place, they are encouraged to report the incident using a [St. Roch Bullying Incident Report](#) available in the main office, principal's office, from any homeroom teacher and on the school website. Students may use the Bullying Incident Reporting form anonymously. Bullying Incident Reports should be turned in to the principal or assistant principal.

### 6.3.3 Civility

Students, parents, teachers, staff, administrators and pastors all deserve to be treated in a respectful Christian manner. While individuals may well disagree, such disagreement cannot lead to verbal abuse, harassment, threats or intimidation. Persons who engage in uncivil behavior may be asked to remove their children from St. Roch Catholic School.

It is expected that all teachers and staff will act in a responsible and respectful manner toward students, parents, colleagues, and guests at all times.

### 6.3.4 Plagiarism/Cheating

Plagiarism is defined as, "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

Copying another author's work, or another student's work, is unacceptable and considered to be cheating. Students who copy another author's work, and represent it as their own, run the risk of not receiving credit for work completed. Additional punishments include, but are not limited to detentions, in-school suspension, or expulsion.

### 6.3.5 Birthdays

At no time should a parent send invitations for a private party to school for distribution unless the invitation includes ALL members of the class. Students with invitations, which do not meet this criteria, will not be permitted to distribute the invitations at school.

## 6.4 Technology & Device Use Policies

### 6.4.1 Acceptable Use Policy (AUP)

#### **Objective:**

It is the objective of St. Roch Catholic School to provide electronic and communication resources to its school community to promote student achievement and the efficient operation of the school. To support this goal, students are expected to use these resources in a manner that aligns with our educational objectives, ensuring the protection from harmful or inappropriate influences.

#### **Scope:**

This policy applies to all users of St. Roch Catholic School's electronic and communication resources, including computers, Chromebooks, iPads, and internet access.

#### **Acceptable Use Includes:**

- **Educational Purposes Only:** Devices are to be used exclusively for school-related activities. Personal or non-educational use is prohibited.
- **Assigned Devices:** Students must use only their assigned devices and keep login information private. Devices should not be shared.

[Return to Table of Contents](#)

**Monitoring:** School administration and faculty reserve the right to review device contents, including browsing history and Google Accounts, to ensure compliance with this policy.

- **Parental Responsibility:** Parents are responsible for supervising their child's use of school-issued devices outside of school hours.

**Unacceptable Use Includes, But Is Not Limited To:**

- **Sharing Personal Information:** Sharing personal details (such as addresses, phone numbers, or full names) about oneself or others.
- **Inappropriate Content:** Sending, displaying, or accessing offensive messages, pictures, or websites.
- **Offensive Language:** Using obscene, profane, or inflammatory language in any digital communication.
- **Harassment & Cyberbullying:** Harassing, insulting, or attacking others, including digital harassment or bullying.
- **Intentional Damage:** Intentionally causing damage to computers, devices, systems, files, or networks.
- **Unauthorized Access:** Attempting to break into, violate, or access another person's password, files, or personal information.
- **Software Violations:** Downloading, executing, or installing software unless explicitly authorized by a teacher or network administrator.
- **Legal Violations:** Violating any local, state, or federal laws, or breaching any school rules related to technology use.
- **Vandalism:** Damaging or vandalizing the property of another individual or the school.
- **Intellectual Property Violations:** Accessing or using someone else's intellectual property, such as copyrighted material, without permission.

**Device Care & Maintenance:**

- **Device Protection:** Students must take reasonable care to prevent damage or theft of their assigned devices.
- **Incident Reporting:** Any damage, loss, or technical issues must be reported immediately to the designated staff member (e.g., Mr. Elam). The Principal will be informed of any incidents.
- **Replacement Devices & Costs:** If a device is damaged or needs repair, students will be issued a maintenance spare. Replacement or repair costs for damages caused by student error may be up to \$300, depending on the warranty.
- **Warranty Coverage:** Each device is covered by an Accidental Damage & Protection warranty for one incident. Additional damage will be reviewed on a case-by-case basis.

Violations of this policy may result in loss of access, disciplinary action, or further consequences as determined by administration.

### 6.4.2 Cell Phone & Personal Device Policy

Students are encouraged not to bring cell phones or smart watches to school. If they are brought to school the following expectations will apply to all cell phones and smartwatches.

- Turned off upon arrival.
- Checked in with the homeroom teacher for the school day.
- Retrieved at dismissal or after a supervised activity.
- Students may use school phones to contact parents during the day - with permission
- Personal electronic devices (iPods, tablets, game devices, etc.) are not permitted at school.

[Return to Table of Contents](#)

Violations:

- Device will be confiscated and only returned to a parent/guardian.
- Student will lose phone privileges for the remainder of the school year.
- The school is not responsible for lost, stolen, or damaged devices.

## 6.5 Disciplinary Action

The request of any adult associated with St. Roch School should be honored. A classroom teacher has both the right and the responsibility to correct any wrongdoing by any student, regardless of the grade in which the student is enrolled. The same courtesy should be extended to all other members of the school and parish staff as well. Any student who feels that an inappropriate request has been made should obey the adult (unless personal safety is in jeopardy) and then has the freedom and the responsibility to pursue the matter with the school administrator, pastor or classroom teacher.

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

- To foster positive approaches to discipline by parents, teachers, and staff.
- To create a positive learning environment in each classroom which is free from behavior problems which prevent teachers from teaching and students from learning.
- To assist, in a positive manner, students having difficulty maintaining acceptable classroom behavior.
- To teach citizenship ideals to all students, and to provide them the opportunity to put them into practice.
- To provide for the safety and welfare of all students, faculty and staff in our school.

### 6.5.1 Detention

As a part of the discipline plan, students may be asked to serve a detention for a variety of offenses. Parents will be given written notice of the detention, and telephone contact from the child to the parent will be made. Detentions will last for one hour and parents of students serving a detention should plan to pick up their child at 4:00 p.m. Failure to appear for a detention will result in two more detentions, placing the student at risk for an in-school suspension. Three behavioral detentions in one quarter may result in an in-school suspension.

Examples of infractions which may result in a detention include, but are not limited to:

- Continual disruption of class.
- Intentionally failing to follow directions.
- Repeated tardiness.
- Misbehaving in church, during assemblies, or at any school gathering.
- Plagiarism: Copying others' work, be it that of other students or previously published material.
- Throwing objects in the classroom or cafeteria.
- Destruction or defacement of school property.
- Lying
- Offensive language.
- Any other behavior which is detrimental to the learning process.
- Bullying (see subsection), harassment, intimidation and/or threats.
- Inappropriate use of the internet.

### 6.5.2 Suspension

Suspension is a prescribed time that a student is required to spend in or outside of school under adult supervision. The student will be responsible for all schoolwork missed during the term of suspension.

**The student is not permitted to attend any event affiliated with St. Roch Catholic School during the term of suspension.**

### 6.5.2 Expulsion

Expulsion from attendance shall be reserved for extremely serious or repeated misconduct.

Expulsion of a student may take place after any school suspensions. Any student who brings a weapon to school, distributes any illegal substance may be immediately expelled from St. Roch Catholic School. These acts endanger the welfare and safety of others. Parents will be notified immediately and the police may be called. Students will not be allowed to return to school until a conference is held involving the students, parents, school administrators and other concerned St. Roch staff. Such conferences will be held, if possible, within six school days of the infraction.

Any student who is found to have committed any act in violation of state or federal laws will be expelled from St. Roch Catholic School.

A student who is under the influence of or in possession of any controlled substance or illegal drug will be required to have a chemical dependency evaluation. Within five school days of the results of this evaluation, which must be performed by a person or agency duly certified by the Division of Addiction Services, Indiana Department of Mental Health, a report must be provided to the principal of St. Roch School before readmission to school is granted. If the evaluation reflects a dependency, a treatment program is required as a condition of readmission. Continued attendance at school is based on reports to the school by officials of the treatment facility and good behavior on the part of the student. If a subsequent incident occurs, the student may be expelled from St. Roch Catholic School. Any financial cost involved in either the testing or subsequent treatment will be the responsibility of the student's family.

A student may be excluded from enrolling at St. Roch Catholic School for non-disciplinary reasons. Examples include communicable diseases, infestation with parasites, failure to comply with compulsory immunization laws, failure of the student to meet the minimum academic standards, inability of the school to meet the educational needs of the student, mental illness, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, or excessive/unexcused absences or tardies.

Behaviors other than those listed here may also result in a school suspension, expulsion, or exclusion. Conferences must be held between the student, parents, teacher and school administrator before a student may return to school following a school suspension. Students are required to make up all schoolwork following any suspension. To make up the required work, students have the responsibility to check with their teachers to learn what assignments were made during the suspension. Students are not eligible for perfect attendance awards if they have been suspended.

Exclusion from attendance at school shall be reserved for special cases involving failure of a family to uphold their obligations to the school or other non-disciplinary reasons that may preclude a student's continual enrollment at St. Roch.

## [6.6 School Sanctioned Events](#)

### **MayFest**

It will be expected that each parent/guardian of our students volunteer their time to help ensure the success of our annual MayFest. It will be expected that each parent/guardian signs up to cover one shift at our MayFest. One shift typically covers a 3 hour block of time.

## [6.7 School Visitors and Security Policies](#)

To maintain a safe and secure environment, St. Roch Catholic School remains locked throughout the entire school day. All parents and visitors must enter through the main doors and report to the school office upon arrival. Visitors are required to sign in and out and wear a visitor badge during their stay.

[Return to Table of Contents](#)

- Visitors should not open doors for others attempting to enter.
- Parents dropping off items for students should leave them with the school secretary, who will ensure delivery.
- Any adult guest entering the building beyond the main office must be in compliance with **Safe Parish** requirements as mandated by the Archdiocese.
- Any unfamiliar individual not wearing a visitor badge will be approached by staff to determine their purpose and offer assistance.
- St. Roch Catholic School is a smoke-free environment. Smoking is strictly prohibited inside the school building.

**All decisions regarding items in this handbook and including items not covered in this handbook will be made by administrative consultation—the pastor and principal.**