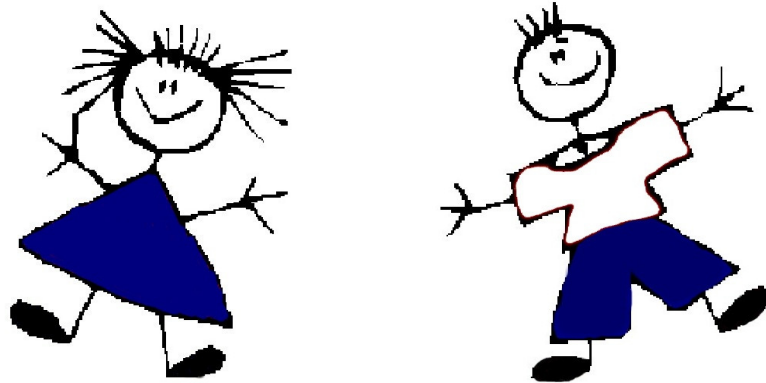


St. Mary Cathedral School

Parent and Student Handbook



Lafayette Catholic Schools Mission Statement

Our Mission is to serve God by providing a challenging academic education integrated with Catholic values and morals developing the whole person spiritually, intellectually, physically, and socially.
He shepherds. We shape. They shine.

St. Mary Cathedral School Statement of Purpose

St. Mary Cathedral Elementary School works in partnership with families, the community, and the Church to provide a nurturing environment for students in kindergarten through grade three. The school is a center where teachers and staff, in cooperation with families, guide the child's early development in faith, academics and self-esteem.

ADMINISTRATION

Administration

The bishop, as chief pastor of the diocese, is responsible for the supervision as well as the fostering of catechesis in the diocese. The Bishop ensures that catechetical goals and priorities are established for the Catholic community, that necessary structures exist, and that appropriate programs are designed, implemented and evaluated.

Superintendent of Schools

The Superintendent of Catholic Schools reports to and is supervised by the Bishop to provide consultation and advice to pastors, principals, School Advisory Councils and Home/School organizations in the formulation of policy, guidelines, operation and support of school programs.

Pastors

As canonical administrator, the representative of the juridic person, the pastor is responsible and has specific duties with respect to the Catholicity of teaching, school identity, and fiscal responsibility. The pastor is charged with acting as the representative of the parish with respect to the facilities of the parish, all contracts and finances of the school or associated groups.

President

The President is responsible for supervising the Lafayette Catholic School System working with the pastors, board of trustees, principals, teachers, development, fundraising, and retention personnel.

Board of Trustees

The Board of Trustees of the Lafayette Catholic School System has the primary responsibility for the efficient operation of the entire school system. It is composed of the pastors of St. Mary, St. Boniface and St. Lawrence. A fourth member will be ex-official and be either the Superintendent of Schools or another person appointed by the Bishop. The Board of Trustees, as the duly appointed representative of the Bishop, has responsibility to:

1. Approve the mission and philosophy of the school.
2. Approve any policy and actions, which related to the Catholicity of the school in matters of faith, doctrine and formation.
3. Provide guidance and review actions taken by the Board of Governance.
4. Hiring of the academic administrators, the development and the financial officer of the school system, in accordance with Diocesan policy.
5. Approve any changes to the governing structure of the school system.

6. Appoint legal council for matters not handled by the *Governance Board*.
7. Elect a chairperson.

Governance Board

The *Governance Board* is a "Board of Limited Jurisdiction", responsible for the specific areas of governance set forth by the Board of Trustees. On other matters, the Board of Governance is considered consultative. The policies and actions of the Board shall be consistent with the decrees, policies, and guidelines of the Local and Universal Church, and laws of the State of Indiana. The *Governance Board's* responsibilities are:

1. Supply an analysis and recommendation of the budget and all capital improvements to the Trustees for final approval.
2. Maintain stewardship of the building and property not associated directly with any parish.
3. Approve any policy changes or additions not under the Trustee's authority.
4. Appoint a certified public accountant as needed.
5. Approve the purpose and the responsibility for Mission, Finance, Development and Education Committees.
6. Responsible to recommend to the Trustees the hiring of the academic administrators, development and financial officers of the school system in accordance with Diocesan policy.
7. Direct where non-specified gifts to the schools would be spent.
8. Responsible to evaluate each principal's performance,

School Board

The Board of Education of the Lafayette Catholic School System oversees four major functions:

1. Listen to issues of the stakeholders in the Lafayette Catholic School System.
2. Initiate the charter of each Long Range Planning Team, and monitor the plan through monthly review of goals.
3. Initiate, review, and update policies of the LCSS for *Governance Board* review and Trustee approval.
4. Communicate with parents, faculty, administration, and governing structure of the LCSS.
5. Elect a chairperson and other officers as required.

Finance Committee

The Finance Committee of the Lafayette Catholic School System has primary responsibility of overseeing all aspects of the financial matters of the school system.

1. Prepare and present for review and recommendation of the Board of Governance and then the Trustees the LCSS budget including budgeting expenses, establishing teachers and staff salaries and proposed tuition scale.

2. Review monthly the current financial statements of LCSS.
3. Approve all expenditures \$500 or greater prior to purchasing.
4. Prepare all financially related policies for the LCSS.
5. Report pertinent financial information to the Board of Governance.
6. Appoint the members of the investment committee and oversee their operations.
7. Appoint the members of the CC Facilities committee and oversee their operations.
8. Responsible to evaluate the performance of the Finance Officer and support staff .
9. Elect a chairperson
10. Recommend the hiring of the Finance Officer and Staff to the Governance Board for review then on the Trustees for final approval.

Principal

The principal is to provide spiritual, managerial and education leadership. She/he is responsible to the Pastor and the Governance Board. The principal is responsible to implement the policies of the Lafayette Catholic School Board and the State Department of Education.

Teachers

Teachers are the most important single factor contributing to the success of the school. They are directly responsible to the principal. They must have graduated from a standard accredited for-year college or university, hold a valid license to teach, and demonstrate a willingness to support Catholic moral values. (LCS Board #103)

School Staff

Many other people are on staff at each school as an "at will employee" to provide support to the teachers and administration of the school.

ADMISSION POLICIES

Nondiscrimination Policy

All schools of the Lafayette Catholic School System have been established to meet the spiritual, educational, and social needs of their students. Although spiritual needs of Catholic students are our first concern, enrollment in a diocesan school is open to all students regardless of ethnic origin, race, or religious affiliation.

Admission for New Students

Every child is to be given an opportunity to attend a Catholic school as long as the school is able to provide for the child's educational needs. The Lafayette Catholic Elementary Schools welcome new families. Parents may register their children for kindergarten

through grade six at any time during the school year. Prior to attendance, consultation with the principal of that school is required before admission of the student to that school.

Admission Requirements

To insure that every child is placed in the Lafayette Catholic Schools, new families will register into "the system" rather than at an individual school. This ensures the best educational experience for the child and uses the facilities and staff efficiently. Every effort will be made to enroll the students at the school of their choice. Placement will be determined by the following criteria: preference, parish membership, class size, transportation, and date of registration. (LCS Board #111)

At the time of registration, the following is to be presented:

- a. Health Certificate
- b. Birth Certificate
- c. Immunization Record
- d. Baptismal Certificate (if Catholic)
- e. Social Security Number

Upon admission to kindergarten, the chronological age of the child should be five on or before August 1 of the entry year. Upon admission to the first grade, the chronological age of the child should be six by July 1 of the entry year. Records showing successful completion of kindergarten may also provide entry to first grade.

Admission Priority

Admission priority to Catholic schools is given to parish Catholic children. All other students are welcome when space is available with the understanding that:

- a. All students participate fully in the religion instructional program.
- b. Once a non-Catholic student is accepted, re-registration is not denied because of increased class size.
- c. Students with disabilities are to be accommodated in schools when the student can benefit from the school environment and academic program provided in small and large instructional groups. Neither schools nor school staffs of the Diocese of Lafayette-in-Indiana are equipped to provide one-to-one instruction.

Belief Statement

Parents and teachers are expected to sign the Belief Statement of the Lafayette Catholic Schools assuring that they will support and abide by these ideals.

Financial Aid

Education grants are available to those in financial need. Application forms are obtained from the business office, school office, or parish rectory. Applicants will be notified as to

the amount of their award. Later applicants will be considered based on the availability of funds.

RELIGIOUS FORMATION

Religious Instruction

Religion class is conducted daily and considered a major subject in the curriculum. Parents are expected to support the spiritual growth of their children and witness to the Catholic faith by praying with their child, receiving the sacraments, listening to their lessons, and attending Holy Mass with them on the weekends and Holy Days.

Grading for Religion

Religious education is to provide opportunities for information, formation, and transformation of the student. The only element to be graded is that of information and participation. Therefore, a religion grade is to reflect the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as religious education.

Classroom Prayers

Traditional Catholic prayers are taught each year according to the curriculum guide and school guidelines.

Community Service

Students are guided to assist others less fortunate by prayers, sacrifices, visits, making articles, collections and fundraisers.

Liturgical Devotions

The students will participate in various liturgical devotions according to the seasons and feast days of the Church such as: Advent, Lent, Holy Week, and Holy Days. Devotions may include the rosary, Benediction, prayer services, Stations of the Cross and Adoration of the Blessed Sacrament.

Students attend Mass twice a week. Students attend Mass with their grade level and on Friday at 8:15 a.m. with the student body. Parents are always invited. Classes are scheduled to participate in Mass with an introduction of the theme, readings, psalm response, alleluia verse, prayers of the faithful, and offertory gifts.

ACADEMIC FORMATION

Accreditation

Principals, faculty, and staff are to collaborate in the school improvement process through AdvancED.

Assessments

The teacher assesses the students' work on a regular basis. Progress reports are distributed weekly placed in communication folders. Report cards are sent home quarterly. Teachers notify parents of possible academic problems by note, phone call, email and/or conference when the problem warrants attention.

Curriculum

Curriculum, broadly defined, includes all the guided learning experiences of the student under the direction of the teacher and school. It includes the content of the Core Curriculum Guide, but is not limited by it. Student experiences and participation in the religious, intellectual, cultural, physical, social, and civic activities, both in the classroom and outside the school are part of the curriculum. The schools are to implement the diocesan curricula which exceeds the standards of the Indiana proficiencies. The explicit curriculum is defined in these sources.

Grading Procedure

The grading system is explained on the report cards and is set by the Diocese.

94% to 100%	A	excellent
85% to 93%	B	good
75% to 84%	C	average
70% to 74%	D	below average
69% or below	U	unsatisfactory

Homework

Homework - Time Guidelines

Homework is assigned as a reinforcement of the learning at school. It is designed to be a means of review and of comprehension and enrichment of the subject matter. Ordinarily homework is not given on weekends.

Homework - Absence of Child

If a parent requests homework for an absent child, it must be done by phone or note before 9:00 when the parent calls in the absence. The teacher should send the homework to the office by 2:30 p.m. for parents to pick it up at dismissal .

Homework - Vacations

Vacations are discouraged during the school year and should be planned during scheduled breaks. Instruction time in the classroom is important and cannot be made up. In addition, a teacher's plan may change from day to day. Therefore, school work will be given by teachers to vacationing students. It is the parents'/students' responsibility to see that work is made up after returning to school.

Learning Difficulties

Learning difficulties of students are diagnosed on a regular basis. Teachers or parents may request an educational evaluation through Greater Lafayette Area Special Services (GLASS) for learning difficulties. Referral forms are in the principal's office.

The Lafayette Catholic School System endeavors to educate all students within the limits of the school educational program. The schools are not recipients of funding for what is termed "special education" and therefore, are not in a position to educate everyone.

Schedule - Daily School Schedule

7:45 a.m.	Teachers arrive
7:50	Bell rings and students go to their homeroom
8:00	Bell rings and classes begin
11:00	Lunch begins in the classroom
12:00	Bell rings for classes to resume
2:50 p.m.	Bell rings to dismiss students to the gymnasium
3:00	Bell rings to dismiss students
3:15	Teachers may leave

Testing

The classroom teacher administers the standardized tests according to the diocesan and state guidelines. The students take the Indiana Statewide Testing for Educational Progress (ISTEP). The students also take the Iowa Test of Basic Skills. Parents receive results of the tests.

Textbooks

Textbook recommendation is done by the combined faculties of the Lafayette Catholic Elementary Schools using the approved list of textbooks from the Indiana Department of Education. The textbook selection is up to the school principal since each textbook selected is to be aligned with the diocesan Core Curriculum Guide and not be counter to Catholic Christian teachings to which Catholic schools are committed. The selection of a textbook not approved by the State requires a waiver at the time of the selection.

Students are expected to take reasonable care of all books entrusted to them during the school year. In the event a book is lost or damaged, the student will be expected to pay for the cost of a new book or pay for damages.

ATTENDANCE

Attendance Records

The State of Indiana requires 180 days of student instruction during the school year. Daily absences are also noted on the Diocesan Pupil Attendance Record. This attendance record becomes a part of the student's cumulative record at the end of the school year.

Absence of Child

A child who is not in school by 8:00 is marked absent. On the day of the child's absence, the parent must call the school office by 9:00 a.m. or leave a message on the answering machine. (765-742-6302). A request for homework, if desired, should be made at this time. If a parent has not called before 9:00 a.m. the school personnel phones the parent until the whereabouts of the child is determined.

Absence: Accumulation of Thirty Days

The academic performance of a student who has accumulated thirty (30) or more days of absence is to be reviewed to determine if the student is ready for the academic work of the next grade.

Absence: Extracurricular Activities

If a child is absent from school for the day, he/she may not participate in extracurricular activities such as sports for that day or evening unless the principals gives permission.

Absence: Half Day

A school day is 5 1/2 hours long. If a student is absent from school for three (3) hours they are recorded as absent a half day.

Absence: Tardy

Students are recorded as tardy if they arrive in the classroom after the 8:00 bell. The student must report to the school office before going to the classroom. Continuous tardiness will be cause for a meeting with the parents since tardiness is a disruption for the teacher and the class.

Absence: Truancy

A single isolated incident of unexcused absence is not defined as truancy. Habitual truancy is evidenced for the following:

- a. Refusal to attend school in defiance of parental authority,
- b. Accumulating ten (10) absences from school without justification over a semester;
- c. Three or more judicial findings of truancy.

Absence: Vacation

Vacation requests are not encouraged. Indiana State Law requires a child to be in attendance at school while it is in session.

Appointments

The student must bring a note to the teacher, regarding their reason and time for the appointment. This note is forwarded by the teacher to the office for reference. The parent signs the release form at the office. The student is called to the office for pickup.

RECORD KEEPING

Access to Records Family Educational Rights and Privacy Act

Parents and students have the right of access to their records and the right to request that statements be changed or deleted if appropriate. If a parent or a student wishes to view a record, a 24 hour notice is required in writing. The school may refuse to change or delete records. Statements made by parents will be included in the record.

Access to Records with Non-Custodial Parent

Indiana law provides that the custodial parent of a child can make all decisions necessary regarding a child's education. Therefore, any information regarding a student's status, school records, or grades will be released only to the custodial parent.

We require a copy of the legal court custody ruling to place on file at the school.

The custodial parent will fill out a supplemental registration form, which deals with transportation of child/children and release of information to non-custodial parent.

(LCS Board #115 1/19/05)

Permanent Cumulative Record

The teacher is responsible for keeping the students' cumulative records up to date.

Caution should be used to assure that records are not left unattended by the teacher and that they should be returned to the office file immediately after use.

Records are kept on school premises at all times. They are open to school officials, authorized school personnel upon request, parent(s), guardian(s), or a case working agency upon request or court order per federal and state policies.

This information is to be in the cumulative records, but is not limited to :

- a. Name, address, phone number of parent or legal guardian

- b. Emergency phone numbers
- c. Medical information
- d. Date of Baptism, First Reconciliation, First Communion, Confirmation
- e. Standardized test results
- f. Academic grades for each school year
- g. Attendance records
- h. Date when student enters and exits school
- i. Graduation date

Separate Report File

Psychological testing data and disciplinary reports are kept in a separate file and released only upon a separate written permission of parent/guardian. These materials are not automatically transferred to another school when a student transfers or graduates.

Health Records

All health records are maintained with the same safeguards for confidentiality as other student records as specified by the Family Education Rights and Privacy Act. Any person in violation of this confidentiality subjects him/herself to disciplinary action. The permanent health record is available to parents/guardians and all school and/or medical personnel with a legitimate need for the information.

Report Cards

Report cards are to be issued four (4) times a year for each student. Report card grades are to represent a student's performance in class, on written and oral material, and teacher made or teacher administered tests. Report cards are to allow for assessing student behavior apart from academic performance. During the first quarter, the report cards are given to the parents during a scheduled conference. For the 2nd and 3rd quarter, the report is sent home with the student and the parents are to sign the report card envelope and return the envelope to the homeroom teacher.

Promotion

Students who have completed the basic requirements of the grade will be promoted to the next grade.

Placement

A student who has applied him/herself to the curriculum of a grade but lacks the ability to master all of the objectives may be placed in the next grade if he/she is able to succeed in the school program.

Retention

The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. The final decision to retain a student is made by the parents. It is not advisable for a child to remain for more than two (2) years in any single grade. However, if the developmental stages and academic progress of a child are inconsistent with his/her chronological age and non promotion seems probable, parents or legal guardians are to be involved in the decision during the third quarter of the school year. If the school is not able to meet the student's needs as indicated by the parents, it is an issue of justice not to accept the student's enrollment for the coming year. The school may require summer work for the benefit of the child but not to substitute as a condition of promotion. If parents/guardians choose not to retain a child, retention will not take place.

COMMUNICATION

Celebrations/ Treats

The PTO Room Parents provides treats to the students for the Halloween, Advent, and St. Valentine holidays. The teacher is responsible for conferring with the homeroom parent regarding celebrations. The times for the treats are the last half hour of the day - at 2:15 p.m. Parents should notify teachers before providing other treats. Birthday treats are limited to small treats and are generally given out at lunch time.

Celebrations /Private Parties

The school, the parking lot or playground are not to be used to distribute invitations to private parties unless the entire class receives an invitation or a girl invites just the girls in her class or a boy invites just the boys in his class. This is to prevent children from being left out of the group.

Conferences - Parent/Teacher

Parents and teachers are encouraged to contact each other if a concern arises. Appointments are to be made in advance either in writing or by phone. To insure privacy and time, the teacher can only have a conference when not supervising students. Teachers may be reached via e-mail or phone between 7:45a.m. and 3:15 p.m. Our Sensational staff will respond to all messages at their earliest convenience. At the end of the first quarter, a parent teacher conference is scheduled by the school.

Conferences - Parent/ Teacher/Principal

In keeping with the Catholic Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. If a parent has a complaint about a teacher, the

parent should discuss the difficulty first with the teacher. If a parent is reluctant to confront a teacher alone, the administrator may offer to be present at a conference. Conferences are scheduled by appointments.

E-mail

Each teacher has an e-mail address that may be used. These are published in the first Parent Bulletin sent home in August and may also be found on the LCSS website.

Internet Access

The Lafayette Catholic School System (LCSS) recognizes the value of computer and Internet usage, as well as the risks involved. We strive to take full advantage of the educational opportunities while minimizing the risks to our students. Computer use is a privilege, not a right, and may be revoked at any time. Students and employees are obligated to inform school administration of violations of this policy or any threat to the security of the school networks. Users agree to abide by the guidelines in this policy. User agreements are maintained and updated annually as needed by each school principal or designee and may include other items considered important.

1. The use of any account must be solely for educational purposes and consistent with the educational and moral objectives of LCSS. Use for commercial activities is, in general, not acceptable. Appropriate use is determined by school administration and their decision is final.
2. Abuse of computer privileges may result in loss of computer access, along with other disciplinary or legal measures.
3. Student use of chat rooms, instant messages, including email, are not private and may be accessed by school administration.
4. LCSS makes no warranties of any kind, whether expressed or implied, for the service it is providing. LCSS is not responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions, or your own errors or omissions. Use of any information obtained via the Internet is at your own risk. LCSS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. All copyright laws must be obeyed. All communication and data accessed via the Internet should be assumed to be the private property of its creator and subject to copyright restrictions.
6. No software is to be downloaded, copied, or transferred from any source onto school computers without the consent of school administration.

(LCS Board of Education #122 3/25/05)

Parent Bulletin - Cathedral Times

The Cathedral Times containing pertinent information is published and sent home on a weekly basis. The bulletin is sent home with the oldest child of each family. Parents will

receive the Cathedral Times via e-mail unless otherwise requested.

Telephone

The telephone in the school office is for business use. Ordinarily a child is not allowed to call home unless there is sufficient reason.

Visits to Classrooms

If parents wish to observe in the classrooms, they are welcome. However, appointments must be made. The request is made to the principal and the teacher.

DISCIPLINE

Atmosphere of Respect

To maintain an atmosphere of Christian respect, the teacher is firm, fair and consistent in disciplining the students. It is the responsibility of the entire faculty and staff to create such an environment. Ordinarily, problems are handled by the teacher. Serious problems are reported to the principal.

Corporal Punishment

Discipline measures used are to reflect respect for the individual and conform to the offense. Corporal punishment is not used. (LCS Board #119)

Discipline Code

In guiding the child's growth in Christian values, it is better to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. The child will be guided in choosing one form of behavior over another and to accept the consequences of the behavior.

Students have the responsibility to show their love for God and one another by:

1. Raising their hand in class
2. Using respectful language and actions
3. Moving quietly throughout the school
4. Following directions
5. Coming prepared for class

Consequences

1. Verbal reminder
2. Recorded warning
3. Notice sent home to be signed by parent and returned next day
4. Parent is phoned if notice is not returned
5. Student is sent to another supervised room if misbehavior continues

Severe Clause: For severe or persistent disruption the principal is notified.

Dress Code/Uniforms

Dress uniforms are required to be worn at All School Masses involving the entire student body. Principals may require the dress uniform to be worn at other occasions, and may excuse dress uniform wear at their discretion. All uniforms must be purchased from the official uniform company: Elderware. This can be done locally through The Carpenters's Son. Parents are asked to use name tapes or some form of permanent identification on all clothing and supplies your child brings to school.

Scout Uniforms - Girl Scouts and Boy Scouts may wear their scout uniform to school if they meet on a school day. Scouts may not wear jeans with their uniforms. If you do not have regulation scout pants, you must wear the school uniform pants.

Required Dress Uniform for Girls

- Poly-cotton keyhole jumper, blue plaid
- White blouse with Peter Pan collar with crest
- Sweater (if desired) must be navy blue crew neck cardigan or pullover with crest
- LCSS crested navy blue sweatshirt
- **Other uniform options for girls:**
 - White or navy long-sleeved turtleneck
 - Pleated navy shorts
 - White or navy knit short or long sleeved shirts, exclusive of all design, buttons must match shirt color
 - Skirt lengths must be no shorter than three inches above the knee when kneeling.

Boys Required Dress Uniform

- Poly-cotton navy pleated pants
- White knit placket short/long sleeved shirt with crest
- Sweater (if desired) must be navy blue crew neck pull-over or cardigan with crest
- **Other uniform options for boys:**
 - White oxford button-down shirt, long or short sleeved
 - Navy pleated shorts
 - Long-sleeved white or navy turtleneck shirt
 - White or navy knit placket shirt, short or long-sleeved
 - Navy uniform pullover sweatshirt with crest
 - Shorts may be worn only during the months of August/September and May/June.

Socks - Students must wear socks at all times. Socks should come up on the ankle; no "footies".

Girls: Navy or white socks or tights exclusive of decoration

Boys: Navy, white or black socks

Shoes - Families do not have to purchase shoes from the official uniform company. Shoes must have a complete toe and heel. Girls and boys alike must wear either a black, navy blue or brown leather dress shoe. Sandals - are not permitted.

Girls: Solid white leather, low-cut sport shoe with no decorations or lettering.

Boys: Solid black, leather, low-cut sport shoe with no decorations or lettering;

Accessories - (Jewelry)

Girls: Jewelry must be kept simple; no dangling earrings or bracelets.

Hair accessories should also be simple.

Boys: Jewelry must be kept simple; no earrings may be worn.

Accessories - (Belts)

Girls: Plain black, brown or navy belt must be worn with all clothing having belt loops.

Boys: Plain black, brown or navy belt must be worn with all clothing having belt loops.

Exceptions: Kindergarten and 1st grade are not required to wear a belt, unless their pants won't stay up.

Accessories - (Make-up)

Girls: No make-up may be worn.

Boys: No make-up may be worn.

Students wear the uniform as described in the appendix. Those who violate the dress code will receive a uniform violation form for the parents to sign. A student who continues to violate the uniform code may receive detentions or other discipline action.

Dress Code Exceptions

N.U.T. Days (No Uniform Today)

Occasionally the students are allowed to dress out of uniform for birthdays, special awards and special days directed by the Principal or Teacher. These are days there is no school Mass. Clothing worn for N.U.T.. Days is to be neat and modest. Sleeveless tops and pipes are not permitted. Printing on t-shirts and sweatshirts is limited to religious, sports teams, vacation areas, and clothing name brands. Gang names and symbols are not allowed. The length of skirts and dresses should be not shorter than 3 inches above the knee while kneeling.

Due Process

Ordinarily, a notice and hearing will be given in all major discipline situations. A student will be told what he/she did that was wrong and will be given a chance to be heard.

Parents will be notified and a meeting set within a given time. If a student or parent thinks a punishment is unfair they have the right to:

1. Discuss it with the teacher
2. Talk with the principal
3. Confer with the pastor
4. Contact the Diocesan School Office

The pastor is the final recourse and may waive any disciplinary rule for just cause at his discretion. If a disagreement between the parent and the school results in the parent seeking civil litigation, the student will be excluded from class until the civil decision has been made.

Gum and Candy

Gum is not permitted on the school premises for maintenance reasons. Therefore, no gum is to be handed to students as a birthday or party treat. Ordinarily, the eating of candy and other food is limited to the classroom during lunch time.

Harassment

The school is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, jokes, or comments based on individual's sex, race, ethnicity, age, religion or person are inappropriate in a Catholic environment.

Harassment by an employee or by one student to another is unacceptable conduct.

Employees or students who engage in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. The school will determine the facts regarding all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Noise

Loud talking, running, and boisterous conduct of any kind is not permitted in the school halls or classrooms. Students may not bring radios, tape players, walkmans, gameboys, etc. on school premises or on buses unless authorized by the principal.

Recess Rules

Teachers accompany the students to the main landing when going out to recess. The teacher must meet the students outside and bring them in after recess. Two adult supervisors are on the playgrounds during recess time. Children go outside every day

unless there is unseasonable weather. On rainy days, classes take turns playing in the gym and the remaining classes stay in their classrooms for indoor recess.

Violations of playground rules include:

1. Playing games or doing activities that may be dangerous to self or others or that could damage property.
2. The use of improper, vulgar, or disrespectful language.
3. Leaving the playground to visit others or retrieve balls or other objects.
4. Playing near the cars or on other people's property.
5. Fighting or rough play.
6. Disobedient and/or disrespectful to the supervisor.
7. Entering the building without the supervisor's permission.

Disciplinary Action Taken on playground will consist of the following:

First offense: student is given a warning by the supervisor.

Second offense: student has time out for 5 minutes

Third offense: student is sent in to office, behavior notice written, and notice given to parents

HEALTH AND SAFETY

Accident / Illness

In the event of an accident or illness of a student, the parent or other designated person indicated on the Emergency Medical Form will be telephoned. If the accident is serious, the child will be brought to the hospital indicated on the Emergency Medical Form and the parent/guardian contacted.

Arrival and Departure

Drop off for school in the morning is after 7:30pm in the top parking lot. Enter the parking lot through the west gate. Drive slowly along the outer edge of the parking lot and stop by the sidewalk near the end of the church to let your child out. The children follow that sidewalk around to the entrance to the tunnel doors to the enter the building. They should not use the front door to the school unless accompanied by a parent. This is for the safety and protection of the students.

Asbestos

The Diocese, as the Local Education Agency, is required by AHERA to ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. The asbestos inspection of the school is complete. A copy of the Inspection Report and Management Plan is on file in the principal's office and is available for review during the

regular school hours.

Communicable Disease

Students with head lice, pink eye (conjunctivitis), or other communicable disease must be excluded from school until symptoms are no longer apparent. School officials rely on the directives from the County Health Department in judging these cases.

Emergency School Closing

In case of severe weather or other emergencies whereby the school must be closed early in the morning before school begins, the following radio stations will carry the information.

WGLM -- 106.7 FM

WAZY -- 96.5 FM

WASK -- 98.7 FM and 14.5 AM

WBAA NPR AM and FM

WLFI -- TV Channel 18

WRTV -- TV Channel 6

Emergency School Delay

If there is a 2 hour delay for the Lafayette Catholic Schools, the delay is announced over the radio and TV stations.

- Students and teachers will report two hours later than usual.
- School will start at 10:00 a.m.
- School will dismiss at the regular time which is 3:00 p.m.
- If roads are dangerous where you live, feel free to stay home.

Emergency School Dismissal

In case of severe weather during school time, the Lafayette Catholic Schools, including St. Mary will close according to the following procedure:

- Send Email and call all parents by using emergency numbers.
- If parents are unable to pick up the student or the parents cannot be reached, the student will be released to those listed on the emergency form.
- If a student does not have transportation, he/she will stay at school until transportation is provided.

Immunizations

Indiana State Law requires that parents provide a written updated statement of the child's required immunizations. No child shall be permitted to attend school for more than thirty days beyond the date of enrollment without the written statement. Forms to be completed and signed by your doctor are available in the school office.

Medication

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.

- All medications are kept in the office. No student is to have any medication in his/her possession.
- Medications prescribed for a student must come in the original container/package with pharmacy label and student's name affixed.
- All prescription and non-prescription medication must be accompanied by a parent note and must include:
 1. Name of medication
 2. Dosage
 3. Time
 4. For what purpose. For Medication Form See Appendix

Meningococcal Disease

Indiana law requires parents/guardians be informed about meningococcal disease and its vaccine. This disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea and stiff neck, making the disease difficult to diagnose. The bacteria is transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine immunizations at 11 to 12 years old. For information refer to Indiana State Department of Health.

<http://www.in.gov/isdh/healthinfor/minimogoccal%20disease.htm>.

Security

All school entrances are locked from the outside when classes are in session for the safety and protection of students and staff. Parents and visitors during the school day may come to the school office. You must ring the bell to be admitted and then proceed to the office to sign in.

Smoke Free and Alcohol Free Environment

Smoking and drinking alcoholic beverages are not permitted on school premises.

FIELD TRIP POLICIES

Educational Field Trips

The Lafayette Catholic School System recognizes that learning takes place in a variety of situations. When field trips are used in the educational process, the following guidelines are used. (LCS Board # 124 9/27/04)

1. Participation in field trips is a privilege, not a right, and may be revoked at any time. Students shall abide by the field trip guidelines or risk losing the privilege of participating in future field trips.
2. Field trips must be of an educational nature and enhance the curriculum. The educational purpose of the trip should be included on the permission form and any special conditions should be noted. Classroom follow-up before and after trips is important to assure that knowledge is gained.
3. An element of prayer and Christian living should be included in each trip.
4. The principal must be informed of the trip two (2) weeks in advance and approval be obtained before notifying parents.
5. The required form for parent permission should be sent home at least two (2) weeks prior to the trip. A child may not go unless the written permission form is submitted. Only the original parent permission form will be accepted. Permission via phone calls or e-mail is never acceptable.
1. All field trips must have funding available for students who do not have the available funds for the trip.
7. Ordinarily trips should be made during regular school hours.
8. There should be one adult for every 4 to 6 students, keeping in mind the nature of the trip.
9. School uniforms are to be worn on all field trips unless otherwise approved by the principal.
10. Ordinarily, buses are used because of liability. When cars are used, the drivers must complete an insurance form to be on file in the school office prior to the trip.
11. Medical emergency forms must be taken by the teacher on the trip
12. If the parent or guardian chooses to not permit the student to participate in the field trip, then the parent or guardian shall keep the student home from school or make arrangements with the school during the time of the field trip. Conversely, if the principal chooses to not permit the student to participate in the field trip, the principal will make other arrangements for the student to remain at school during the time of the field trip.

Transportation

Whenever possible, bus transportation will be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified for the driver.

1. The driver must be 25 years of age or older.
2. The driver must have a valid non probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.

4. The vehicle must be insured.
5. A signed Volunteer Driver Information sheet must be submitted to the principal or pastor for each vehicle used.

STUDENT ATHLETIC ACTIVITIES

Attitude

All those involved in extracurricular activities, athletics or any other school related functions, are to conduct themselves in a Christian manner which reflects the beliefs and values of a Catholic school.

PARENT ORGANIZATIONS

Lafayette Catholic Schools Board of Education

This board is for the three Catholic elementary schools and Central Catholic Junior/Senior High School in Lafayette. The purpose of the Board of Education is to assist in formulating policy/guidelines consistent with diocesan policy/guidelines and state laws for the operation of the Catholic Schools in Lafayette. Anyone may submit suggestions for items to be placed on the agenda. Those suggestions are to be submitted in writing to the Executive Committee three weeks before the meeting. The Board of Education will provide for an open forum period at its meetings. Notice of meeting dates will be published in the monthly school newsletter.

Parent-Teacher Organization

PTO is an organization for the teachers and parents of students attending the Lafayette Catholic Elementary Schools. This organization meets throughout the school year and sponsors social and fundraising events.

Volunteers

St. Mary School relies on parent volunteers to help with various activities and field trips. A form is sent home on the first day of school with a list of volunteer opportunities. The staff refers to this list often during the year. A phone call to volunteer is also appropriate any time during the academic year.

AMENDMENTS TO THE HANDBOOK

The principal retains the right to amend the handbook for just cause, and parents will be given prompt written notification if changes are made.

AGREEMENT SIGNED BY PARENTS OR GUARDIANS

Parents are requested to sign a statement indicating that they have read and agree to be governed by this handbook. This statement can be found attached to this handbook which is to be signed and returned to school three days after receiving the handbook.