“Go, teach all nations...to love God and love neighbor...as I have loved you.”

Dear Parents, Families, and Students,

Welcome to St. Mary Cathedral School! As parents, you are your child’s first and most important teachers. We look forward to working with you in providing an education integrated with Catholic values and strong academic formation.

The Parent and Student Handbook reflects the policies of St. Mary Cathedral School for the 2017-2018 school year. Please read this document carefully and sign and return the agreement. It can be found at the end of this document and/or in the Wednesday School Office Folder. This agreement states that you have read and will abide by the policies in this document, and that you will work in partnership with the faculty and staff of St. Mary Cathedral School in the education of your child.

The faculty and staff of St. Mary Cathedral School are dedicated to helping your child grow in knowledge and in faith. Thank you for joining with us on this journey!

Blessings,

Mrs. Kim Delaney
Principal
Lafayette Catholic Schools - Mission Statement

The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- sustained by Gospel witness and service;
- imbued with a Catholic worldview;
- supported by a community of faith;
- distinguished by academic excellence; and
- committed to student success.

Lafayette Catholic Schools - Vision Statement

He shepherds. We shape. They shine
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MISSION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA
We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

VISION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA
The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;
   †
Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;
   †
Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;
   †
Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;
   †
Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;
   †
Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese.

MISSION STATEMENT OF THE CATHOLIC SCHOOLS
The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.
Vision and Purpose

Section A

St. Mary Cathedral School

School Colors: Blue and White

Mascot: Squires

St. Mary Cathedral School - Philosophy Of Education

“Go, teach all nations...to love God and love neighbor...as I have loved you.”

The educational mission of the church is an integrated ministry embracing four purposes of Catholic Schools: the gospel message, community, worship, and service.

Of the educational programs available to the Catholic community, Catholic schools afford the fullest and best opportunity to realize the four-fold purpose of Christian education among children and young people. The program supports and aids the parents, who are the primary educators of the child.

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.

St. Mary Cathedral accomplishes this by:

- Instructing the children in Catholic doctrine, preparing them for liturgies and the reception of the sacraments, and providing opportunities to live their faith
- Developing the child’s potential by offering an academic curriculum strong in the fundamental skills with attention given to individual needs
- Assisting children to grow in self-esteem and self-discipline within an environment based on mutual love, respect, and parental support.
History:

The Catholic Schools have a rich tradition of providing an academically challenging, faith based education in our area for well over a century. In the late 1800’s the Sisters of Providence arrived in Lafayette, and were responsible for teaching the children of St. Mary parish. The boys were taught in St. Mary Boys’ School, and the girls were taught in St. Ignatius Academy, which stood next to the present St. Mary Cathedral Church. In the fall of 1923, girls and boys were taught in classes together in St. Ignatius Academy and the name of the combined school became St. Mary School. When St. Ignatius fell into disrepair, the new St. Mary School was erected in 1936 on the property to the east of the church, and it is still in use today. St. Mary Cathedral School was dedicated on September 7, 1936 under the direction of the Sisters of Providence from Terre Haute, Indiana. St. Mary had been staffed exclusively by the Sisters of Providence until September 1956 when the first lay teacher was employed. It is now fully staffed by a dedicated lay faculty.

Present:

The old social hall was remodeled in January 2011, and became the new Media Center. New windows, air conditioning, wireless access, and new furniture have made this a wonderful addition to our school. New ceilings and lighting were installed in the upstairs classrooms, and in 2012 all classrooms received new windows and were equipped with window air conditioners. The front entrance of the school building has been enhanced by the addition of a grassy area and a new front playground with new equipment was installed in August 2012. Two old houses on Columbia Street were purchased and removed providing another grassy area for the children to play and a possible area for future expansion. The Preschool joined the Lafayette Catholic School System in the 2016-2017 school year. It is no longer considered a parish ministry. All classrooms were equipped with interactive projectors and white boards during the summer 2016, and iPads were provided for each student in kindergarten through third grade in August 2016.
**Staff:**
The positive atmosphere at St. Mary Cathedral School reflects the love of the faculty and staff for each child. We are privileged to have the following dedicated faculty and staff teaching and guiding our students:

- **Principal** - Kim Delaney
- **Secretary** – Marisa Marcussen
- **Preschool Directors** - Karen Thompson and Cathy DeBoy
- **Preschool teachers** - Cathy DeBoy, Stephanie Potter, Andrea Roszell, Melanie Douglas
- **Kindergarten teachers** - Terri Goodman, Samantha Harden
- **First Grade teachers** - Theresa Thieme, Stephanie Bosma
- **Second Grade teachers** - Shannon Bordenet, Kim Skiba, Katie Demerly
- **Third Grade teachers** – Katie Christopher, Cari Gothard, Kathy O’Donnell
- **Guidance** - Lisa Cooley
- **Physical Education** - Kristi Serra
- **Technology** – Adriana Rojas
- **Music** – Charis Vander Plaats
- **Art** – Laura Spann
- **Title I** - Pat Schroeder (LSC) and Shelby Minnich (TSC)
- **Resource** – Mary Farrell and ELL – Maggie Yarnall
- **School aides** - Sandi Fisher, Mary Ann Vawter, Melanie Douglas
- **Media Center Coordinator** – Kristine Schweiss
- **After School Care** - Sandi Corwin Fisher, Stephanie Potter
- **Custodial Staff** - Rusty Warwick
- **Recess Supervisor** – Melanie Douglas, Kristine Schweiss
- **Lunchroom Supervisors** – Mary Ann Vawter, Melissa Pestow

![TEAM](image)
Lafayette Catholic School System

Business/Development Office
2410 South Ninth Street
Lafayette, Indiana 47909-2499
765-474-5427 (Business Office)
765-474-7500 (Development Office)
765-474-5426 (Business/Development Fax)

Mr. Eric Davis - Executive Director
Mr. Matt Buche - Director of Advancement
Mrs. Angie Schrader - Director of Admissions

St. Mary Cathedral School (Grades Preschool - 3)
1200 South Street Lafayette, IN 47901
Mrs. Kim Delaney — Principal

St. Boniface Middle School (Grades 4 - 6)
813 North Street Lafayette, IN 47901
765-742-7913
Sister M. Lenore Schwartz, O.S.F. — Principal

St. Lawrence Elementary School (Grades Preschool - 6)
1902 Meharry Street Lafayette, IN 47904-1498
765-742-4450
Mrs. Jody Williams — Principal

Central Catholic Jr.-Sr. High School
2410 South Ninth Street Lafayette, IN 47909-2499
765-474-2496 (Main office)
765-474-3524 (Athletic office)
474-8752 (Fax)
Mr. Neil Wagner — Principal
School Prayer

Heavenly Father, send me to Your word when I work with children, testing my thoughts and ideas by Your truth. Give me strong convictions, Lord, but teach me not to be overbearing in the way I express them, and help me learn from those I work with.

Help me to relate the Gospel to everyday matters, so it will come alive, the word from God today.

Lord, when the children do not seem to be paying attention and when I feel I have failed, help me not to become too discouraged and remind me that the Holy Spirit is the real Teacher.

Holy Spirit, take my words and use them for the teaching and healing of all people. All knowing God, give me the mind of Christ, give me the heart of Christ. Fulfill Your plan for all in our school family.

We give back to You for Your use, the time and talents You have given us. To You be the glory. Amen.
ADMINISTRATION AND GOVERNANCE
SECTION B:

BISHOP - AUTHORITY FOR TEACHING
The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the National Catechetical Directory, The Catechism of the Catholic Church, and the Code of Canon Law (cc 394, 774). He is charged to “devote himself personally to the work of the Gospel,” and to “supervise the entire ministry of the work in regard to the flock committed to his care”. In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.
In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, women and men religious, clergy, and the diocesan staff. (DOL B100)

Pastor as Leader
The Pastor, as the representative of the juridic person and designated parish leader, has authority over the school and parish.

Diocese Superintendent for Education
The Bishop of the Diocese shares his responsibility for Catholic teaching through the appointment of diocesan staff and pastors of parishes.

The Diocese Superintendent for Education is the chief administrator for Catholic schools. The Superintendent reports to and is supervised by the Bishop (or his Delegate) to provide consultation and advice to pastors, principals, school and religious education advisory councils and Home/School Organizations in the formulation of policy, guidelines, operation and support of local schools and parishes. (DOL B200)

Board of Trustees
The Board of Trustees of the Lafayette Catholic School System is responsible for the organization and its activities in the areas of Catholicity, Budget and Financial Viability and Leadership.

1. Catholicity- To ensure the Catholic character and identity of the schools operated by the Lafayette Catholic School System.
2. Budget and Financial Viability – To approve the Annual Budget and major capital expenditures for the Lafayette Catholic School System, including the organization’s annual audited financial statements and budget.
3. Leadership- To open and close a Lafayette Catholic School System school that is part of the school system or proposed to become part of the school system.

The Board of Trustees shall meet at least one time per year or as needed.
**BOARD OF DIRECTORS**
The Board of Directors is a “Board of Limited Jurisdiction”, responsible to oversee the operation of the Lafayette Catholic School System. The Board will oversee the management of the affairs of the Lafayette Catholic School System Corporation and its affiliated schools.

**EXECUTIVE DIRECTOR**
The Executive Director shall be the person having overall responsibility for all functions and operations for the Lafayette Catholic School System, including but not limited to the approval, hiring, evaluation, and rehiring or termination of all Lafayette Catholic School System central office staff and the principals of all schools operated by the Lafayette Catholic School System. The Executive Director shall work closely with the Principals, Board of Directors, parent groups, and other groups within the school communities that comprise the Lafayette Catholic School System.

**PRINCIPAL**
The principal is expected to provide spiritual, educational, and professional leadership to the school community.

**PRINCIPAL DESIGNEE**
Each principal must identify a teacher or other professional staff member to act as the principal’s designee when the principal is out of the building. (DOL B700)

**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 four-year college or university, hold a valid license to teach, and demonstrate a willingness to support Catholic moral values.

**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.
PERSONNEL
SECTION C:

SAFE ENVIRONMENT
The Diocese of Lafayette-in-Indiana is dedicated to ensuring a culture that is safe, open, welcoming and protective of all people and especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse. The Diocese will evaluate the criminal history background of all diocesan, school and parish employees, as well as volunteers who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. Finally, all employees, as well as volunteers with any level of contact with youth will successfully complete safe environment training on a regular basis. School staff must complete the following training and receive a certificate of completion for the following:

- Protecting Children in the 21st Century
- Internet Safety

Visit [http://dol-in.org/child-safety](http://dol-in.org/child-safety) to access the online safe environment training. (DOL C165)

CONFlict Resolution
It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints of individuals which may arise from the application or interpretation of staff and/or student personnel policies, practices, or procedures. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness to discussion. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email is NOT to be used for written correspondence.

The following steps are recommended for staff, parents, and student personnel if they are having difficulty resolving disagreements:

**Step One: The Oral Process**
The individual must discuss the problem or complaint, as well as any proposed resolution/relief that he/she may be seeking with the principal within three (3) workdays after the problem or complaint arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following the discussion.

**Step Two: The Written Process**
If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well
as any proposed resolution/relief that he/she may be seeking to his/her Pastor or Chief Administrator within three (3) workdays after the completion of Step One. The Pastor or Chief Administrator will obtain any additional pertinent information and provide the individual with a written decision within five (5) workdays following the submission of the individual’s written complaint.

**Step Three: Review by Dean**

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then he/she may request a review of the process by the proper Dean. (In the event that the priest/pastor involved in the process is, in fact, the Dean of the area, then the process is referred to another Dean.) This request must be in writing and be given to the Dean within five (5) workdays of the receipt of the report from the Pastor or Chief Administrator.

The Dean should request a copy of the written recommendation from the Pastor or Chief Administrator. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five (5) workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

**Step Four: Review by Director of Education**

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Pastoral Office for Education. The written request must be sent to the Director within seven (7) calendar days of the receipt of the recommendation given in Step Three. The Director of Education may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Pastoral Office for Education will be final.

No person in authority should proceed with the grievance process unless each of the descriptive steps listed above have been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems or complaints. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed.

The principles which should be observed when resolving conflicts are:

- Deal with the conflict constructively;
- Strive for effective and honest communications; and,
- Help the involved parties to feel better about themselves and the other person(s). (DOL C750)

**Volunteers**

Volunteers can be a valuable resource in the school as they demonstrate their stewardship responsibilities to the school community. All volunteers are to be screened prior to beginning service with children. Specific attention is to be given
regarding an individual’s relationship with children including the potential for abuse. All volunteers, including school field trip chaperones, are to participate in the online “Safe and Sacred Protocol” program sponsored by the Diocese including the background check.

The signed forms of participants are retained either at the Parish or School Office. (DOL C2100)

**STUDENT PERSONNEL**

**SECTION D:**

**ADMISSION**

Catholic schools are not to discriminate on basis of race, color, sex, national origin, or ancestry in the admission of students. Priority should be given to Catholic students. Non-Catholic families are welcome when space is available. Available space will be determined on an established registration date so that the school can fulfill its commitment to non-Catholic families who enroll. The schools reserve the right to grant or deny admission in their sole and absolute pastoral discretion. Students with disabilities are enrolled when minor adjustments can be made for their education. Schools work cooperatively with local public schools to provide the best possible placement and accommodations possible. A student should be at least five years of age on or before August 1\textsuperscript{st} in order to enroll in the school’s kindergarten. It is recommended that the school have an appeals process for parents who request early entrance. If a school chooses to use an assessment instrument as part of an appeal process, the decision is not to be based on a single test score or list of skills. Decisions regarding first grade enrollment are to be based on a variety of sources of information, not all of which will be objective. Entrance is not to be based on a single score or sole criterion. (See AD100, AD100A) (DOL 100)

**ADMISSION OF CHOICE STUDENTS**

All Catholic schools in the diocese are encouraged to participate in School Choice programs. Any Catholic school approved by the Indiana Department of Education to participate in the Indiana Choice Scholarship Program must adhere to the admissions requirements set forth in the Choice School Application and any rules established by the Indiana State Board of Education or the Indiana Department of Education. (DOL 150)

**REGISTRATION**

When parents apply for kindergarten admission, they must provide a birth certificate, health certificate, immunization record, and Baptismal Certificate, if baptized Catholic, unless the Baptism occurred in the parish where the student enrolls. When students are transferring from another school, parents must arrange for the academic and health records to be sent before enrollment can be completed. (DOL 200)
STUDENT RECORDS

Permanent record files must include the following:

- an academic transcript (academic grades for each semester);
- health and immunization forms;
- attendance records (including date when student enters);
- emergency information;
- standardized testing information;
- medical records may also be included if the student has any special medical needs; and
- if the student has special learning needs, records of educational or related testing.

If these last two items were generated by another agency (including the local public school) they cannot be transferred to another school. They can, however, be released to the parent.

Cumulative record files may include additional information.

- All records are to be kept in a locked, fire-proof cabinet in the school office. Permanent records should never be removed from the school premises.
- Permanent records must remain in the school in perpetuity.
- When accessing records, teachers must sign a log sheet listing the date and purpose for viewing the records.
- When parents are divorced, both parents have a right to access students and their records unless prohibited by court order.
- The Emergency Health Plans for children and staff with chronic conditions such as diabetes, asthma, and severe allergies, should be kept separately in a secure, but unlocked place known to the school nurse and his/her designees.
- Principals are advised to obtain court custodial documents. It is the responsibility of parents to inform the school of any changes in custodial arrangements. Be sure this is stated in the student/parent handbook.

(DOL 300)

RELEASE OF RECORDS

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD350A) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to
make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged. (DOL 350)

**STUDENT NAME CHANGE**
In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child’s surname. In order to change a name on a student’s record, it is required that there be a birth certificate or legal notification of change by court papers. (DOL 400)

**ATTENDANCE**
Accurate attendance records must be kept and reported in a timely manner. Parents or legal guardians should notify the school, when students are absent, no later than one hour after the beginning of the school day. Parents who do not report an absence must then be contacted within two hours after the beginning of the school day to make sure the student is not missing. Attendance and tardy procedures should be clearly described in the student/parent handbook. If all reasonable strategies have been implemented to improve the situation, there may be reason to believe educational neglect is the cause. In this case, Child Protective Services must be contacted. School attendance is compulsory by law in Indiana (IC 20-33-27). In rare cases criminal charges may be filed if a student is chronically absent without excuse. Absentee rates in excess of 20% must be reported to the local health department and the state attendance officer in accordance with IC20-33-2-47 and 512 IAC 1-2-2. This does not apply on days immediately before or after a scheduled vacation day or before or after days when school is canceled due to weather related emergencies. *(See AD600/AD600A)* (DOL 600)

**Attendance Records**
Teachers submit attendance of students when school starts. (8:00 a.m.) Daily absences are also noted on the student’s permanent record.

A parent/guardian is to notify the school before 9:00 a.m. if a child is not able to attend class and the reason for the nonattendance. If a parent has not called before 9:00 a.m., the school personnel phones the parent within two hours after the beginning of the school day to make sure the student is accounted for. If the parent makes no contact, the absence is unexcused.

**Attendance Notification**
If a child is absent 15 days, notification will be sent to the parents or guardians informing them that the child’s academic success is in jeopardy. The state considers missing 10% of the school year (18 days) “chronic absenteeism”.

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. If all reasonable strategies have been implemented to improve the situation, there may be reason to believe educational
neglect is the cause. In this case, Child Protective Services must be contacted. School attendance is compulsory by law in Indiana (IC 20-33-27). In rare cases criminal charges may be filed if a student is chronically absent without excuse. (DOL D660)

**Attendance - Truancy**

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

1. Refusal to attend school in defiance of parental authority,
2. Accumulating ten (10) absences without justification over a semester;
3. Three or more judicial findings of truancy. (DOL D700)

**Attendance - Half Day**

If a student is absent from school for three (3) hours they are recorded absent a half-day.

**Attendance - Tardy**

A child is tardy if he/she enters the school after the 8:00 a.m. bell rings. School officially starts at 8:00 a.m. After 5 times the child is tardy, the parent will be notified regarding their child’s tardiness. After 10 times, the school will send home notice of school missed.

**Celebrations/Treats**

- The PTO Room Parents provide treats to the students for the Halloween, Advent, and 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 2:30 p.m. Parents should notify teachers before providing other treats. Birthday treats are limited to small treats and are generally given out at the teacher’s discretion.
- All birthday invitations are to be mailed unless the entire class or ALL girls or ALL boys are invited. No invitations are passed out selectively at school.

**Health Records**

All health records are to be maintained with the same safeguards for confidentiality as other student records as specified by the Family Education Rights and Privacy Act. Anyone violating 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.

**Federal Educational Rights to Privacy Act (FERPA)**

Federal law protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians and teachers (on a “need to know” basis) are to have access to the files;
- No original document is to be released. Photocopies are to be made in the school office;
• The principal is the only person empowered to release documents in a student’s file;
• Parents may be given a copy of their child’s file when transferring to another school;
• Anecdotal information placed in the cumulative record is to be related to the student’s learning achievement and be stated factually;
• Schools shall comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student’s records. Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request.
• The LCSS Health and Safety Coordinator or designated health volunteers may enter student immunization information into the Indiana Immunization Registry (known as CHIRP) to aid in school reporting required by the state. If you do not want the school to enter your student (s) information, please notify the school of your objection.

PROMOTION/RETENTION OF STUDENTS
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. Retention of a student is a difficult decision which should only be made after a lengthy assessment process. Each school should develop policies and procedures to address this issue. A student, who has applied her/himself to the curriculum of the grade but lacks the ability to master all of the objectives, can be placed in the next grade if she/he can continue to profit from the school program. Principal and teacher(s) are to collaborate with parent/guardian(s) in a decision regarding the student’s promotion, retention, or placement in special services. If the school recommends retention and parents/guardians do not agree, it may be necessary for them to enroll their child in another school the following year. (DOL 800)

DISCIPLINE PROCESS
The discipline process is to be clearly described in the student/parent handbook. The process should encourage student growth and development. A discipline sanction is to be commensurate with the offense and/or the repeated violation of discipline criteria. (DOL 1000)

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. Command respect and respect the dignity of the child. Ordinarily, the teacher handles problems. Serious problems are reported to the principal. Students and teachers collaboratively write the rules of conduct for their individual classrooms.
**BULLYING**

Bullying is defined for Indiana schools in HEA 1423 IC 20-33-8-0.2 – “Bullying” means:

- **Overt (intentional) unwanted, repeated acts or gestures** including:
  - Verbal or Written communication, or images transmitted in any manner (including digitally or electronically)
  - Physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment
  - An “objectively hostile learning environment”:
    - places the targeted student in reasonable fear or harm to the targeted student’s person or property;
    - has a substantially detrimental effect on the targeted student's physical or mental health;
    - has the effect of substantially interfering with the targeted student’s academic performance; OR
    - has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school

In a school setting, bullying behavior **must** be identified using all of the components of the definition in HEA 1423:

- Repeated behavior
- Intention to cause harm
- Creation of “objectively hostile learning environment” (Imbalance of Power)

Schools should include in their education, policies, and procedures ways to help students and staff identify when a situation is **NOT** bullying:

- Peer conflict
- Horseplay
- Fighting

*Bullying is considered to be a form of abuse – mutual conflict where both parties participate equally is not considered bullying.*

**CORPORAL PUNISHMENT**

Corporal punishment is not used at St. Mary Cathedral School. A positive method of discipline is encouraged to treat the child as a unique child of God.

**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:

- Raising their hand in class
- Using respectful language and actions
- Moving quietly throughout the school
- Following directions
- Coming prepared for class

Consequences are as follows:

- Verbal reminder
- Recorded warning
- Loss of a privilege
- Notice sent home to be signed by parent and returned the next day
- Parent is phoned if notice is not returned
- ‘Detention’ may be utilized which is missing all or part of recess time
- For a more severe or persistent disruption, the principal will be notified.

**DISCIPLINE PLAN - PBIS**

Each teacher should develop a discipline plan for their classroom, which shall be posted in the room and turned into the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. If a child is sent to the office for constant misbehavior, classroom teachers should contact parents and inform them of any behavior concern. All classroom teachers should show respect to all students. Fairness should be practiced. Children should be taught and shown how to take responsibility for the choices that they make.

All teachers and staff are to follow the school Discipline Plan.

**SECLUSION AND RESTRAINT**

Beginning July 1, 2014, all schools in the diocese will adopt a plan for seclusion and restraint in their school. This plan will incorporate all state requirements described in SEA 345. The LCSS plan is provided in the appendix of this handbook (AD1050B). *(See also AD1050A, AD1050C, AD1050D & AD1050E)* (DOL 1050)

**DISCIPLINARY RECORDS**

A written disciplinary record should be specific, descriptive, and verifiable. These records are to be maintained in a file separate from the permanent records and cumulative files. Disciplinary records are not transferred from one school to another at the time of a student's enrollment. *(See AD1100)* (DOL 1100)

**DUE PROCESS**

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents
(or legal guardians) may be included in the discussion. Due process provides for a
hearing, not a resolution.
Disciplinary situations not able to be resolved at this level are to be presented and
resolved at the level of the principal. The parent/student handbook should also
provide families with procedures to follow in the case that problems cannot be
resolved with the teacher and/or principal. (DOL 1200)

**SUSPENSION, EXPULSION, AND EXCLUSION**
While suspension or expulsion is not a desirable outcome of discipline procedures,
both forms of discipline are within the jurisdiction of the principal. In-school
suspension or Saturday school is preferred. A written statement of suspension is to
be sent to parents or legal guardians summarizing the student’s behavior and the
reasonable action taken. The maximum length of suspension in the Diocese of
Lafayette is ten days per incident.
Exclusion from school is rare, but may be necessary to keep order and security in
the school during an investigation, when there might be threat of communicable
disease, or another temporary situation which threatens an individual student or
the school community. In the case that exclusion is necessary, every effort will be
made to continue the student’s education at home.
Notice of suspension, expulsion, or exclusion and a summary of the event are to be
sent to the Superintendent within three days of the event. *(AD1300)* (DOL D1300)

**Suspension**
Suspension is employed to correct a student who does not respond to
regular corrections or has been part of a serious incident or infraction
of rules.

**Suspension - In School**
In-school suspension requires that a student remain in school doing
the required schoolwork but out of the classroom setting. The parent
will be notified by phone or in writing prior to the in-school
suspension. The principal will determine the length of the
suspension. After three in-school suspensions the student may be
expelled.

**Suspension - Out of School**
Out of school suspension shall not exceed one week except in unusual
cases. The parents will be notified of the suspension and a parent
conference will be scheduled in the hopes of finding a solution to the
problem. The pastor and the principal make the final decision
whether the child may remain in school. The decision will be put in
writing to inform the parents.

**Grounds for Suspension/Expulsion**
Students engaging in any of the actions listed below subject themselves to
suspension or expulsion in accord with the discipline policy of the school. Grounds
for suspension or expulsion include but are not limited to the following:
a) reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
b) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
c) blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
d) setting fire to or substantially damaging school property or building;
e) possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
f) possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
g) unlawful selling of a controlled or abuse substance;
h) substantial instances disrupting classroom or educational function, or unlawful meeting on school property;
i) continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
j) stealing or attempting to steal school property or private property;
k) taking something of value from another person;
l) intimidating any student with the intent of bodily harm;
m) harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
n) any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
o) repeated violation of any rules; or engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function. (DOL 1400)

STUDENT HARASSMENT

The school is to be free of discrimination, inappropriate and unlawful harassment and bullying as defined in school policy. Actions, words spoken, written or internet based, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment, either on the part of the staff or of the students. Each school is to uphold the dignity of all students, staff members, and include educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected. Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school. (D1500)
HAZING
Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:
   a) Minimize risks by examining student practices and routines on and off school campuses;
   b) Educate the students showing how word or deed can demean others;
   c) Investigate if a student expresses discomfort or reports being hazed or witnessing someone else being hazed;
   d) Report any conduct which may constitute hazing to administrators immediately;
   e) Discipline students with prompt corrective action who engage in hazing;
   f) Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student’s dignity.

SUBSTANCE ABUSE
School environments are to be made safe for all students. Soliciting, possessing, selling, or using of a controlled or abused substance is an unlawful and serious infraction, contrary to Catholic values. This may include “look-alike” substances. Students who engage in these activities will subject themselves to suspension or expulsion and reporting to civil authorities, if necessary. (DOL D1700)

FIREARMS/WEAPONS
Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm to persons. Therefore, students who engage in these activities will subject themselves to expulsion and be reported to legal authorities. (DOL D1800)

SEARCH AND SEIZURE POLICY
It is recommended that each school develop a policy with regards to search and/or seizure of lockers, book bags, persons, or vehicles. (DOL D1850)

BEHAVIOR OUTSIDE OF SCHOOL
Each school should have a policy regarding off-campus misconduct. Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the
educational process or damages the reputation of the school. Possible events that may be a cause of endangerment include:

- a) threats of violence to other students or teachers;
- b) off-campus use of addictive substances such as alcohol, cigarettes, controlled substances;
- c) off campus fighting linked to school behaviors;
- d) internet activity that is threatening or offensive to others; or
- e) criminal activity.

(DOL D1900)

CRISIS CONFRONTATION

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students. Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student’s parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

- a) a student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- b) a student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- c) a student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct (see D1975);
- d) a student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- a) a student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- b) a student knows but fails to disclose to school authorities, that another student either:
  1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student’s parents or guardians and to impose, as a condition of such student’s continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law. (DOL D1950)

**CODE OF CHRISTIAN CONDUCT**

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following: Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or
parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian’s privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. (D1975)

STUDENT DRESS CODE
While it is the primary responsibility of parents to oversee the appropriateness of dress for school functions, it is the responsibility of the school to establish acceptable guidelines for parents to follow. Dress codes for students should emphasize modesty and neatness in appearance. Gang symbols, colors, and gestures are always prohibited. (D2000)

**LCSS Dress Code - Uniforms**
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 disciplinary consequences. *(See Appendix)*

**LCSS Dress Code – No Uniforms**
Occasionally the students are allowed to dress out of uniform for special days. Clothing worn for N.U.T. Day is to be neat and modest. Sleeveless tops are not permitted. Printing on t-shirts and sweatshirts is limited to religious, sports teams, vacation areas, and clothing name brands. The length of skirts and dresses should be not shorter than 3 inches above the knee. Modest shorts may be worn in August/September or May/June.

**CURRICULUM, ASSESSMENT, AND INSTRUCTION**

**SECTION E**

**RELIGIOUS INSTRUCTION**
All students receive religious instruction as part of the academic curriculum of the school. Sacramental preparations are to be integrated with parish based programs. The religion curriculum is developed in cooperation with the Office for Catechesis. All programs and instruction are to conform to the principles, declarations and norms of the *General Catechetical Directory* approved by the Sacred Congregation of Clergy and published by the United States Catholic Conference (1971), the statements of the National Conference of Catholic Bishops in *To Teach as Jesus Did* (1972), the *Basic Teachings for Catholic Religious Education* (1973), *On Catechesis in Our Time* by his holiness Pope John Paul II (1979), *Guidelines for Doctrinally Sound Catechetical Materials* (1990), the *Catechism of the Catholic Church* (1994, English edition), *Sharing the Light of Faith; General Directory for Catechesis* (1998), The
National Directory for Catechesis (2005) and “Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium” (2005). Work, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, sacramental preparations, liturgical celebrations, social justice, and observance of the liturgical season.

Implementation of the requirements of the 2002 Dallas Charter of the USCCB requires that all students receive annual instruction in safety and self-protection from inappropriate behavior of adults. The Protecting God’s Children Safe Environment Curriculum has been developed for this purpose. All schools must provide this instruction annually for all students and maintain appropriate documentation which must be submitted to the Office for Catholic Schools. Parent involvement is an important component of this curriculum. (E200)

RELIGION GRADING
Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. 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. (E300)

PRAYERS
Traditional Catholic prayers are taught each year according to the curriculum guide and school guidelines. Students pray in the morning after the second bell, before and after eating lunch, after noon recess, and at the end of the school day. Praying should also be introduced at appropriate times throughout the school day. Prayers should include both formal and spontaneous types. (See Appendix)

ASSEMBLIES
Every Monday morning the school will have Monday Morning Prayer together in the gym. Students are recognized for their accomplishments and help to lead prayer. Other assemblies will be scheduled throughout the school year.

ASSESSMENTS
The teacher assesses the students’ work on a regular basis. Formative assessments are utilized in the classroom to evaluate student growth. Assessments used include ILEARN, IREAD3, DIBELS, and STAR 360. Assessments from learning platforms such as Waterford (K-2) and ALEKS (Gr. 3 and up) are also used to track student progress. Parent/Teacher Communication Forms that inform parents of student progress are distributed weekly. Report cards are sent home quarterly. Teachers are also encouraged to notify parents of possible academic problems by note, phone call, email, and/or conference when the problem warrants immediate attention. The principal is to also be informed of any concerns as soon as possible. Student concerns will be brought to the RTI (Response to Intervention) team when
interventions provided and documented by the teacher have not resulted in necessary improvement and success for the student.

**CALENDAR**
The State of Indiana requires 180 full days of student instruction during the school year - IAC 6.1-3-1. The school calendar is prepared each spring with the Lafayette Catholic Schools.

**CURRICULUM**
Curriculum, broadly defined, includes all the guided learning experiences of the student under the direction of the teacher and school. The school curriculum includes the state curriculum from Indiana, which includes the new Indiana Academic standards, 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. Teachers are to document the standards taught in the Standards Checklist Binder, which is turned in at the end of the school year.

**HOMEWORK**
Homework is to supplement, complement, and reinforce classroom teaching. Each school is required by the Indiana Department of Education to have a homework policy. This policy should be included in the Parent/Student Handbook. (DOL E500)

Title 511 IAC 6.1-5-9 states: “Each school and school corporation shall adopt, implement, and communicate to teachers, parents, and students a written homework policy to reinforce the concept that homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of the curriculum.”

The students in grade 3 use homework planners. Students should write the assignments in the planner. Assignments not completed should be noted so that the parents know the work was not done. Homework is not a choice for the student...it must be done. Recess time may have to be used to get homework completed.

**HOMEWORK - AMOUNT OF TIME**
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. The approximate times students are expected to spend on homework are:

- Grade 1 10 to 20 minutes
- Grade 2 15 to 30 minutes
- Grade 3 20 to 40 minutes
HOMEWORK – ABSENCE OF A CHILD
If a parent requests homework for an absent child, it must be done by phone or note before 12 noon. The teacher should send the homework to the office by 2:45p.m. for parents to pick it up from the school office between 2:45 and 3:30p.m. Homework may also be sent home with a sibling if requested by a parent. Students absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. (For example, if they miss three school days, they will have three days to complete the missed work.)

HOMEWORK – MISSING OR INCOMPLETE
The children in grade 3 are required to list assignments in an assignment notebook. After a reasonable amount of time determining the nature of the late work and the ability of the student, consequences may be implemented including partial or no credit for the assignment.

HOMEWORK - VACATIONS
Vacations are discouraged during the school year and should be planned during scheduled breaks. Therefore, teachers will give no schoolwork to vacationing students prior to their absence. It is the parents’/students’ responsibility to see that work is made up after returning to school.

LEARNING DIFFICULTIES
Any suspected learning/social/emotional difficulties should be documented and if needed, talked about with the counselor and/or principal. A conference with the parents should be schedule as soon as possible to inform the parents of the concern and to determine what additional steps need to be taken.

Response to intervention (RTI) is a process used by educators to help students who are struggling with a skill or lesson; every teacher will use interventions (a set of teaching procedures) with any student to help them succeed in the classroom—it’s not just for children with special needs or a learning disability. It is recommended that a plan be developed for each student who has serious delays in basic skills and/or content. The RTI team is to be informed when interventions documented by the teacher fail to provide improvement. The RTI (Response to Intervention) team will provide a plan for any students needing extra monitoring whether considered at risk or high ability.

Learning difficulties of students are diagnosed on a regular basis. Teachers or parents may request a Problem-Solving meeting and/or an educational evaluation through Greater Lafayette Area Special Services (GLASS) for learning difficulties especially after documenting RTI results. Referral forms may be obtained from the office. Conferences with the parents will be scheduled as needed to determine the best possible accommodations for their child.
ALTERNATIVE LEARNING PLANS
Administrators in the Diocese of Lafayette will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor adjustments can be made for their education. In some cases students with disabilities will not qualify for services from the public schools and an alternative service plan may be provided if the disability significantly limits the student’s ability to learn. (See Form AD650A) (DOL 650)

REPORTING TO PARENTS (DOL E550)
Although the methods, formatting, and timeline for reporting progress to parents may vary, schools must consider the following criteria in determining how this will be done:

• Reporting to parents should be frequent and systematic.
• Grading should reflect content knowledge and skills.
• Grading should be consistent across grade levels.
• Criteria for the grades should be clearly defined and communicated to parents and students in advance of the grading period.
• Criteria for the assessment of individual assignments, activities, and projects should also be clearly defined to students in advance.

STUDENT GRADES
Grade Reporting
The factors to be considered in grade determination include test results, class participation, classwork, and homework assignments. Letter grades used to report progress or lack of progress are determined by the Diocesan School Office. Teachers are to keep accurate records of student work. Teachers are to make grades available to parents by entering weekly on Harmony, and by communicating any academic or behavioral/social concerns via the Parent/Teacher Weekly Communication Forms.

Grading Scale
The grading system is explained on the report cards and is determined by the Diocese.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% to 100%</td>
<td>A     excellent</td>
</tr>
<tr>
<td>85% to 93%</td>
<td>B     good</td>
</tr>
<tr>
<td>75% to 84%</td>
<td>C     average</td>
</tr>
<tr>
<td>70% to 74%</td>
<td>D     below average</td>
</tr>
<tr>
<td>69% or below</td>
<td>U     unsatisfactory</td>
</tr>
</tbody>
</table>

REPORT CARDS
Written reports are to be issued minimally 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 regular 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. The parents are to sign the report card envelope and return the envelope to the teacher. The principal checks all report cards before they are distributed to the parents or students. All report cards are filed in each child’s cumulative folder.

**PROMOTION**

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

**ASSIGNED**

A student who has applied him/herself to the curriculum of a grade but lacks the ability to master all of the objectives, can be assigned to the next grade if her/she can continue to profit from 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. Retention of a student at any grade is inadvisable. 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 the school recommends retention and parents do not agree, it may be necessary for them to enroll their child in another school the following year. Rarely are students to be retained beyond grade three. It is not advisable that a child remains more than two (2) years in any single grade.

**SCHEDULE – DAILY SCHOOL SCHEDULE**

- 7:30 a.m. School doors unlocked
- 7:50 a.m. Teachers meet students in the gym
- 8:00 a.m. Doors locked and school begins
- 11:00 a.m. First lunch for K & 1st, recess 2nd & 3rd
- 11:30 a.m. Second lunch for 2nd & 3rd graders, recess K & 1st
- 12:00 p.m. Afternoon sessions begin.
- 3:00 p.m. School ends and teachers walk students to the parking lots.
- 3:30 p.m. Teachers may leave.
- After School Care operates from 3:00 – 5:30.

*Any students not picked up by 3:15 will be brought to the St. Mary After School Care Program. There is an $8.00 charge for this service.*
TECHNOLOGY USE
Technology provides a wide variety of educational opportunities for students and teachers. Each school must adopt, enforce, and annually review an “Acceptable Use Policy,” stated in the Parent/Student and Teacher/Staff Handbooks. (DOL E600) (See Appendix)

COPYRIGHT AND ACADEMIC HONESTY (DOL E700)
Each school is to have a stated policy regarding use of copyrighted materials and a policy on academic honesty. Teachers and students must be instructed on copyright laws in regard to use and distribution of classroom materials and Internet resources. Students must be instructed in all areas of academic honesty and held accountable for their work.

POLICY FOR STATE TESTING (DOL E750)
All schools must adhere to the Indiana Department of Education’s Indiana Assessment Program Manual, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity.

This includes the following requirements:
- All appropriate staff must participate in the mandated state training as set forth by the Indiana Department of Education. School corporation test coordinators are responsible for overseeing that all staff are appropriately trained.
- All appropriate staff must obtain a current copy of and be familiar with the Indiana Department of Education’s Code of Ethical Practices and Procedures to understand how to securely administer and handle the assessments while in their possession. Staff members must sign the Indiana Testing Security and Integrity Agreement annually prior to giving state assessments and the school must keep these forms on file locally. Annual communication to staff must take place at least annually in regard to ethical and appropriate testing practices, the implementation of test administration, and any additional information that is needed to prepare, administer, and interpret test results.
- Access to testing materials must be strictly controlled as listed in the Indiana Department of Education requirements. School corporation test coordinators and school administrators are responsible for the security of the school’s testing materials.
- Testing schedules must adhere to the Indiana Department of Education guidelines.
- Staff members must provide students with testing accommodations as per the student’s service plan and/or Section 504 eligibility. (Eligibility for accommodations must be documented).
- School administrators must review and monitor ethical practices in regard to test preparation, test administration and test security. Any
breaches or irregularities must be reported under the Indiana Department of Education’s protocol set forth in the annual *Indiana Assessment Program Manual*.

- The school must provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate, establish procedures for investigating these concerns, and must ensuring protection of the rights of individuals and the integrity of the assessment.
- Teacher handbooks must include procedures that will ensure the enforcement of these policies.

**Fidelity and Integrity: Requirements and Potential Consequences**

Any individual with a license granted by the IDOE who violates the *Code of Ethical Practices and Procedures* as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action under IC 20-28-5-7, 511IAC 5-5-, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7.

Any staff member in the Diocese of Lafayette who violates the security and integrity of state testing may be subject to immediate dismissal.

**ACADEMIC/ABILITY TESTING**

All schools must conduct annual standardized testing in accordance with the requirements of the Indiana Department of Education and the Diocese of Lafayette. In addition, schools must provide other more frequent assessment opportunities in order to ensure that students are making academic progress. This assessment is part of the required school improvement plan required by the Indiana Department of Education. (DOL E800)

**FIELD TRIPS**

Field trips can provide cultural and educational enrichment to the learning experience. The purpose of these trips must align with curriculum standards and the value of the field trip must balance the loss of instructional time due to travel. Cost should not impose a financial burden on parents or the school. When planning field trips, transportation and safety are primary concerns. Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. The field trip permission form found in the appendix (AE850A) is to be signed by every parent before students leave the building. Phone calls and email messages are not adequate for obtaining parent permission. An additional form with requirements for volunteer drivers can be found in the appendix (AE850B) should volunteer drivers be necessary.

Students with chronic conditions may require the administration of emergency medication while on a field trip. Any student who has an emergency health plan in which emergency medications are prescribed must have those medications
available while on a field trip. Additionally, all students who have regularly
prescribed medications normally administered during school hours must also have
the medication(s) accompany them while on a field trip. Medications with
documented instructions for administration must be given to school personnel who
are accompanying students on the field trip. These medications, along with
documentation related to their administration, must be returned to the school at the
 conclusion of the field trip.
All chaperones must complete the “Safe and Sacred Protocol” before accompanying
any children on a field trip. There should be at least one chaperone for every seven
to ten students. (DOL E850)

SAFETY AND WELLNESS
SECTION F

CHILD ABUSE
School personnel who have cause to suspect child abuse or neglect have a moral and
legal responsibility to report such a case(s) to the principal. The principal should
then, in the presence of the staff member, report the abuse to Child Protective
Services in the county in which the child resides. A form for suspected child abuse
should be completed immediately so that pertinent information is readily available
to report. The principal should later (within 3 working days) send a copy of this
report to the Superintendent. School personnel have the responsibility only to
report the possibility of abuse, not to investigate the case. The confidentiality of
persons who report child abuse in good faith is protected and they are also
protected from civil and/or criminal liability. (DOL F100)

MEDIA USE OF STUDENT PICTURES
All schools need to have a signed media release form from each student’s family.
When using student photos in the media, social media or submitting photos for
publication the following journalistic principles are to be implemented:

- Photos, videos and other sound or media recordings of students may
  constitute educational records under FERPA and should be used
  only in strict compliance with FERPA;
- Names and likenesses of persons cannot be appropriated for any
  reason, including trade or advertising, without their consent;
- Public disclosure of “private facts” that a reasonable person would
  find offensive, or other “private” information that is not of legitimate
  public interest cannot be used;
- Media cannot trespass on private property or other “private
  settings” under false pretenses or conduct “unreasonable”
  surveillance. Pictures taken in public places are not generally
  intrusive, but consents may still be required for publication;
• Pictures cannot be juxtaposed photos of persons with other negative reportage that does not involve the person or false attribution of utterance. (DOL F300)

PEST CONTROL AND POTENTIALLY HAZARDOUS SUBSTANCES
All schools are to adopt safe procedures for applying pesticides, herbicides, fertilizers, and the use of potentially hazardous substances in school buildings and on school grounds. School handbooks should include information about these procedures and the name and phone number of the person to contact should they have questions or concerns. (DOL F850) (See Appendix)

SCHOOL WELLNESS PROGRAM
All schools are required to have a school wellness policy even if there is not a federally funded government lunch program. The basic elements which should be included in the local program are:

a) goals for nutrition education, physical activity, and other school based activities that will promote student wellness and lifelong healthy eating behaviors;

b) nutrition guidelines for all foods available on the school campus during the school day with the objectives of promoting student health and reducing childhood obesity;

c) guidelines are to follow state and federal standards;

d) promote healthy eating habits and share information about diet-related chronic illnesses;

e) develop a plan for measuring the implementation of the local wellness policy;

f) involvement of parents, students, teachers, school food services, school nurse, advisory council and principal in the development of the school wellness policy;

f) staff will regularly provide current nutrition information to parents and community members; and

g) schools shall strive to integrate nutrition themes and goals of nutrition education into the core curriculum (i.e. math, science, language arts, social studies) where appropriate.

(DOL F900) (See Appendix for the LCSS Wellness Plan)

IMMUNIZATION REQUIREMENTS
Health tests records, or reports required in Indiana include immunizations according to age level. They are:

• diphtheria;
• pertussis (whooping cough);
• tetanus;
• measles;
• mumps;
• rubella;
• poliomyelitis and;
• varicella (Chicken Pox vaccine);
• hepatitis B including grades 9-12; and
• meningococcal conjugate vaccine.

Schools are to notify each parent/guardian that the child must be immunized and that immunization is required for the child’s continued enrollment and attendance at school. Parents/Guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents. Schools must update immunization records with CHIRP by the first Friday in February each year. (DOL F1200)

IMMUNIZATION EXEMPTIONS
Indiana Code 20-34-3-2 requires Indiana Code 20-34-3-2 requires that parents/guardians requesting an exemption for their child to submit: (1) a written document; (2) signed by the parent/guardian; and (3) delivered to the child’s teacher or to the individual who might order a test, an examination, or treatment. A parent/guardian who chooses not to have a child immunized either because of religious belief or for medical reasons must submit a notarized letter to this effect. The Catholic Church does not recognize any religious exemptions to student vaccinations. Indiana Code 20-34-3-3 requires a physician to certify that a particular immunization is or may be detrimental to the child’s health. The requirements for that particular immunization are inapplicable until it is found no longer detrimental to the child’s health. The Indiana State Department of Health policy requires that a written statement be verified by the school personnel each year until it is found that the particular immunization is no longer detrimental to the child’s health.

CHIRP – ENTERING IMMUNIZATION INFORMATION INTO INDIANA REGISTRY
Entering of immunization information into the Indiana Immunization Registry (CHIRP) The LCSS Health and Safety Coordinator or designated health volunteers may enter student immunization information into the Indiana Immunization Registry (known as CHIRP) to aid in school reporting required by the state. If you do not want the school to enter your student (s) information, please notify the school of your objection.

STUDENTS WITH DIABETES
The care of students with diabetes requires the oversight of a registered nurse and, as such, the school nurse must coordinate care between the student, parents, primary care provider, teachers and staff. The nurse will train any staff who volunteer to assist in the care of the diabetic student and both parties must document that training has occurred and that proficiency has been attained. Each school must comply with IC 20-20-34-5-4 in the care of students diagnosed with diabetes. (DOL F1450)
ALLERGIES AND ALLERGIC REACTIONS
To provide a safe educational environment for students with severe allergies, schools parents/guardians, physicians, nurses, and the student must work together. A meeting should be scheduled before the student begins attending school to develop plans to treat allergies, asthma, and/or other medical conditions that require special attention. It is critically important that medications are kept up to date and that procedures found in Section F1700: STUDENT MEDICATION are followed with the exception of the location for storage. Students with asthma, for example, may need to carry their medication (a secondary dose) on their person to ensure timely administration. However, a primary dose of such medications must be kept in the school office in a secure, but unlocked area known to the school nurse and her/his designees. Faculty and staff should be trained to recognize symptoms of severe allergic reactions. Training should also be provided on the prevention, treatment, and management of severe allergies, as needed, with documentation kept on such training.
Any exceptions to SECTION F1700 that are necessary should be determined at the meeting.

On rare occasions students who do not have known allergies will display allergic reactions. Staff members should be trained to identify these signs and trained as first responders. It is recommended that injectable epinephrine be available at the school for such emergencies and that a reasonable number of staff members are trained by a Registered Nurse to administer this medication. In the event that emergency epinephrine is administered, to any child or adult, with their own dose or a stock dose, personnel must immediately call emergency responders. A report must also be filed. See appendix (AF1500) for additional information. (DOL F1500)

STUDENT MEDICATION
A student who requires medication including aspirin, or such like compounds, during school hours is to bring the medication in the original container to the principal or designee upon arriving at school. The principal or designee is to dispense the medication only upon written permission of a parent/guardian as prescribed by the attending health care provider, an attending physician, or dentist. All medications should be locked and stored in drawers or cabinets for that purpose. These designated locked areas should be accessible to only those persons authorized to administer medications.
The person(s) responsible for administering medication and the school administrator should have access to the keys and be the only people with knowledge of the keys’ location. The keys shall be in a monitored area at all times where school personnel can ensure the security of the keys. At the end of each school day, the keys will be secured to provide assurance that they will not fall into unauthorized hands.

Emergency medications should be stored in a secure area inaccessible to children. The medication must be unlocked and immediately available to school personnel at all times students are present.
• In the case of controlled substances, they are to be stored separately from other medications in a secure, substantially constructed, locked metal or wood cabinet or drawer. A list of controlled substances can be found at the following link: http://www.deadiversion.usdoj.gov/schedules/#define

• Controlled substances are to be kept under single lock (locked cabinet) when students are present and under double lock (locked office and locked cabinet) at all other times. All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. This medication shall be recounted on a regular basis and this count reconciled with the medication administration log/record.

• If medications are found to be missing or if there is suspicion of tampering, local law enforcement should be contacted to assist with an investigation.

At no time are students to give medication to each other. A student who violates this procedure subjects himself/herself to disciplinary action up to and including immediate dismissal.

At the end of the school year, or when a medication is no longer needed, it may be sent home with the child, with written permission from the parent. The exception to this is in the case of controlled substances, which may never be sent home with the child, and must be picked up by a parent or relative over the age of 18. (DOL F1700) (See Appendix for Medication Permission Form)

STUDENT ILLNESS

There is no RN on site. An ill child is to be sent to the principal or designee. If the illness is considered for exclusion from school under local rules, such as: vomiting or diarrhea, or temperature over 100 degrees, the school will contact the parents. The parent/guardian will provide for his/her transportation home. Students may return to school only after they have been fever free for twenty-four hours. (DOL F1800)

COMMUNICABLE ILLNESS

Each school has a responsibility to provide a safe and secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Those students diagnosed with a communicable disease can be denied attendance unless they have a physician’s statement indicating that the student does not pose a health threat to the school community. With such a certificate, a student is not to be denied attendance.

In the case of a communicable disease outbreak, the local Health Department is the lead agency and has responsibility to determine what measures must be taken to ensure public health. The principal shall use The Communicable Disease Reference Guide for Schools to determine when intervention from the local Health Department is appropriate or necessary.
In the case of a true disease outbreak, staff must also be able to provide proof of immunity from disease. For staff born before 1980, anecdotal history of disease is sufficient proof of immunity. Staff born after 1980 must provide documented proof of immunity from a health care provider.

If the student absence rate exceeds a threshold of 20%, the school must notify the local and State Health Department by reporting via [http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20](http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20)

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a child has HIV/AIDS, hepatitis B, or another serious life-threatening condition the principal should consult with the Superintendent who will provide counsel or notification to other persons as needed. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher, and possibly the classroom teacher. (DOL F1900) (See Appendix)

**ACCIDENTS AND INCIDENTS**

Accidents or incidents on school property or on a field trip are to be reported to the Principal immediately and a written detailed report, using form AF2050 must be submitted by the end of the day. The parents or legal guardians will be called by the principal or designee on the day of the accident/injury. (DOL F2050)

**STUDENT ACCIDENT/INJURY**

There is no registered nurse on site. All school personnel are to be trained to give immediate and temporary first aid care for minor illness or injury. All school related incidents/injuries are to be reported to the principal as soon as possible. A parent/guardian will be informed immediately when any one of the following events occur:

a) temperature of 100 degrees or higher;

b) severe abdominal pain;

c) nausea, vomiting and diarrhea, if persistent;

d) injury where there is swelling, severe pain, or a question of sprain or broken bone;

e) injury where there is significant bleeding or if bleeding does not stop in a short period of time;

f) chipped or uprooted tooth;

g) eye injury;

h) rash accompanied with fever;

i) animal bite; additionally, must be reported to proper authorities after emergency care has been given;

j) burns;
k) head injury (parent/guardian of student must be notified immediately);
l) fainting, lost of consciousness or seizure;
m) poisoning;
n) a reaction that appears to be allergic in nature, such as hives; or
o) any problem about which there is concern. (DOL F2100)

GUIDANCE SERVICES
Guidance services are available to every student in the school. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.

EMERGENCY DRILLS AND PROCEDURES
Fire drills are to be held monthly. Principals are to request the local fire department to conduct an annual fire drill. Generally, this drill takes place during “Fire Prevention Week”.
Fire extinguishers are to be inspected annually. Faculty and all responsible persons in the building are to know the location of each fire extinguisher and know how to operate it.
Tornado drills are scheduled once per semester. The alert for a tornado drill is to be signaled by a method different from a fire emergency alert.
Man-Made Occurrence Drills are to be conducted once per semester. Schools may conduct an additional Tornado or Man Made Occurrence Drill as a substitute for a fire drill up to two times per semester, but not in consecutive months.
Emergency drills (fire, tornado, earthquake, lockdown) require that all teachers check the student roll to certify that all students have assembled at appropriate check points and report to a central place, the class and the number of individuals present. The designated person is responsible for accounting for all students and other persons in the building at the time of the drill. The school daily sign-in/out book and daily attendance record are to be used for reference.
All school personnel are to be knowledgeable concerning the means and procedures for conducting emergency drills, and to be responsible for conducting at least one (1) drill during the first two (2) years of employment. A report of emergency drills is submitted to the Office for Catholic Schools at the end of the school year.
Documentation of these drills is filed with the state at the end of each school year. The state fire marshal is required minimally to visit each school site during the accreditation year. End of year reports include: tornado preparedness drill, two manmade occurrence disaster drills and monthly fire drills. (DOL F600)

LCSS EMERGENCY DRILLS AND PROCEDURES
Emergency binders and backpack must be in an easily accessible location and taken by teacher during drills and emergencies. All staff members are responsible for helping to maintain a safe environment within our school and for participating in safety drills.
**Fire Drills** (held monthly)
A. Close classroom door and outside doors.
B. Do not close any windows that may be open.
C. Students walk silently in an orderly single line.
D. Exit following directions posted in the classroom.
E. Once outside, students join their teacher on the parking lot.
F. Teacher takes role and gives the thumbs up to show all students accounted for.
G. Stay in designated spot in silence until signaled to return to building.

**Tornado/Disaster Drill** (once each semester)
A. Students follow the posted directions in the classroom and walk silently in an orderly single line to their designated area in the lowest level.
B. Students take position of facing the wall, kneeling, and covering heads with hands until signal is given for release. Students should not be near a window or door.
C. Teachers check role.
D. Return to classroom quietly when released.

**Earthquake Drill** (once a year)
A. Drop, cover head immediately and crawl under desk or table.

**Intruder in Building**
A. Announcement for procedures will be given.
B. Close and lock classroom doors.
C. Remain in classroom until otherwise notified.
D. Do not let students leave the classroom.

**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.

- **WAZY** 96.5 FM
- **WASK** 98.7 FM and 14.5 AM
- **WBAA** AM and FM

**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, parents are to make the final decision for attendance.
EMERGENCY SCHOOL DISMISSAL
In case of severe weather during school time, the Lafayette Catholic Schools, including St. Mary Cathedral School will close according to the following procedure:
• Email all families and send message through Pinwheel.
• 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.

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 enter through the side door and are required to check in at the office before entering classroom areas or the playground at recess time.

SMOKE FREE AND ALCOHOL FREE ENVIRONMENT
Smoking and drinking alcoholic beverages are not permitted on school premises.

EXPOSURE CONTROL PLAN
An Exposure Control Plan is implemented in each school to address proper management of specific contact with blood or other potentially infectious materials and to limit or eliminate the number of exposures. The Exposure Control Plan will outline the necessary education, training, first-aid guidelines and protective clothing requirements. Exposures can occur through cuts or scrapes or other accidents involving sharp objects contaminated with blood or other body fluids, splashes of infected blood to mucous membranes, eye, nose or mouth, or contact with substantial amounts of blood, especially on unprotected, broken skin.

The Exposure Control Plan in each school will provide:
   a) annual education on infection control, precautionary measures and procedures for all staff members at no cost to individuals;
   b) annual training for the accident response team;
   c) provision for Hepatitis B vaccination for the accident response team and all other employees with “occupational exposure” potential at no cost to the individuals;
   d) procedure for handling and disposing of body fluids;
   e) guidelines for clean-up and disinfecting contaminated exposed areas;
   f) provision for protective clothing not limited to disposable gloves;
   g) follow-up procedures after possible exposure to HIV (AIDS-related) or HBV (Hepatitis);
   h) record keeping and reporting system for punctures and/or exposure incidents per OSHA guidelines;
   i) implementation and semi-annual review of on-site plans for outlining “engineering controls” and “work practices” for the prevention of exposure (See on-site maintenance person);
j) designation of school administrator or her/his designee to oversee compliance of staff members and accident response team with the exposure control plan;

k) documentation of any accidental exposure with copy of report sent to the Office for Catholic Schools. (DOL F800)

CONFIDENTIALITY SAFEGUARDS
All health records and information are to be maintained with the same safeguards for confidentiality as other student records as specified by the Family Education Rights and Privacy Act. Staff members will be informed of medical needs on a “need to know” basis as determined by the principal. Anyone violating confidentiality subjects her/himself to disciplinary action. The permanent health record is available to parents/guardians and school and/or medical personnel with a legitimate need for the information. (DOL F1600)

CONCUSSIONS AND SUDDEN CARDIAC ARREST
Schools shall comply with IC 20-34-7, IC 20-34-8 and SEA 234 regarding the education of the school community, prevention, diagnosis, and management of concussions, head injuries and sudden cardiac arrest of students. (DOL F2150)

Agreements & Amendments
All parents and students are asked to abide by the rules in this handbook. This document may be revised/updated as deemed necessary by the school administration. The handbook is intended to complement the Policies/Procedures issued by the Diocese of Lafayette and the St. Mary Cathedral School Faculty/Staff Handbook. All parents are asked to sign that they have read the information in this handbook and agree to work in accordance with its policies and procedures. The “Parent Signature Page” is located at the end of the Appendix.
Appendix
## Schedule for Teaching Catholic Prayers Preschool through Eighth Grade

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PRAYERS: Preschool through Grade 8

1. **Sign of the Cross:**
   In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

2. **Meal Prayers:**
   **Before the meal**
   Bless us, O Lord and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

   **After the meal**
   We give Thee thanks for all Thy benefits, Almighty God, who lives and reigns forever. Amen. (And may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.)

3. **Spontaneous Prayer:**
   Spontaneous Prayer rises unannounced from our hearts, often without words, usually in response to something God has done, whether it’s a beautiful sunset or a random act of kindness by a complete stranger. ‘Whether the prayer is expressed in words or gestures it is the whole man who prays.’ CCC 2562

4. **Our Father (Lord’s Prayer):**
   Our Father who art in Heaven hallowed be Thy name. Thy kingdom come Thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen.

5. **Hail Mary:**
   Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

6. **Glory Be:**
   Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.
7. **Guardian Angel Prayer:**

Angel of God, my guardian dear,
To whom God’s love commits me here,
Ever this day, be at my side,
To light and guard, To rule and guide.

Amen.

8. **Act of Contrition:**

O my God, I am heartily sorry for having offended Thee,
and I detest all my sins because of thy just punishments,
but most of all because they offend Thee, my God,
who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace,
to sin no more and to avoid the near occasion of sin. Amen.

9. **Morning Offering:**

O Jesus, through the Immaculate Heart of Mary,
I offer you my prayers, works, joys, and sufferings of this day
for all the intentions of your Sacred Heart;
in union with the Holy Sacrifice of the Mass throughout the world,
the reparation for sin, the reunion of all Christians,
and in particular for the intentions
of the Holy Father this month. Amen.

10. **How to Pray the Rosary:**

Make the sign of the Cross.
Holding the Crucifix, say the Apostles’ Creed.
On the first bead, say an Our Father.
Say three Hail Marys on each of the next three beads.
Say the Glory Be.
Go to the main part of the rosary.
For each of the five Decades, announce the Mystery,
then say the Our Father.
Next, while fingering each of the ten beads of the decade,
say ten Hail Marys while meditating on the Mystery.
Then say a Glory Be.

(After each decade, some say the following prayer requested by the Blessed Virgin Mary at Fatima:

“O my Jesus, forgive us our sins, save us from the fires of hell,
lead all souls to Heaven, especially those who have most need of your mercy.”)

After saying the five decades,
say the Hail, Holy Queen, followed by this dialogue and prayer:

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.
Let us pray:

O God, whose only-begotten Son, by his life, death and resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

**Mysteries of the Rosary**

*Joyful Mysteries*

The Annunciation
The Nativity
The Presentation in the Temple
The Finding of the Child Jesus after Three Days in the Temple

*Luminous Mysteries*

The Baptism at the Jordan
The Wedding Feast at Cana
The Proclamation of the Kingdom and the Call to Conversion
The Transfiguration
The Institution of the Eucharist

*Sorrowful Mysteries*

The Agony of Jesus in the garden
The Scourging of Jesus at the pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion and Death of Jesus

Glorious Mysteries

The Resurrection of Jesus Christ
The Ascension of Jesus to Heaven
The Descent of the Holy Ghost
The Assumption of the Blessed Virgin Mary into Heaven
The Coronation of the Blessed Virgin Mary, Queen of Heaven and Earth

11. Apostles’ Creed:

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.
12. Hail, Holy Queen:
Hail, holy Queen, Mother of Mercy! Our life, our sweetness, and our hope!
To thee do we cry, poor banished children of Eve, to thee do we send up our sighs, mourning and weeping in this valley, of tears.
Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this our exile show unto us the blessed fruit of thy womb Jesus;
O clement, O loving, O sweet virgin Mary.
Pray for us, O holy Mother of God that we may be made worthy of the promises of Christ.

13. Eternal Rest:
Eternal rest grant unto them, O Lord, and let perpetual light shine upon them.
May the souls of the faithful departed, through the mercy of God, rest in peace.
Amen.

14. Stations of the Cross:
The First Station: Jesus Is Condemned To Death
The Second Station: Jesus Carries His Cross
The Third Station: Jesus Falls the First Time
The Fourth Station: Jesus Meets His Afflicted Mother
The Fifth Station: Simon Helps Jesus Carry His Cross
The Sixth Station: Veronica Wipes the Face of Jesus
The Seventh Station: Jesus Falls A Second Time
The Eighth Station: Jesus Speaks to the Holy Women
The Ninth Station: Jesus Falls the Third Time
The Tenth Station: Jesus is Stripped of His Garments
The Eleventh Station: Jesus is Nailed to the Cross
The Twelfth Station: Jesus Dies on the Cross
The Thirteenth Station: Jesus is Taken Down From the Cross
The Fourteenth Station: Jesus is Laid in the Sepulcher

15. Prayer to Saint Michael the Archangel:
St. Michael the Archangel, defend us in battle.
Be our protection against the wickedness and snares of the Devil.
May God rebuke him, we humbly pray.
And do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan,
and all the evil spirits, who wander the earth seeking the ruin of souls. Amen.

16. Prayer to the Holy Spirit:
Come, Holy Spirit
V. Come, Holy Spirit, fill the hearts of your faithful.
R. And kindle in them the fire of your love.
V. Send forth your Spirit, and they shall be created.
R. And you shall renew the face of the earth.
Let us pray:
O God, by the light of the Holy Spirit you have taught the hearts of your faithful.
In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

17. Act of Faith:
Oh my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

18. Act of Love:
Oh Lord God, I love you above all things, and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

19. Act of Hope:
O Lord God, I hope by your grace for the pardon of all my sins, and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

20. Memorare:
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

21. The Anima Christi:
Soul of Christ, sanctify me; Body of Christ, save me; Blood of Christ, inebriate me; Water from the side of Christ, wash me; Passion of Christ, strengthen me; O good Jesus, hear me; Within your wounds hide me; Separated from you, let me never be; From the evil one, protect me; At the hour of my death, call me: And close to you bid me; That with your saints, I may be, praising you forever and ever. Amen.

22. Peace Prayer:
Lord, make me an instrument of your peace. Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.
Grant that I may not so much seek to be consoled as to console;
to be understood as to understand, to be loved as to love;
for it is in giving that we receive, it is in pardoning that we are pardoned,
and it is in dying that we are born to Eternal Life.

23. Nicene Creed:
I believe in one God, the Father Almighty,
maker of heaven and earth, of all things visible and invisible.
I believe in one Lord Jesus Christ, the only-begotten Son of God,
born of the Father before all ages, God from God, Light from Light,
true God from true God, begotten, not made, consubstantial with the Father;
through him all things were made. For us men, and for our salvation he came down
from heaven, and by the Holy Spirit was incarnate of the Virgin Mary,
and became man. For our sake he was crucified under Pontius Pilate,
he suffered death and was buried, and rose again on the third day
in accordance to the Scriptures. He ascended into heaven
and is seated on the right hand of the Father. He will come again in glory
to judge the living and the dead and his kingdom will have no end.
I believe in the Holy Spirit, the Lord, the giver of Life, who proceeds from the Father
and the Son, who with the Father and the Son is adored and glorified,
who has spoken through the prophets. I believe in one, holy, catholic and apostolic
Church. I confess one Baptism for the forgiveness of sins and I look forward to the
resurrection of the dead and the life of the world to come. Amen.

24. Queen of Heaven (Regina Caeli):
Queen of Heaven, rejoice, alleluia. The Son whom you merited to bear,
alleluia, has risen, as he said, alleluia. Pray for us to God, alleluia.
Rejoice and be glad, O Virgin Mary, alleluia! For the Lord has truly risen, alleluia.

Let us pray:
O God, who through the resurrection of your Son, our Lord Jesus Christ, did
vouchsafe to give joy to the world; grant, we beseech you, that through his Mother,
the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ
our Lord. Amen.

25. The Divine Praises:
Blessed be God. Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true man.
Blessed be the name of Jesus. Blessed be His Most Sacred Heart.
Blessed be His most Precious Blood.
Blessed be Jesus in the Most Holy Sacrament of the Altar.
Blessed be the Holy Spirit, the paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her holy and Immaculate Conception. Blessed be her glorious
Assumption.
Blessed be the name of Mary, Virgin and Mother.
Blessed be Saint Joseph, her most chaste spouse.
Blessed be God in His angels and in His Saints.

26. The Canticle of Simeon:
Lord now you let your servant go in peace, your word has been fulfilled.
My own eyes have seen the salvation which you prepared in the sight of every people:
 a light to reveal you to the nations and the glory to your people, Israel.

27. Benedictus (Canticle of Zachary):
Blessed be the Lord, the God of Israel; he has come to his people and set them free.
He has raised up for us a mighty savior, born of the house of his servant David.
Through his holy prophets he promised of old that he would save us from our enemies,
from the hands of all who hate us. He promised to show mercy to our fathers
and to remember his holy covenant. This was the oath he swore to our father Abraham:
to set us free from the hands of our enemies, free to worship him without fear, holy and
righteous in his sight all the days of our life. You, my child, shall be called the prophet of
the Most High; for you will go before the Lord to prepare his way,
to give his people knowledge of salvation by the forgiveness of their sins.
In the tender compassion of our God
the dawn from on high shall break upon us,
to shine on those who dwell in darkness and the shadow of death,
and to guide our feet into the way of peace.

28. The Magnificat:
My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior
for he has looked with favor on his lowly servant. From this day all generations will call
me blessed: the Almighty has done great things for me, and holy is his Name.
He has mercy on those who fear him in every generation.
He has shown the strength of his arm, he has scattered the proud in their conceit.
He has cast down the mighty from their thrones, and has lifted up the lowly.
He has filled the hungry with good things, and the rich he has sent away empty.
He has come to the help of his servant Israel for he remembered his promise of mercy,
the promise he made to our fathers, to Abraham and his children forever.
PARENTAL FIELD TRIP AND TRANSPORTATION NOTIFICATION AND LIABILITY WAIVER

We, the parent/s or guardian/s of ______________________________ permit
(Child’s Name)
our son/daughter to attend the __________________________being planned on
[Day]________. [Date]_______ from [Time]_______ to [Time]___________.

The purpose of this trip is_______________________________________________

We, as parents/guardians of the aforementioned minor(s), hereby consent and
agree to hold harmless St. Mary Cathedral School/Parish and/or the Roman Catholic
Diocese of Lafayette-in-Indiana, Inc., and any and all employees or volunteers
thereof, for any accident, injury or occurrence arising out of, or in connection with
the aforementioned activity. We understand that our child/ren will be [walking to
the destination] [assigned to ride with a licensed adult driver, driving a privately-
owned automobile] [riding on a school bus] [riding the city bus].

Please return this permission slip to school by [Day]_____. [Date]______. Thank you.

I give my permission for my son/daughter, in case of an emergency, to be taken to a
physician or hospital by either a parent in charge or by parish personnel. I
understand that every effort will be made to contact me. If I cannot be reached, I
hereby give permission to the physician selected by the parish member in charge or
adult chaperon(s) to secure proper treatment for my son/daughter.

Parish Representative Signature ______________________________ Date ____________

Parent/Guardian Signature ______________________________ Date ____________

Parent/Guardian Signature ______________________________ Date ____________

PLEASE NOTE THAT ALL PARENT(S)/GUARDIANS(S) MUST SIGN AND DATE.
Health Insurance Information is on file in the school office. If you have changes
regarding your hospital preference, family doctor, insurance company or policy
number, please notify the school office.
To: All Parent, Legal Guardians, Staff, Teachers, etc.

The information in this letter is being transmitted in order for the Diocese to fulfill its annual obligation under the Asbestos Hazard Emergency Response Act (or AHERA).

More specifically, the Diocese, as the Local Education Agency (or LEA) 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 re-inspection and surveillance activities that are planned or in progress.

At this time, we can report that the following activities and milestones have occurred since our last notification:

1. Our Management Plan has been submitted to the state,
2. An Operations and Maintenance (O&M) Plan has been implemented to ensure asbestos in school building(s) is maintained in a non-hazardous condition,
3. Initial cleaning and response actions have been completed to patch, repair, and/or remove asbestos, as necessary,
4. The required re-inspection/surveillance activity has been completed for the current six-month period, and
5. Future activities in the planning phase include:

   O&M

   Designated Person: Mr. Rusty Warwick

If you have any questions, or would like further information, please feel free to contact the school.

Sincerely,

Mrs. Kim Delaney
Principal

SIGNED COPY ON FILE
Lafayette Catholic Elementary Schools
Uniform Code 2018-19

The required dress uniform is required to be worn at All School Masses. The everyday uniform may be worn on days other than All School Mass days. Principals may require the dress uniform to be worn at other occasions, and may excuse or require the required dress uniform wear at their discretion.

Uniforms are to be neat, clean, ironed and fit properly. Shirts and blouses are to be tucked in at all times during the school day. Parents are asked to use some form of permanent identification on all clothing and supplies your child brings to school.

**Girls (K-6)**

**Required Dress Uniform (required on All School Mass Days)**
- **Elderwear:** poly-cotton blue plaid keyhole jumper. (length must be no shorter than 3 inches above the floor when kneeling)
- **Becky Thatcher:** woven white blouse with Peter Pan collar with crest.

**Every Day Uniform (non-All School Mass Days)**
- **Elderware:** (Mark Twain or K-12) white or navy knit short or long-sleeved polo shirts or white or navy long-sleeved knit turtleneck. (Shirt tails must be tucked in at all times during the school day)
- **Elderware:** (Becky Thatcher or K-12) navy blue dress pants or shorts. (Shorts may be worn only during the months of Aug/Sept and May/June and must be no shorter than one's fingertips while standing)

**Options to Required Dress and Every Day Uniform:**
- **School Apparel:** navy blue crew neck cardigan with four color LCSS Crest.
- **School Apparel:** navy blue sweatshirt with LCSS four color LCSS crest.
- **School Apparel:** navy blue fleece pullover with LCSS logo

**Boys (K-6)**

**Required Dress Uniform (required on All School Mass Days)**
- **Elderwear:** (Tom Sawyer) navy pleated dress pants.
- **Elderwear:** (Mark Twain or K-12) white knit short or long-sleeved polo shirt with crest or white oxford button-down short or long sleeve shirt with crest. (shirt tails must be tucked in at all times during the school day)

**Every Day Uniform (non-All School Mass Days)**
- **Elderwear:** (Mark Twain) white or navy knit short or long-sleeved polo shirt or white or navy long-sleeved knit turtleneck or white oxford button-down short or long sleeve shirt. (shirt tails must be tucked in at all times during the school day)
- **Elderwear:** (Tom Sawyer) navy pleated dress pants or shorts. (Shorts may be worn only during the months of Aug/Sept and May/June and must be no shorter than one's fingertips while standing).

**Options to Required Dress and Every Day Uniform:**
- **School Apparel:** navy blue crew neck pullover with four color LCSS crest.
- **School Apparel:** navy blue sweatshirt with LCSS four color LCSS crest.
- **School Apparel:** navy blue fleece pullover with LCSS logo

**Girls Leggings**

Must be plain white, brown, black, navy blue, or gray and extend to the ankle.

**Socks for Boys, Socks or Tights for Girls**

Must be worn at all times. Socks and tights should be plain white, brown, black, navy blue, or gray with no other visible color.
Shoes
Must be worn at all times.
Sandals & dress boots are not permitted. Shoes must have a complete toe and heel.
Shoes must be either white, brown, black, navy blue or gray.
Shoes should be predominately one color. No other colors are allowed.
(Example: black shoe with a white Nike swoosh is acceptable) Saddle shoes are acceptable.
(Shoes with fluorescent soles, side trim, shoe laces or decorations are NOT ACCEPTABLE)

Accessories
Girls: Jewelry and hair accessories must be plain.
Dangling or large size earrings or bracelets are not allowed.
Body piercings or permanent tattoos are not allowed.
Head scarves are not allowed.

Boys: Jewelry must be kept simple; no earrings may be worn.
Body piercings or permanent tattoos are not allowed.

Boys/Girls: Plain black, brown or navy belt must be worn with all clothing having belt loops.
Belts are not required for kindergarten students.

Make-up
No make-up may be worn.

Hair Styles
Extreme hairstyles and colors are not permitted. Hair should be kept clean and well-groomed.

Boys: Hair bangs should be no longer than touching the eyebrows. Hair length is not to exceed any longer than the top of the collar and mid-ear.

Clothing for Gym
Grades K-3 students will wear their regular school uniform and gym shoes. Girls must wear a pair of shorts under their jumper if their jumper is worn.

Grades 4-6 Non-uniform shorts, t-shirts with sleeves, or sweats are permitted and gym shoes. T-shirts that advertise liquor or tobacco, or have words, phrases, pictures, or drawings that are vulgar or offensive are not permitted.

Scout Uniforms
Girl Scouts and Boy Scouts may wear their scout uniform to school if they meet on a school day.
Scouts may wear only regulation scout pants or school uniform pants. Jeans are not permitted.

Offenses to the Uniform Code
First Offense: Verbal warning is given to the child.
Second Offense: Notice is sent home to be signed by parents and returned to teacher.
Third Offense: Student calls home, a notice is sent home to be signed by parents and returned to the student’s teacher.
Fourth Offense: Student calls home, a notice is sent home to be signed by parents, returned to the student’s teacher, and the student may not participate in the next N.U.T. or Spirit Day.
Fifth Offense: Student calls home, a notice is sent home to be signed by parents and returned to the student’s teacher; student may not participate in the next N.U.T. or Spirit Day, and student stays in school office one day during recess.
Guidance News

August 2018

Dear Parents,

In an effort to make sure that children are kept safe and can grow into the adults that God wants and the world needs them to be, we will be implementing Protecting God’s Children safe environment curriculum. The United States Conference of Catholic Bishops published the revised *Charter for the Protection of Children and Young People* guidelines in 2005, which calls Catholic schools to comply with the *Charter* and implement age appropriate training programs for children pertaining to personal safety. We follow the Diocese of Lafayette-in-Indiana Curriculum Guide.

Children are a most precious gift; they are the Church of today and tomorrow. They are worth any investment we make in them to assure their future and the future of the Church. This program will enhance the students’ Christian self-worth and assure them of their Christian dignity; that they are created in the image and likeness of God. It will stress that because of this Christian dignity, they should never be harmed by exploitation, drugs, violence or the many other destructive elements in our world.

We believe this is an exciting program that will encourage Christian values that will support the students and their families. It is often a dangerous world in which we live and we want to stand with you in making our community safer for your family. It is another way the Church wants to support you and your children.

Beginning the 2007-2008 school year, each family should have received a copy of *Think First & Stay Safe! Parent Guide*. Each new family receives a copy. For more information from the publisher, you can go to: www.childluresprevention.com/parents/index.asp. The curriculum we use is available for viewing from this office. Should you have any questions or concerns, please let us know.

Thank you for entrusting your children to our school. Your children are part of the treasure of our Church we truly value.

Sincerely,

Mrs. Lisa Cooley                        Mrs. Kim Delaney
MSW, LCSW, LSSW                        Principal
School Social Worker                    kdelaney@lcss.org
cooley@lcss.org                          St. Mary School  742-6302
St. Mary Cathedral School
Student Prescribed/Alternative Medication Permission Form

Date Received by ________________

Student:________________________________Date of birth(age):_______________________

Grade:______________Teacher/Classroom:___________________________________________

SCHOOL: Please report ANY concerns about medication or disease to the physician listed below.

TO BE COMPLETED BY THE PHYSICIAN or authorized prescriber

Reason for medication:_________________________________________________________________

Name of medication:___________________________________________________________________

Form of medication/treatment:    ❑ Tablet/Capsule    ❑ Liquid    ❑ Inhaler
                                 ❑ Inhaler     ❑ Other:_________________________

Instructions (list specific times dosage given at school):________________________________

__________________________________________________________________________________

Start date:____________________________     Stop date:_______________________________

❑ For episodic/emergency events only

RESTRICIONS and/or important side effects:    ❑ NONE anticipated

❑ YES. Write clearly on the reverse side of this form ANY specific restrictions.

Student may carry this medication for self-administering:    ❑ Yes  ❑ No

Please indicate if you have provided additional information, either ❑ on back of this form or
❑ as an attachment.

SIGNATURE:_______________________________ DATE:______________________________

Printed
Physician name:___________________________________________________________________
Address:________________________________________________________________________
Phone: (_________)(__________________________)

TO BE COMPLETED BY PARENT/GUARDIAN:

I give permission for (name of child)_______________________________________________ to receive the
above medication at the school according to standard school policy.    (Medication
must be brought in the original container).

DATE:__________________________ SIGNATURE:__________

Copy: Students file       School Nurse/Principal       Medical Binder
Dear Parent/Guardian:

An Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The 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 that cause meningococcal diseases are 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 meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. The current vaccine, MCV4 (Menactra TM) used to prevent Meningococcal disease, is licensed for use in ages 11 – 55.

Resources to obtain more information in addition to your physician/health care provider and local health department include the following Websites:

The Indiana State Department of Health  
http://www.in.gov/isdh/23853.htm  
The Centers for Disease Control and Prevention  
http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm  
Academy of Family Physicians  
http://www.aafp.org  
Academy of Pediatrics  
http://www.aap.org

Please contact your health care provider for specific instructions regarding your child.

Mrs. Kim Delaney  
Principal  
St. Mary Cathedral School  
765-742-6302  
kdelaney@lcss.org

**SIGNED COPY ON FILE**
St. Mary Cathedral Playground Rules

**Recess**
Two paid adult supervisors are on the playgrounds during the recess hour. Students are expected to respect the rights of one another and to respect and obey the playground supervisors. The following are the playground rules:

- Ordinarily, students go outside to the playground area every day. The students walk from the building to the playground in an orderly manner.
- On rainy days classes stay in their classrooms for indoor recess.
- Students are reminded to dress appropriately according to the temperature and weather conditions.
- Permission from the supervisor is needed before leaving the play area.
- If a playground ball leaves the play area, the supervisor will retrieve it.
- Activities that are not permitted during noon recess are: use of bad language, name calling, gum chewing or eating, snow ball throwing, rough play, kicking of balls, or any other activities that may harm themselves or others.
- The students are not to talk to people outside of the playground area.
- All students must share with any student who wishes to play in the game.
- No rough, physical games are allowed.
- The guard on the playground is in charge of keeping track of the time. The first recess bell will ring at 11:30. Students (2nd and 3rd) freeze at the first bell and walk to the line at the second bell. The guards walk students to the front doors of the school to pray before entering the school for lunch. Guards will then walk the Pre-K, K, and 1st grade students to the playground in orderly lines. They will ring the first recess bell at 11:55 and students will freeze. Students will put away recess toys and walk to the line at the second bell. Guards will walk classes in two orderly lines to the tunnel doors to meet the teachers.
- No throwing or tossing of rocks is allowed at any time.
- No kicking balls over the fences.
- No kicking of basketballs
- No kicking any balls against any of the buildings
- No climbing on fences or on the wall by the basketball hoops.
- All students must stay in their play area.

**Safety Procedures**
For the safety of the students, all school doors will be locked during the day.

** Discipline**
- Warning for first time offence
- Time out of second time offence for 5 minutes.
- Upon third offence student sent to office for written report with principal.
THE LCSS COMMUNITY PLEDGE

The Lafayette Catholic School System is a community of faith and, in collaboration with parents and guardians as the primary educators, seeks to educate the whole person by providing an excellent education rooted in Gospel Values and centered on Jesus Christ.

In order to foster a complete and open collaboration in this endeavor, as parents, guardians, students, teachers, coaches, administrators, volunteers, and the entire school community, we pledge:

To uphold, honor and promote the Mission of the Lafayette Catholic School System -

The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- sustained by Gospel witness and service;
- imbued with a Catholic worldview;
- supported by a community of faith;
- distinguished by academic excellence; and
- committed to student success.

In order to carry out this Mission, we further commit to practice and promote our Core Gospel Values, and we pledge:

1. Commitment to Community: To actively and regularly participate in our family’s faith community and worship services (i.e., weekly Mass) and to pray daily for our students, parents, teachers, coaches, staff, and administrators; to provide a home and school environment that models Christian morals and virtues and to further work cooperatively and collaboratively with teachers, coaches, and parents to provide a supportive community and home environments that are safe, supervised, and free from underage alcohol use, drug use, or access to inappropriate content via computer, TV, internet, or social media; to attend and participate in parent teacher conferences and school meetings; and to volunteer at school games and events.

2. Commitment to Servant Leadership: To foster each child, student and each other’s personal relationship with Jesus Christ; to prepare our children and students to become Disciples and leaders in mission to and in the world; and to demonstrate a commitment to Christian service in our local, faith, and school communities through our commitment of time, talent, and treasure. To foster a genuine desire in our students to enhance the quality of life and wellbeing of others in their communities.

3. Commitment to Respect: To respect the dignity of each human person regardless of the person’s race, religion, social, economic, cultural, or personal status, and to further promote a welcoming community; and to work cooperatively and respectfully with each other on matters of academic responsibility and discipline issues, encouraging our child(ren), students, and each other to accept responsibility for our actions, restore any injustice, and own the consequences of our actions.
4. **Commitment to Gratitude:** To remind our child(ren), students, and each other that all of our gifts come from God, to foster gratefulness for those gifts, and encourage all to seek Greatness in our words and deeds.

5. **Commitment to Humility and Understanding:** To seek first to understand and humbly foster resolution of conflict directly with each other and directly with parents, teachers, coaches, and administrators.

6. **Commitment to Wellness:** To promote the wellbeing of the entire self - body, mind, heart and soul - through prayer, exercise, moderation, self-control, modesty, and purity.

7. **Commitment to Patience and Perseverance:** To help our child(ren), students, and each other have the courage to push beyond perceived limitations and to have the patience and endurance to fight through the struggle.

8. **Commitment to Diligence:** To encourage our child(ren), students, and each other to work with careful, and planned persistence to ensure our God given talents will be fully discovered and maximized.

9. **Commitment to Integrity:** To seek the truth in our actions and words.

   We believe that the challenges we face in this endeavor can only be met and overcome if we join together with Jesus Christ, put aside all that might potentially divide us, and seek to serve our common goal - of offering all of our students a high quality educational experience that provides them the faith foundation, knowledge and life skills to become productive members of their communities and the world.
Seclusion and Restraint Plan

Adapted from:

Diocese of Lafayette-in-IN - AD1050B
June, 2014
PLAN FOR SECLUSION AND RESTRAINT IN SCHOOLS

Introduction
Senate Enrolled Act (SEA) 345 is an ACT to amend the Indiana Code concerning education. It intends to protect the safety of all students by providing training and guidelines for the safe and rare use of seclusion and restraint with students who pose imminent danger to themselves or others.
(Be it enacted by the General Assembly of the State of Indiana)


Policy Statement
St. Mary Cathedral School in the Diocese of Lafayette-in-Indiana, believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out or seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

PLAN COMPONENTS

- Use of Restraint
- Use of Seclusion
- Training
- Monitoring and Reporting
  - Parents
  - School Leadership
- Informing Parents
- Debriefing and Oversight
- Definitions
- Annual Review, Planning Process and Oversight
**USE OF RESTRAINT**

1. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.

2. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.

3. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
   a. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
   b. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.

4. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.

5. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.

6. Mechanical or chemical restraints are not authorized in school.

7. Prone or Supine forms of restraint are not authorized and shall be avoided.

8. Seclusion or restraint shall never be used in a manner that restricts a child’s breathing or harms the child.

9. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

**WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED**

A. Restraint shall not be used unless there is imminent risk of injury to someone by the student.

B. A verbal threat or verbally aggressive behavior does not itself indicate a imminent risk of injury, and shall not result in restraint.

C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.

D. When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.

E. Restraint shall never be used as a punishment, or to force compliance with staff commands.
Use of Seclusion

1. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.

2. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.

3. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.

4. Seclusion shall only be employed by staff members who have received specific St. Lawrence School approved crisis intervention training in the use of seclusion procedures.

5. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.

6. Time-out procedures that do not constitute seclusion are permitted in school.

7. All seclusion environments shall be inspected and shall:
   a. Be of reasonable size to accommodate the student and at least one adult.
   b. Be of reasonable size to permit students to lie or sit down.
   c. Have adequate ventilation including heat and air conditioning as appropriate.
   d. Have adequate lighting.
   e. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
   f. Permit direct continuous visual and auditory monitoring of the student.
   g. Permit automatic release of any locking device if fire or other emergency in the school exists.
   h. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm).
   i. Shall meet current fire and safety codes.

WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED

A. When the substantial imminent risk of injury no longer exists.

B. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).

C. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student.

   1. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
   2. Students shall be provided water on request.

D. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
TIME-OUT

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

Training

1. Staff shall be trained according to the school’s adopted plan on the appropriate use of effective alternatives to physical seclusion and restraint, such as positive behavioral interventions and supports; and, only for cases involving imminent danger of serious physical harm, on the safe use of physical seclusion and restraint.

2. Each school shall identify appropriate school staff to be trained annually on the safe use of effective alternatives to physical seclusion and restraint. Each school shall choose a training protocol that includes:
   a. Positive supports and behavioral interventions techniques;
   b. Conflict de-escalation techniques;
   c. The safe use of seclusion and restraint;
   d. Steps to avoid the use of seclusion or restraint;
   e. Debriefing practices and procedures.

3. Training programs shall differentiate for levels of school personnel and training needs (e.g., core staff – advanced training, regular staff – basic training, volunteers, substitutes – informational level training). All new staff should receive basic training as a part of their orientation. Materials should be available for substitutes or volunteers providing basic understanding of the plan.

4. Each school must maintain written documentation that includes the following information:
   a. The name and position of each person who has completed training;
   b. Who provided the training;
   c. When the training was completed; and
   d. What protocols and techniques were included in the training.

5. Training may be provided by any person who is trained in the safe and appropriate and current techniques for the use of physical seclusion and restraint. (Instruction may be delivered by a school administrator, counselor or other person with person with current training and expertise. On-line opportunities are available as well).

Monitoring and Reporting

1. Monitoring Use
   a. Every instance in which seclusion or restraint is used shall be carefully and continuously visually monitored to ensure the safety of the student, other students, teachers, and staff.
   b. Immediately after the student has restored emotional and behavioral control following the use of restraint or seclusion or both, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.

2. Parent reporting
a. The building administrator or designee shall attempt to report every instance in which seclusion or restraint is used on a student to the student’s parent or guardian:
   ▪ No later than the end of the school day or as soon as practical;
   ▪ Verbally; and
   ▪ In accordance with the school’s seclusion and restraint plan.
b. A copy of the “parent incident report”, as described in the school’s adopted plan, must be sent to the student’s parent or guardian after every instance in which seclusion or restraint is used on a student and as soon as practical.

3. Incident Documentation
   a. Every instance in which seclusion or restraint is used on a student shall be documented in order to memorialize the events that led up the use of either seclusion or restraint.
   b. Documentation may include:
      ▪ The student’s name;
      ▪ The date and time of the incident;
      ▪ The duration of any seclusion or restraint; or the beginning and ending times of the restraint or seclusion or both;
      ▪ A description of any relevant events leading up to the incident;
      ▪ A description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;
      ▪ A description of any interventions used prior to the implementation of seclusion or restraint;
      ▪ A log of the student’s behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
      ▪ A description of any injuries (to students, staff, or others) or property damage;
      ▪ A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint;
      ▪ If applicable, a statement that the intervention used was consistent with the student’s most current behavioral intervention plan or individualized education program.

4. Oversight and Review
   5. Each school must designate a staff person(s) to document all instances of Seclusion and Restraint as well as required staff training. This person (s) will work with school leadership in monitoring and review of each instance as well as annual review of overall usage and future planning.
   6. Each accredited nonpublic school shall report, in writing, the number of instances in which either seclusion or restraint is used in its school to its governing authority.
   7. Each school must conduct an annual review of its plan for the purposes of improvement and revision.

Informing Parents
   a. At the time of enrollment, each school shall make available a copy of the school’s seclusion and restraint plan to the student’s parents or guardians.
   b. Including the plan in the student handbook satisfies subsection (a) so long as the handbook is provided to students at the time of enrollment.
c. Parents should receive a "parent incident report" if their child is secluded or restrained as described in section 5.

**Informing Other Appropriate Leadership**

a. Where appropriate the school principal should inform other responsible parties which could include: jurisdictional leadership (e.g. archdiocesan or district superintendent), school board, pastor, and/or legal counsel.

**Debriefing and Oversight**

a. As soon as practical, and consistent with the school’s plan, after every instance in which seclusion or restraint is used on a student, the school administrator or designee shall do the following:
   - Meet with at least one school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint to discuss whether proper restraint or seclusion procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion.
   - Direct a proper staff person, including the administrator himself or herself, to debrief the incident with the student in a manner appropriate to the student’s age and developmental ability, to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion.
   - Offer the parent(s) or guardian(s) the opportunity to request a meeting regarding the incident of restraint or seclusion.

b. On the rare instances when seclusion or restraint is used it should be communicated to the appropriate governing authority. Annually, if instances have occurred, the school administration and governing authority should review the data and develop plans if needed to further reduce the occurrence of its usage. This could include work with individual staff members or more broad based professional development.

**Annual Review, Planning Process and Oversight**

A. A St. Mary Cathedral School administrator (or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the school.

B. St. Mary Cathedral School shall establish a Committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The Committee shall review the following components related to the use of restraint:
   1. incident reports;
   2. procedures used during restraint, including the proper administration of specific St. Mary Cathedral School approved restraint techniques;
   3. preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
4. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint;
5. injuries incurred during a restraint;
6. notification procedures;
7. staff training needs;
8. specific patterns related to staff or student incidents;
9. environmental considerations, including physical space, student seating arrangements, and noise levels.

C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.

D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the [School or Corp name here] training curriculum.

**Definitions**

**Behavioral intervention plan:** means a plan that is agreed upon by the case conference committee (CCC) and incorporated into a student's individualized education program (IEP) or individualized services plan (ISP) or Choice Scholarship Education Plan (CSEP) and that, at a minimum, describes the following: (1) The pattern of behavior that impedes the student's learning or the learning of others. (2) The purpose or function of the behavior as identified in a functional behavioral assessment. (3) The positive interventions and supports, and other strategies, to: (A) address the behavior; and (B) maximize consistency of implementation across people and settings in which the student is involved. (4) If applicable, the skills that will be taught and monitored in an effort to change a specific pattern of behavior of the student. The behavioral intervention plan seeks to maximize consistency of implementation across people and settings in which the student is involved.

**Chemical Restraint:** the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

**Choice Scholarship Education Plan (CSEP):** An education plan developed for a Choice Scholarship students who has been identified through Child Find as in need of special education services and whose parent have designated the non-public school as the special education service provider.

**Crisis Intervention Training:** training provided to selected staff members which addresses how to deal with aggressive, violent or out of control behaviors. It includes specific techniques for seclusion and restraint and could result in certification of the individuals who complete the training.

**De-Escalation:** causing a situation to become more controlled, calm and less dangerous, thus lessening the risk for injury to someone.
**Employee:** means all paid school staff, contract employees, consultants or any other agents of the school corporation, charter school and accredited non-public school.

**Functional Behavioral Assessment:** ongoing process of gathering information that can be used to hypothesize about the function of student behavior. The analysis provides the information necessary to develop an intervention plan.

**Imminent:** Likely to happen right away; within a matter of minutes.

**Individual Services Plan (ISP):** An education plan developed by an LEA for parentally placed non-public school students who have been identified through Child Find as in need of special education services. These services are provided by the LEA.

**Mechanical restraint:** means the use of (1) a mechanical device (2) a material or (3) equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body. The term does not include (1) mechanical devices, (2) a material or (3) equipment used as prescribed by a doctor.

**Parent or guardian:** the student’s parent, legal guardian, surrogate parent or student over the age of 18.

**Physical Restraint:** physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another.

**Positive Behavior Intervention and Support:** a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture, and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.

**Prone physical restraint:** the person is being held face down lying on their stomach on a horizontal surface such as the floor.

**Seclusion:** means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student’s individualized education program, in which an adult is continuously present in the room with the student.

**Staff:** means all paid school staff, volunteers, contract employees, consultants or any other agents of the school or corporation.

**Supine physical restraint:** a person is being held face up on their back on a horizontal surface such as the floor.
**Time out:** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

**Substantial risk:** situation where there is serious, imminent threat of bodily harm and where there is the immediate ability to enact such harm.

**Staff Trained in Crisis Intervention:** individuals who successfully complete and maintain certification in a training program that results in acquisition of skills to prevent restraints, evaluate risk of harm in an individual situation, use approved restraint techniques and monitor the effect of the restraint.

**SAMPLE TIME-OUT PROCEDURES**
Effective time out procedures include multiple levels, with each level becoming more restrictive and exclusionary. It is important to note that for disruptive behavior requiring more restrictive interventions, once the behavior begins to de-escalate, transition to less restrictive forms of time out may make the return to regular classroom activities easier for the student. The following is a potential time-out plan that schools may consider adopting.

**Level I.**
- a. Planned Ignoring: Ignore the student as long as possible if he or she is out of place or seat, noncompliant but not otherwise disruptive.
- b. Be (or have aide/ associate) available to counsel, provide one-to-one tutoring, or negotiate if the student is involved in a dispute.
- c. Modify/change student’s assignment to get him or her reinvolved with learning. Select a task that will provide immediate success.
- d. Separate student from others (i.e. creative seat assignment).
- e. Send student out of room - on an errand, for a walk, to “cool off”
- f. Offer a “time-in” situation with a support person outside the classroom.
- g. Quietly praise other students for ignoring inappropriate student behavior.
- h. When possible, talk to disruptive student out of classroom away from other students so that he or she can save face.

**Level II.** Level II time out is more restrictive than the first-level interventions. It is the exclusion of a child from positive reinforcing activities of the classroom without removing him or her from the room.
- a. Move student to different part of the classroom (i.e. closer to teacher, further away from audience)
- b. Avoid lengthy explanations to student. Simply say: “Because you____, you go to time out for ___ minutes.” Avoid other interaction.
- c. Allow student to take their own time-out.
d. Keep time-out period brief. (Time out periods longer than 15 minutes rarely serve their intended purpose—temporary withholding of positive reinforcement. For time out periods longer than 30 minutes, a supervisory staff person shall be consulted about the appropriateness of continuing the time out procedure.) In-school suspension or other out of class but in school interventions shall be considered.

e. The student shall be supervised at all times during the time-out period.

f. The student shall still be able to access any lesson or instruction being offered to other students in the student’s classroom.

Appendix

Related Links

SEA345:
http://www.in.gov/legislative/bills/2013/SE/SE0345.1.html
Indiana Code:
http://www.in.gov/legislative/ic/code/title20/ar20/ch40.pdf

Full Plan drafted by the Commission:

Other Resources

Sample incident reports

Training Log:
The principal or his/her designee should maintain a training folder which documents each training session, the date and focus of the training, who conducted the training, and who was in attendance.

Training Resources
Sample Training Plan:

Commission on Seclusion and Restraint in Schools
http://www.doe.in.gov/srcommission
Lafayette Catholic Schools Wellness Policies on Nutrition and Physical Activity
Updated: June 2017

Mission of the Lafayette Catholic School System
The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- sustained by Gospel witness and service;
- imbued with a Catholic worldview;
- supported by a community of faith;
- distinguished by academic excellence; and
- committed to student success.

Gospel Values of the Lafayette Catholic School System
- Community
- Servant Leadership
- Respect
- Gratitude
- Humility and Understanding
- Wellness
- Patience and Perseverance
- Diligence
- Integrity

Vision of the Lafayette Catholic School System
He Shepherds, We Shape, They Shine

S Strong Catholic Formation
H High Academic Standard
A Accessibility
P Positive Christian Environment
E Excellent Teachers and Facilities

Mission of the Lafayette Catholic School Wellness Council
Lafayette Catholic School Wellness Council shall prepare, adopt, and implement a comprehensive wellness policy to encourage healthy eating, physical activity and well-being. This plan shall make effective use of school and community resources
and equitably serve the needs and interests of all students and staff, taking into consideration differences in cultural norms.

**Lafayette Catholic School Wellness Council Goals**

I. **Nutritional Education Goals**

**Meals served through the National School Lunch Program will:**
- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- serve whole grain products
- follow USDA nutritional guidelines that promote healthy eating
- strive to offer foods that accommodate medically necessary dietary needs of students
- strive to use nutritional guidelines to make recommendations for cafeterias, vending machines, snack bars, school stores, concession stands, fund-raising projects, and refreshments used for school activities

**Free and reduced priced meals:**
- Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals

**Meal Times and Scheduling**

Schools;
- will provide students with at least 20 minutes to eat after sitting down for lunch;
- should schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk)

**Qualifications of School Food Service Staff**

At the secondary level, qualified nutrition professionals will administer the school meal programs. Staff development programs should include appropriate certification
and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages**

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**II. Physical Activity Goals**

**Daily Physical Education**

Students in grades 7-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education as prescribed by state statute. All physical education (grades 7-12) will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Daily Recess**

All elementary school students will try to have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Before and After School**

All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

**Physical Activity and Punishment**

Teachers and other school and community personnel will try not to use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. Sometimes students need to miss recess in order to make up missed class assignments.

**III. Nutrition Standards for all the foods served at the school**

**Elementary Schools**
The school will approve and provide all food and beverage sales to students in elementary schools. If available, foods and beverages sold individually should be limited to low-fat and nonfat milk, fruits, and non-fried vegetables.

**Middle/Junior High School and High Schools**

In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines) during the school day, will attempt to meet the following nutrition and portion size standards:

**Beverages**

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
  - 100% fruit or vegetable juice and
  - 100% fruit or vegetable juice diluted with water (with or without carbonation), and
  - no added sweeteners.

Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

**Foods**

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

**Calorie limits:**

- Snack items: ≤ 200 calories
- Entrée items: ≤ 350 calories

**Sodium limits:**

- Snack items: ≤ 230 mg**
- Entrée items: ≤ 480 mg

**Fat limits:**

- Total fat: ≤35% of calories
- Saturated fat: < 10% of calories
- Trans fat: zero grams

**Sugar limit:**

- ≤ 35% of weight from total sugars in foods

**Portion Sizes**

Portion sizes of foods and beverages will be appropriate to the age group and nutritional guidelines for the age group.
Non-Sold Food and Beverages

Non-sold foods served during the school day, in after-school care, enrichment programs, or classrooms will make a positive contribution to children's health in correlation with units of study, with an emphasis on serving fruits and vegetables as the primary non-sold food and water as the primary beverage. Schools will assess if and when to offer non-sold foods and beverages based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

IV. Nutrition Education and Promotion

The Lafayette Catholic Schools aim to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff

V. Other Student Activities Related to Wellness

Integrating Physical Activity into the Classroom Setting

Students will receive an appropriate amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior; students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate

Communications with Parents
The Lafayette Catholic Schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

**Food Marketing in Schools**

At the secondary level- school-based marketing will be consistent with nutrition education and health promotion. As such, the school will strive to limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

**Staff Wellness**

Students in grades 7-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education as prescribed by state statute. All physical education (grades 7-12) will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Physical Activities Before and After School**

All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs. After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

**Physical Activity and Punishment**

Teachers and other school and community personnel will try not to use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. Sometimes students need to miss recess in order to make up missed class assignments.

**VI. Measurement and Evaluation**

**Monitoring**

The Lafayette Catholic Schools will ensure compliance with established nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal. The school will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the
state agency within the past five years, the school will request from the state agency that a SMI review be scheduled as soon as possible. The principal/designee will develop a summary report every three years on school compliance with the established nutrition and physical activity wellness policies. That report will be provided to the school board and also distributed to the school health council and parent/teacher organizations.

**Policy Review**

An initial survey and checklist will be designed to ensure compliance with the wellness policy. The effectiveness and compliance with mandated legal standards will be taken from the analysis of these documents. School administration and members of the health/wellness committee will review and make recommendations as to any changes or updates that are needed from the analysis. Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review their nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The school will revise their own wellness policy and develop work plans to facilitate their implementation.
All Lafayette Catholic Schools System (LCSS) students and staff are responsible for their use of LCSS computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. The rules and guidelines below do not attempt to describe every possible prohibited activity. The LCSS reserves the right to treat, as violations, activities that may not be specifically mentioned in this document. Students, parents and school staff who have questions about whether a particular activity is prohibited should contact a building administrator. These rules apply to all school computers, all school provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Responsible Use

1. School computers, devices, network and Internet services, and electronic resources are provided for educational purposes and research consistent with LCSS’s educational mission, curriculum, instructional goals, and Catholic/Christian values.

2. While at school, electronic devices loaned or leased to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration. Use of LCSS devices and network resources for personal purposes during class time is expressly prohibited. Users must comply with all LCSS policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school issued electronic resources.

3. Parents are responsible for supervising their child’s device use when not in school.

4. Students must comply with all specific rules and instructions from school staff.

5. Any student making derogatory, inflammatory or inappropriate statements using any form of social media will be subject to disciplinary action.
6. Students are prohibited from contacting other users inside or outside of the LCSS network by social networking or any other computer related method without the expressed permission of an appropriate staff member. Students receiving unsolicited contact are prohibited from responding and should immediately notify a staff member.

7. It is the student’s responsibility to ensure that their device is in proper working order when they come to school, including having the battery adequately charged for a full day of use.

Scope of Policy 1. This policy and the rules described within, apply to the use of the electronic device at any time or place, on or off school property.

Consequences 1. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student’s device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of LCSS policies/procedures or school rules.

System Security
1. Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the LCSS Technology Department.

2. Any user who becomes aware of a situation where use of LCSS technology poses a potential threat to them selves, classmates, or any member of the LCSS community must report it immediately to a building administrator.

Technology Privacy
1. All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the property of the LCSS. The LCSS retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with LCSS’s computer system, telephone system, electronic mail system, and voice mail system.

2. Students and staff should have no expectation that any information contained on such systems is confidential or private.

3. When accessing the Internet via an LCSS device, either at school or at home, every site visited is logged and tracked by user and computer. Review of any tracking logs will be done only for legitimate purposes by authorized personnel.

Prohibited Uses Unacceptable uses of school electronic resources include, but are not limited to, the following:
Accessing or communicating inappropriate Materials–Users may not access or in any way display or distribute defamatory, abusive, obscene, vulgar, sexually
explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

Avoiding School Filters–Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the LCSS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

Illegal Activities–Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal or unethical activity, or in violation of any LCSS policy/procedure or school rules, or in violation of Catholic/Christian values. LCSS and its employees and agents assume no responsibility for such activities of students while using school computers or school issued electronic resources.

Violating Copyrights or Software Licenses–Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

6. Plagiarism–Users may not represent as their own work any materials or ideas obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder or source of the material.

7. Use for Non-School-Related Purposes–LCSS computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use (use by an individual for occasional personal communications) of school devices is permitted as long as such use:
   1) does not interfere with the user’s responsibilities and performance;
   2) does not interfere with system operations or other system users; and
   3) does not violate this policy and the accompanying rules, or any other LCSS policy, procedure or school rules.

8. Misuse of Passwords/Unauthorized Access–Users may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems.

9. Malicious Use/Vandalism–Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices,
network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the LCSS Technology Department.

Compensation for Losses, Costs and/or Damages
1. As technology has become more mobile, many electronic devices owned by the LCSS and used by students are transported outside both the direct physical control and locations controlled by the LCSS. It is in this outside environment, that responsibility is shared by both the LCSS and the student who chooses to take an electronic device off school grounds. In the event that an electronic device is stolen or damaged, the student is responsible for up to 100 percent of the cost of electronic device. Students will be offered a total replacement insurance policy at the start of the school year.

2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.

3. In addition, all users maybe responsible for compensating the school district for any losses, costs or damages incurred for violations of LCSS policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security
1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on district/school/classroom “public” websites as long as the student’s name or other identifying information is not included, and so long as it is in compliance with the parents’ wishes as documented in the media release form. Students’ grades, test results, or identifying pictures may be stored only on district approved secure sites that require a username and password for authorized individuals to access.
3. LCSS schools are closed campuses. LCSS retains all rights concerning any recording and/or publishing of any student’s work(s) or image(s). Students must obtain permission from an LCSS staff member to publish a photograph or video of any school related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

5. LCSS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment. Any misuse of that account may result in suspension of the user's network privileges.

**Personal Devices**

All students are prohibited from using privately owned electronic devices in school unless explicitly authorized by the teacher, building Principal or LCSS administration.

**Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff**

1. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

2. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.

3. Parents are responsible for supervising their child's use of the device when not in school.

4. The device configuration shall not be altered in anyway by users. No software applications shall be installed (except those provided for download by the school), removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.

5. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.
Terms of Use
LCSS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the LCSS network, Internet, and electronic resources.

Disclaimer – LCSS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, LCSS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of LCSS electronic resources.

Dear Parents,

Most students now have access to our new iPads. Mrs. Rojas, our assistant technology director, has discussed these policies with in each classroom. We would like to ask parents to take some time to read and review with your child the Classroom iPad Policy. Please feel free to express any questions or concerns with your child’s teacher and/or with any member of Learning Design and Technology team.

iPads Policy in the Classroom
The Lafayette Catholic School System’s (LCSS) iPad Classroom Policy is designed to encourage all students to consistently apply Gospel values and the religious, spiritual, moral and ethical dimensions of their learning to be responsible users of technology.

- iPads CANNOT be used during recess or lunchtime.
- Student’s iPads are provided for educational purposes only and must be used with the LCSS Mission, instructional goals, and the application of Gospel values.
- Any user who intentionally disrupts the use of others at school may lose or have or his/her iPad’s privileges significantly restricted.
- Users may not share passwords; use other users’ passwords; access or use other users’ accounts.
- Users have to report any issue, concern or dangerous situation to a teacher or building administrator.
- Users may not reveal personal information while using the LCSS device.
• Users may not access or communicate inappropriate materials. This includes, but is not limited to, the display or distribution of defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
• Users may not use the iPad camera to record or to take picture of themselves or other students. The iPad’s camera has to be used ONLY for educational purposes and with teacher’s approval.
• **The case must remain on the student’s iPad at all times.** If the case cracks or falls off, the student is responsible to report to a teacher or building administrator for replacement parts.

The Lafayette Catholic School System uses a device and Internet monitoring software to enforce the Classroom User Policy. This software has the ability to provide Internet browser history reports. Users should have no expectation of privacy while using equipment owned and monitored by LCSS. The LCSS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action for violations of this policy.

**By signing this policy, I affirm I have read and fully understand the LCSS Responsible Use Policy.**

Parent or Guardian Name and Signature ___________________________ Date ____________

Student Name and Signature ___________________________ Date ____________

**EXPOSURE CONTROL FOR INFECTIOUS DISEASE**

All parish and school employees and volunteers must be trained to use universal precautions in preventing exposure to disease through blood borne pathogens. The following points must be included:

1. There are a number and variety of infectious diseases transmitted through contact with body fluids. These include the very serious possibilities of HIV and Hepatitis B infection.

2. Universal precautions must be used any time an incident or accident results in the loss of body fluids. People can be contagious while looking and feeling healthy. They may not know they are infected and even if they do know, the law protects the confidentiality of this information.

3. Protective gloves must be used any time first aid requires tending to a person with bleeding or other loss of body fluid. Be sure to remove gloves properly, turning them inside out and being careful not to come in contact with the body fluid. Wash hands thoroughly after removing the gloves. Never wash or re-use protective gloves.

4. Contamination can occur through cuts, scrapes, or other accidents involving sharp objects if splashes of infected blood come into contact with mucous membranes. Caution in avoiding these situations is necessary. If contamination
occurs, wash thoroughly with soap and water or flush exposed mucous membranes with water, then report to a supervisor.

5. If a student, participant, volunteer, or employee is exposed to body fluid, a report must be made to the program supervisor. The supervisor must document the incident (see attached form) and refer the victim to his or her physician for consultation on further action.

6. Universal precautions must be used when de-contaminating the environment where an accident or incident has occurred. Refer to the steps on the reverse side of this document.

7. If you do not have training in first aid and/or CPR, identify others who can be of help in an emergency. Be sure to know where first aid materials are located in the area in which you are working.

8. Dispose of contaminated materials appropriately. Blood soaked materials must be handled as hazardous waste. Be alert for sharp objects and never place them in the trash unprotected.

9. **Hand washing is the single most important method of infection control.**
UNIVERSAL PRECAUTIONS

Procedures for Handling Contact with BLOOD & BODY FLUIDS

1. Put on disposable, or utility gloves

2. Use paper towels to absorb spill, then place used towels in red plastic leak-proof bag

3. Clean area with paper towels or broom or vacuum

4. Place used paper towels in red plastic bag

5. Remove soiled gloves by turning inside out, placing one within the other; if wearing utility gloves, remove and then disinfect appropriately; proceed to step #8

6. Place red bag in appropriate infectious waste container

7. Immediately wash hands with soap in running water

*Bleach Solution - 1 part bleach to 10 parts water
Plan for St. Mary Cathedral School
1) Pesticides are used only by a certified applicator or an individual operating under direct supervision of certified applicator.
2) Pesticides are not used when students are in the pesticide application area.
3) Pesticides are stored in a locked storage area separated by a wall from food service and students.
4) Except for immediate health threat situations, St. Mary Cathedral School provides advance notice of 48 hours prior to a pesticide application. The pesticide application details are provided to school parents, guardians and staff through e-mail notification.
5) St. Mary Cathedral School keeps records of pesticide applications.
6) Pesticides with lowest hazards to children are used whenever practical and effective.

Other Important information

Pesticides covered by this law: Insecticides, herbicides (weed killers), fungicides, rodenticides (rat and mouse baits), etc.

Exempted pesticides: Disinfectants, germicides, toilet bowl cleaners, sanitizers, water purifiers, swimming pool chemicals, manufactured enclosed insecticides (baits) and self-applied personal insect repellants.

All pesticide applications to school property (buildings and grounds) are covered by this law.

Pesticides must NOT be applied at schools during normal instructional hours when school is in session.

Exception: A pest is present that poses an immediate health threat to the students (example - wasps or bees)

This new law applies to all accredited nonpublic and public schools in the state of Indiana.
The law became effective November 20, 2010 but the state OISC (Office of Indiana State Chemist) agency is now providing direction and assistance to schools to help get them into compliance.
http://www.isco.purdue.edu/pesticide/laws_and_regulations_NEW.html
(Above link, click: Pesticide Use at Schools Law)
I have read the 2018 - 2019 St. Mary Cathedral Parent-Student Handbook and agree to follow the school policies and procedures as stated.

__________________________________________________________________________________________________________________________________________

Student Names and Grades (Please Print) __________________________________________________________________________ Date

__________________________________________________________________________________________________________________________________________

Parent/Guardian signature ______________________________________________________________________ Date

SIGNED FORM DUE TO THE FRONT OFFICE BY AUGUST 31, 2018.