

FAMILY POLICY GUIDE

2021-2022



OUR LADY *of* MOUNT CARMEL
CATHOLIC SCHOOL

Our Lady of Mount Carmel Catholic School

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*Our Lady of Mount Carmel Catholic School, a Christ-centered community,
provides excellence in education to meet the needs of the whole child.*



Dear Parents and Students of Our Lady of Mount Carmel Catholic School,

Welcome to Our Lady of Mount Carmel Catholic School. We are so happy that you have chosen to be a part of our school family. In doing this, you have put forth a commitment to the values and philosophy of a Catholic education.

The formation of the whole child is our priority—spiritually, academically, socially, and morally as you can read in our mission statement. Our approach to reaching this goal is the realization that children, aided by grace, come to discover the One who loves them and desires them to reach their fullest potential. Guided by our Virtue Program and striving to help our children become “Stewards for Christ,” our teachers provide excellence in academics to help our children discover the happiness and holiness for which they were created.

This Family Policy Guide reflects the policies of Our Lady of Mount Carmel Catholic School for the 2021-22 school year. You will notice that many of the policies have stayed the same, but there are some changes. You will be able to easily recognize such amendments since the wording in red represents changes that have been made for the 2021-22 academic year; the words in green signify changes to the policy guide that were made for the 2020-21 handbook. **This year, the major amendments focus on the new Covid-19 Reopening Plan and the change in some of our health policies. Also, the guidelines for Field Day attire have also been amended and the diocesan code of conduct was added.**

I have attached various policies from the Diocese of Lafayette-in-Indiana that involve the mission and vision of Catholic schools as well as some details regarding the operation of Catholic schools in our diocese. Please take the time to read this appendix as well.

The faculty and staff of Our Lady of Mount Carmel Catholic School look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,
Tim Fletcher
Principal

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Our Lady of Mount Carmel Catholic School

Our Lady of Mount Carmel Catholic School is a Kindergarten through 8th grade elementary and Junior High school under the Diocese of Lafayette-in-Indiana Catholic Schools Office.

Our Lady of Mount Carmel Catholic School is a 2015 National Blue Ribbon School of Excellence. The School has also consistently been named a Four Star School, awarded by the state of Indiana as well as receiving an “A” in Accountability Grading also from the state of Indiana.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and teachers.

The Diocesan Religion curriculum guidelines, as well as the State of Indiana Academic Standards, are followed for the teaching of all subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

The School is further committed to meeting the instructional needs of all students. All teachers utilize the Response to Intervention Form to document concerns about students and to help provide intervention strategies for teachers to implement in the classroom. The differentiated model of instruction will continue to be implemented in all subject areas.

Accreditation

Our Lady of Mount Carmel Catholic School is an approved parochial elementary school in the Diocese of Lafayette- in-Indiana. Having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees, it is accredited by the North Central Association Commission on Accreditation and School Improvement and the State of Indiana. Teachers at Our Lady of Mount Carmel Catholic School are degreed and licensed in accordance with the Indiana Department of Education regulations.

Our Lady of Mount Carmel Catholic School is a member of the following organizations:

- Catholic Diocese of Lafayette-in-Indiana
- National Catholic Education Association (NCEA)

History of the School

Our Lady of Mount Carmel School opened its doors on September 4, 1956 with first grade through eighth grade classes. A kindergarten program was added in 1984.

From the school's beginning, religious sisters were part of the faculty. The Sisters of St. Joseph of Tipton were the first religious community on staff, and they served the school until 1967. The Sisters of Notre Dame of Toledo, Ohio arrived at the school next and remained on staff for over 35 years. Since 2005, the Dominican Sisters of St. Cecilia have been part of the school faculty and continue to serve as teachers and administrators to this day.

In 2015, Our Lady of Mount Carmel Catholic School received a prominent honor when the school was nationally recognized by the United States Department of Education as a Blue Ribbon School of Excellence.

Dominican Sisters of St. Cecilia

Since 1216, the Catholic Church has looked to the Order of Preachers founded by St. Dominic to preach and teach the Word of God. The Dominican Sisters of St. Cecilia Congregation have continued this mission of St. Dominic through their dedication to the Christian education of youth in institutions of learning. For 150 years, St. Cecilia Congregation has owned and operated schools in which students are instructed in a well-rounded curriculum that endeavors to instill, even in the very young, a love for learning and a desire for prayer.

Dominican sisters from the St. Cecilia Congregation in Nashville, Tennessee have administered and taught at Our Lady of Mount Carmel Catholic School since 2005. The congregation has over 300 sisters who teach Pre-K through college at 45 schools in 18 states and 6 countries. The sisters at Our Lady of Mount Carmel Catholic School teach all subjects with a special emphasis on religious education.

School Mission Statement

Our Lady of Mount Carmel Catholic School, a Christ-centered community, provides excellence in education to meet the needs of the whole child.

School Beliefs

Formed by Catholic tradition, we believe that as a Christ-centered educational community we should:

- Create a vibrant learning community
- Instill respect and responsibility
- Prepare students for lifelong learning
- Ensure a healthy and safe place to grow
- Actively engage all students in challenging and diverse learning experiences
- Integrate technology with sound educational practices
- Provide opportunities to serve others
- Involve and impact the entire community

School Motto

Stewards for Christ

I. PHILOSOPHY OF EDUCATION

School Philosophy

Our Lady of Mount Carmel Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the curriculum guidelines of the Diocese of Lafayette-in-Indiana.

The aim and content of the Our Lady of Mount Carmel Catholic School educational program considers not only the child's mind and body but also, and most importantly, his/her immortal soul. To form true and honest Catholic Christians who will live in this world in such a way as to enter the happiness of heaven is the aim of Catholic parents who have the first and greatest responsibility for the education of their children. Our Lady of Mount Carmel Catholic School is committed to supporting this fundamental task of parents through a school program aimed at providing spiritual, intellectual, social and physical opportunities for students to grow and explore their gifts, talents, and responsibilities of service to the wider community.

Aware that the educational process is not simply a human activity but a Christian journey toward the Triune God, students are encouraged to recognize God in the sacraments, in doing His will, in one another, and in the everyday simple tasks which they perform. The students are partnered with the school community to develop a prayer life that unites them with Christ.

In providing a quality education, Our Lady of Mount Carmel Catholic School strives for personal and academic excellence in both its students and its faculty. Relying on the grace-filled cooperation of all, Our Lady of Mount Carmel Catholic School aims to be a school that provides for the Catholic education of the child in every aspect of his/her growth and development. Education is of the utmost importance because through education and guidance the children of today become the Catholic citizens and leaders of tomorrow.

Parent's Role in Education

The faculty and staff of Our Lady of Mount Carmel Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Following the teaching of the Catholic Church, we will support, but are unable to assume, the role of parents. Therefore, it is the parents' right and duty to assume the primary role for the development of their child's life—physically, mentally, spiritually,

emotionally, and psychologically. The choice to send their children to Our Lady of Mount Carmel Catholic School involves a commitment and exhibits a concern for helping their child to recognize that God is the greatest good in his/her life.

Good example is the best pedagogy. Parents who model a personal relationship with God, with each other, and with the Church community will affect the way their child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic Christian morality and by an honest personal relationship with God in the family life.

By choosing to enter into this partnership, Our Lady of Mount Carmel Catholic School trusts that parents will be loyal to this commitment. During these formative elementary years, children need constant support from both parents and faculty in order to develop their moral, intellectual, social, cultural, and physical endowment.

Parents as Partners

As partners in the educational process, Our Lady of Mount Carmel Catholic School asks parents:

1. To attend Mass regularly and teach the Catholic faith at home by word and example
2. To be good stewards by generously donating their time in supporting our Lady of Mount Carmel activities
3. To support the school in all **academic and** disciplinary matters
4. To ensure that their children arrive to school on time and prepared every day
5. To notify the school by email (attendance@olmcl.org) or phone when the student is absent or tardy
6. To meet all financial obligations to the school
7. To inform the school of any special situation(s) regarding the student's well-being, safety, and health

A cooperative relationship between the Our Lady of Mount Carmel Catholic School personnel and parents/guardians is essential for the overall education of a student. Therefore, it is critical that a cooperative relationship be maintained through frequent and constructive dialogue between the parents/guardians and Our Lady of Mount Carmel Catholic School personnel.

Parent Communication

Open communication between parents and school is always crucial to the success of the whole organization. You are welcome and encouraged to contact the teacher whenever you have a question or concern about your child's education.

Appointments can be made before or after regular school hours or at another time arranged with the teacher.

Our Lady of Mount Carmel Catholic School is committed to working cooperatively and responsibly with the parents of its students. At the same time, Our Lady of Mount Carmel Catholic School recognizes that with the multitude of employees, students, parents and guardians all engaged in the education of Our Lady of Mount Carmel Catholic School students, differences in understanding, interpretation and opinion may occur. Therefore, the following guidelines have been established to deal with parent-school issues and concerns.

The following principles shall act as guidelines for the resolution of parent-school concerns:

1. Our Lady of Mount Carmel Catholic School recognizes the freedom of all members of the school community (students, staff, parents and neighbors) to voice their concerns in an appropriate manner to the appropriate school personnel.
2. The school has a responsibility to facilitate communication and to provide procedural direction to parents who initiate complaints or concerns in accordance with the policy and regulations.
3. All parties in a conflict situation shall be treated with, and have the responsibility to treat each other with fairness, dignity, and respect.
4. All parties will deal with their concerns in a manner that is consistent with the teachings of the Church.
5. Attempts will be made to deal with concerns that are brought to the attention of the school in an appropriate manner, in a timely fashion.
6. Parents/guardians will be held to the same standards of respect as students with respect to their interactions with administrators, teachers, staff, priests, the pastor, and students.

If there is a concern involving your child, school policies or procedures, the appropriate chain of command is:

1. Discuss the problem with the teacher concerned.
2. If you have approached the teacher and if a problem persists, make an appointment with the school administration to discuss the problem.
3. If the concern or problem persists, the pastor may be asked to intervene.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at Our Lady of Mount Carmel Catholic School constitutes an agreement of the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Our Lady of Mount Carmel Catholic School faculty and staff and parents is essential for the overall success of a student. By entering into this partnership parents agree to comply with the Family Policy Guide. Failure to uphold the rules and regulations, obligations and policies of Our Lady of Mount Carmel Catholic School, either by word or action, the school administrators may require the parent to withdraw his/her child or

children from Our Lady of Mount Carmel Catholic School. Furthermore, if, in the discernment of the administration the parent/school partnership has been broken, the school reserves the right to require parents to withdraw their child or children.

II. Academics

Curriculum

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all subject areas. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Writing, Spelling, and Handwriting), Mathematics, Science, Social Studies, Art, Music, Physical Education, Computer Education, Spanish, and Library.

Religious Instruction

Because religion is the distinctive mark of every Catholic school, systematic religious instruction is provided daily to all students at Our Lady of Mount Carmel Catholic School. Religion permeates the school and is an integral part of everyday living. Students in grades 1-8 have the privilege to attend Mass each Monday, Wednesday and Friday. The child should show a deep interest in religion by diligent study and by taking an active part in religious exercises.

Throughout the week, students are reminded about the Sunday Mass obligation. Parents are the first teachers of their children, especially in the ways of faith. Parents are strongly encouraged to assist their children in living out their faith by fulfilling this basic obligation of worship and to teach their children the prayers of our tradition.

Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion program at Our Lady of Mount Carmel Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. The Sacrament of Reconciliation is usually received in January and First Eucharist is usually celebrated in late April/early May.

Resource Program

Our Lady of Mount Carmel Catholic School believes that every student has the potential to learn by using the gifts which God has given them. To help foster areas in which a student and classroom teacher may need extra help to bring out that potential, resource instruction may be a component of the educational process.

The Our Lady of Mount Carmel Catholic School Resource Program is designed to support children experiencing difficulty in the regular classroom due to properly identified learning deficits. Credentialed teachers staff the Resource Department. Services are available, through a variety of programs, to address the needs of students with diverse learning issues. A referral process is used to identify students who might benefit from these programs.

Grade level Resource Teachers in consultation with the classroom teacher and the child's parents; coordinate the learning activities in areas identified as needing remedial instruction.

The goals of the Our Lady of Mount Carmel Catholic School Resource Program are:

- to provide support for teachers in identifying specific academic needs of students
- to assist teachers with information about classroom accommodations necessary to meet academic needs
- to assist students who need additional classroom support
- to provide individual and small group instruction for students who demonstrate areas of deficit

Assessment

Report cards at Our Lady of Mount Carmel Catholic School use the grading scale below.

Grading in Kindergarten, 1st and 2nd grade focuses on intellectual development and ability, growth in knowledge and skills, neatness, completion of work, and on task time.

In addition to the above, grading in 3rd-8th grade depends upon: tests, quizzes, class participation, homework/daily work, projects, and reports.

Standardized testing is conducted for the benefit of Our Lady of Mount Carmel Catholic School students. All students are required to participate in the following tests: Indiana state assessments (ILEARN) (grades 3-8), IREAD (3rd), NWEA-MAP (all grades), and DIBELS (K-2nd).

Third-grade students who do not pass IREAD on the first attempt will have to retake the test in May/June. Students who do not pass on their second attempt may not move on to 4th grade at

OLMC School. Such students may need to receive extra academic support that OLMC cannot afford them at the time.

Students experiencing serious academic, behavioral, or social difficulties require special attention. In order to best serve the needs of the child the school may require testing as a requisite for continued enrollment.

Grading Scale

Kindergarten through 2nd grades

- + Highly skilled /proficient
- ✓ Steady continuous growth
- Needs Improvement

Grades 3 - 8

- A 94 - 100
- B 85 - 93
- C 75 - 84
- D 70 – 74
- F Below 70

If there is a concern regarding individual assignments, a mid-term, or report card grade the parent should contact the subject area teacher. Any request for a grade change must be made *in writing* to that teacher within one week of distribution of grades. Any questions concerning individual assignments should be addressed to the subject area teacher within two weeks of the online grade posting. The highest grade a student can achieve in each subject at the end of each quarter is 100% even if the student has accrued extra credit that would put them over 100% in that subject. An incomplete on the report card may be recorded if an absence occurs at the end of the grading period.

Honor Roll

Students in Grades 6-8 have the opportunity to achieve Honor Roll and High Honors. In order to determine honor roll status a student's class percentages are added for the quarter. The criteria to receive these awards are as follows:

Honor Roll: averages 89.50 - 97.49

High Honors: averages 97.50 -100.00

A grade of a D or F in any subject will eliminate a student from being on either Honor Roll. Conduct and Effort grades are not included in the overall average. However, if a student's Conduct or Effort grade is below 94%, the student will not be on either Honor Roll.

Report Cards/Progress Reports

Report cards and midterm reports are tools to communicate how your student is progressing in school. Written report cards are issued for each student every nine weeks.

Midterm reports for students in 1st and 2nd grade are issued so that communication about a student's progress can be shared with parents. Parents are asked to discuss their child's progress with them and contact the classroom teacher if they have questions or concerns.

For students in Grades 3-8, grades are posted on PowerSchool and updated every two weeks. Therefore, formal midterm reports are not issued for these grade levels.

Parent/Teacher Conferences

A Parent/Teacher Conference is scheduled in the fall. Additional conferences may be planned as deemed necessary. Parents should first contact a teacher with any concerns about a student or class before seeking intervention by school Administration.

If a teacher observes that a child is having difficulty with classroom work, you will be notified by phone or in writing and an appointment may be made to discuss your child's progress.

Homework

Homework is an essential part of the learning process. A certain amount of homework is necessary to reinforce what is taught at school. The student who successfully learns the process of completing homework also is mastering self-discipline, independence, initiative, and responsibility. If minimum work requirements cannot be met, students will be placed on academic probation and placed on a program to assist them.

Homework should provide:

- an extension of classroom activities
- an evaluation tool for both the teacher and student
- a positive learning experience emphasizing quality not quantity
- opportunities to learn time management and organizational skills

Regarding homework, teachers will:

- provide assignments relevant to class work
- use assigned homework as an assessment tool
- consider the age and capabilities of the student when preparing assignments

- consider the time required to complete an assignment
- provide clear instruction for assignments

Regarding homework, parents will:

- provide adequate time and a suitable place for the student to complete homework
- provide a time for homework that is uninterrupted and supervised
- be available for questions
- remember that homework is the child's responsibility
- contact the teacher when their child consistently has difficulty completing assignments
- check students assignment notebook daily

Regarding homework, students will:

- clarify homework instructions with the teacher
- take home materials needed to complete assignment(s)
- budget time
- return all completed work to the teacher by due date
- students in Grades 2 – 8 will use the provided assignment notebook

Because each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. At Our Lady of Mount Carmel Catholic School, the guidelines below are a rough estimate of the average amount of time spent on homework in the evening.

Kindergarten: 10 minutes

Grade 1: 10-20 minutes

Grade 2 & 3: 20-30 minutes

Grade 4, 5, & 6: 40-60 minutes

Grade 7 & 8: 60-90 minutes (This time is partially dependent on which Math class a student is in.)

These times do not include long-range assignments or projects.

If your child frequently takes longer than the time indicated above, or frequently has no homework, you should contact the teacher(s).

Make-Up Work

All students who have an excused absence have the same amount of time missed to make-up missed work. For example, if a student was ill for two days, they have two days, upon return to school, to complete and turn in missed assignments.

Kindergarten

Kindergarten does not send home make-up work.

Students in Grades 1-6

Homework for students in grades 1-6 must be requested before 9:00 a.m. on the second day of the absence and will be placed in the school atrium to be picked up by parents after carpool.

Homework will not be sent home with other students. Homework must be requested each subsequent day a student is absent.

Junior High Make-Up Work

Junior high students must self-advocate in dealing with their make-up work. They must check Google Classroom for homework and any other class information that may have been posted by the teacher on the day of their absence. Parents are free to come to school after dismissal to retrieve necessary textbooks from their child's locker. The students must refer to the designated policy of each teacher in order to fulfill the students' own academic obligations.

Therefore, parents of junior high students will not request homework from teachers. In the event, however, that a junior high student has an extenuating circumstance (long-term illness, etc.), the parent will contact their student's homeroom teacher to communicate their difficulty, and an exemption can be made for that junior high student for that particular time.

Mathematics Skills, Pre-Algebra, and Algebra I

In order to allow teachers to meet students' individual needs in mathematical instruction, students in Grades 7-8 are placed into math groups.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups according to their ILEARN score (if available), their final math average, their NWEA (MAP) score, and teacher recommendations based on observation of student skills, effort, and ability. **Based on these criteria, students will then be placed in different levels of Pre-Algebra.**

Grade 8

At the end of Grade 7, **students will be placed in different levels of Algebra.**

The highest levels of 7th grade Pre-Algebra class and of the 8th grade Algebra classes bring with it an elevated expectation of time and effort.

Physical Education

All students are expected to be in proper uniform and to participate in Physical Education. Students in Kindergarten through 5th grade attend gym once per week. Students in 6th, 7th and 8th grade attend gym two times per week. Grades K-3 will not change clothes for P.E. class. Grades 4-8 are expected to change into the physical education uniform for class.

A doctor's note is required indicating the appropriate level of physical education activity for students who have sustained a significant injury or for students who, for another valid reason, need to be excused for a longer period of time. If a student has worn a cast or a splint, a doctor's note is required to resume physical education activity.

Promotion and Retention

Students who have successfully completed grade requirements will be promoted to the next grade. However, a teacher/administrator may decide it is in the child's best interest due to academic or emotional immaturity to retain that student in his/her current grade level. Students who have not successfully completed the prescribed course of studies for their particular grade but would not benefit from being retained in the grade may be transferred, or assigned, to the next grade level. The school, however, may require parents to implement a summer academic plan for the student as a condition for placement. Parents will be notified by the beginning of the third quarter if a student is in jeopardy of being retained.

Kindergarten

A decision to retain a student in the Kindergarten program shall be based on the progress of the child, especially with regards to the level of maturity attained and the ability to handle the academic program of the first grade. This decision will be a consultative one involving the teacher, parents, and administration.

Primary Grades 1-3

Inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the student's progress in reading as well as the overall ability of the student. For a child to be promoted to the 4th grade, all third graders must pass the IREAD assessment.

Intermediate and Junior High Grades 4-8

Students in Grades 4-8 are required to pass three of the five core classes: Mathematics, English, Literature, Science, Social Studies.

Promotion to the next grade also demands that students maintain a general average of 70% or above. The general average is calculated by the following formula: Core classes count three times, Specials classes count two times, Electives count one time.

Academic Probation

A student whose academic performance indicates serious deficiencies or exhibits a lack of positive academic growth and/or effort may be placed on academic probation. Students on academic probation will be placed on an improvement plan which will be monitored and assessed periodically. In particular, junior high students may be placed on probation with a contract if their effort grade falls below 85 in any quarter.

Irregularities during Tests/Assignments, Cheating

Honesty and truthfulness are virtues that are held in high regard at Our Lady of Mount Carmel Catholic School. There are standard regulations affecting all testing: students have no extraneous material on their desk, they keep their eyes on their own paper, they stop writing when told to do so, etc. These regulations are made to assure the validity of the testing. All irregularities during testing are failures against these standard regulations and indications of possible dishonesty.

The Principal is informed by the teacher of all such infractions. Cheating of any type will not be tolerated. Where, in the judgment of the Principal, cheating/testing irregularity has taken place, commensurate punishment is assigned and the offender receives a “0” on the test or assignment on which the cheating/testing irregularity occurred and a 4 pt. conduct slip. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student who is involved in cheating may also be unable to participate in parish-based extra-curricular activities.

Textbooks

Hardbound books are used for five years. Writing in rented textbooks is not permitted. Fines will be charged for damages beyond normal wear. If a book is damaged beyond being useable or has been lost, the replacement cost will be charged.

Library

The library is designed to meet the needs of our K-8 school. Kindergarten through Grade 5 visit the library weekly. Grades 6-8 are on flex scheduling. The library collection fosters curriculum related use as well as supplementing the language arts areas and pleasure reading. There is a library curriculum promoting library and information science skills necessary for life-long learning.

Library Procedures

Grades K-5 visit the library on a weekly basis.

Grades 6-8 visit and utilize the library as needed.

Grade K has a one-book check out limit.

Grade 1 has a one-book check out limit until 2nd semester and then they will be able to check out two books at a time.

Grades 2-8 have a two-book check out limit.

Students doing reports or projects may check out one additional book.

All books have a two-week checkout period unless there is no school on the day the books are due. Books are then due on the next school day for a student who is absent in Grades 6-8 or on the next library day for K-5. Books may be renewed for one additional two-week period.

Because there are no fines for late books, borrowing privileges will be suspended for students with overdue books or books that are due on the day students visit the library. These privileges will be restored once the overdue book is returned or communication is received from a parent concerning a missing book.

Overdue notices are sent out on Wednesday. Lost or damaged books will result in a fine.

III. Administrative Procedures

Admission Information

Entrance Requirements

Admission to Our Lady of Mount Carmel Catholic School is limited to families who are registered in Our Lady of Mount Carmel Parish and are raising their children in the Catholic Faith. Our Lady of Mount Carmel Catholic School adheres to a policy of non-discrimination and shall admit students of any race, sex, color, or national or ethnic origin.

Applicants for Kindergarten must be five years old on or before August 1. Applicants for Grades 1-8 are accepted into the grade in which they are promoted by their previous school, providing there is an opening in the appropriate grade level (see Priority List). Such acceptance is probationary and is made final only upon receipt of proper transfer of records from the former school and successful performance at Our Lady of Mount Carmel Catholic School.

Mass Attendance

Worshipping at Our Lady of Mount Carmel Parish is an essential component in developing our faith life. Your attendance at Mass is an important witness, not only to your children, but to all parish children and adults that regular participation in the sacraments is essential to our way of life as Catholics. This is to be demonstrated by placing a parish envelope in the offertory basket on a regular basis.

Priority List

Our Lady of Mount Carmel Catholic School is committed to providing a quality Catholic education for children of our parish families. In situations where there are more applications for admission than there is room available in a class, the following priorities will be used to determine those who are admitted. The definition of a school family is a family with current school children or graduates who have remained a continuous active member of the Our Lady of Mount Carmel parish.

1. First priority is given to those students already enrolled at Our Lady of Mount Carmel Catholic School who are continuing to the next grade level.
2. If there is room left after admitting children continuing from the prior grade level, then priority will be given to those children whose families have been registered in the parish for more than 12 months prior to school registration time, and who have children already registered and attending the school.
3. If there is room left, the next priority will be given to those children whose families have been registered in the parish for more than 12 months prior to school registration time, who do not have children already registered and attending the school.

School and/or Parish personnel will maintain the records and waiting lists that may be needed to administer this policy. At the time registration begins for a new school year, students who are already on a waiting list for a grade will automatically be given first priority on the waiting list for the next grade, if the family re-registers the student within thirty days of the beginning of registration. The school office will try to contact such families to make sure the student still wants to be admitted to the school.

The school administration will have the final decision on any admission matters, whether or not covered by this policy.

Registration

1. Parents of pupils currently in Our Lady of Mount Carmel Catholic School are expected to pre-enroll for the coming year on a specified date.
2. Parents of transfer pupils must fill out appropriate forms and meet with the Principal before registration is completed. Priority lists are followed as applicable.

Note: Transfer students may be required to take a readiness assessment before being accepted to Our Lady of Mount Carmel School. In addition, students entering grades 4-8 may be asked to meet with the administration prior to enrollment.

Withdrawal and Release of Records

When a student is withdrawn from the school, the school should be notified in writing and the parents should complete a withdrawal form and sign a release of records form so that records can be sent to the next school. All school owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. The new school is responsible for requesting the student records. Scholastic information will be sent to the new school upon receipt of the request for records. 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.

School Day

Daily Schedule

| | |
|--|--|
| 1 st -8 th Grade | 7:45 am - 3:05 pm |
| Kindergarten AM | 7:45 am - 10:45 am |
| Kindergarten PM | 12:15 pm - 3:05 pm |
| Full-day kindergarten | 7:45am-3:05pm |
| 7:15 a.m. | Students may begin arriving |
| 7:30 a.m. | Students released from Parish Hall |
| 7:45 a.m. | Tardy Bell Rings |
| 7:50 a.m. | Announcements/Prayer |
| 11:05 a.m. | Grades 7&8 Lunch; Grades 1 & 2 Recess |
| 11:30 a.m. | Grades 1&2 Lunch; Grades 3 & 4, 7 & 8 Recess |
| 12:00 p.m. | Grades 3 & 4 Lunch; Grades 5 & 6 Recess |
| 12:25 p.m. | Grades 5 & 6 Lunch |
| 3:10 p.m. | Students dismissed |
| 3:15 p.m. | Cars are dismissed |
| 3:30 p.m. | Teachers are free to leave |

Parents are to be in the carpool line no later than 3:05 p.m.

Daily Arrival and Dismissal

All students are to be dropped off at the rear of the building. There is no morning drop off at the front of school. If a parent attends 8:00 am Mass, he/she will need to go through the normal carpool to drop off children and then park. If a student is late, parents should accompany the student to the office to get a late pass.

Students are not to arrive before 7:15 a.m. Students are supervised in the social hall of the school from 7:15 a.m. to 7:30 a.m. At 3:10 p.m. all students are dismissed and exit out the back of the building. Once dismissed, students are not allowed back into the building for forgotten items. Students going to an after school activity wait in the social hall until 3:20 p.m. They are released to the adult in charge of the activity. Arrangements for activities must be made prior to the start of the school day. Any students who have a parent who works in the parish offices are to go to the social hall until 3:20 p.m. when they are released to meet their parents.

Students should know before school how they will be getting home at the end of the school day. If plans change throughout the day, please call the office (not the teacher) and a message will be forwarded to the student. (Note: Please call early. Delivery of messages after 2:30 p.m. cannot be guaranteed.)

Our Lady of Mount Carmel Catholic School does not, at this time, have the facility or personnel to offer after school care. Any child on the school/parish property after 3:30pm must be with a parent or in the care of a protocol-trained adult. (i.e. coach, scout leader, etc.) Parents of children left unsupervised will be contacted by the school administration with a warning. Continued violation of this policy may result in exclusion from Our Lady of Mount Carmel School and/or parish-based extra-curricular activities.

Carpool Procedures

Our Lady of Mount Carmel Catholic School does not provide transportation to or from school. All transportation to and from school is the sole responsibility of the parent/guardian. **While Our Lady of Mount Carmel School is implementing Covid-19 safety precautions, parents should not congregate during carpool. Parents can remain in their cars, or they can stand outside by their car and wait for their student to come to them.**

Parents are asked to pay close attention during the carpool process. **For the safety of the children, cell phones should not be used at this time.** Please follow the traffic directions given by the teachers on duty.

Morning

All cars proceed to the drop-off zones in the back of the school or along the east side of the church and school respectively. Cars should line up in one lane with no excess space between

cars. It is preferred that students exit the left side of the car. If it is necessary for students to go around their car, students are to walk in front of their own vehicle for safety purposes. Parents make one stop only. Exit the campus following the preceding car onto Oakridge Road. U-turns and passing of cars is prohibited. Students may enter the building through doors on the east or south side of the building.

Afternoon

All cars must enter the property from the 146th Street entrance and proceed to a lane either in front of the church (Lane 1A and 1B) or behind the school (Lanes 2A and 2B & 3A and 3B). Primary grade students are released at 3:05 p.m. to find their ride. There should be no children on the playground or surrounding areas during afternoon carpool. This includes siblings who do not attend Our Lady of Mount Carmel Catholic School. The remaining children are dismissed at 3:10 p.m. At approximately 3:15 p.m. a horn will sound and cars will be permitted to leave a row at a time as directed by the staff on duty. Any students remaining after the horn will wait by the Kindergarten door for late pick-up. Parents who repeatedly pick up students late will be called by the administration with a warning.

Kindergarten

Morning Kindergarten students are to be picked up at the [front of the school](#). Afternoon Kindergarten students should be dropped off at the front entrance of the school between 12:00-12:15 p.m. Regular morning drop-off and afternoon pick-up procedures are used. Full-day kindergarten students follow the same carpool procedures as the 1-8th grade students.

Children **MUST** be picked up in a timely manner. Except in an emergency, school staff will not be responsible for children in the school building or on the school property after 3:30 p.m.

Release of Students

Parents must provide a written notice or email when requesting that a child be dismissed prior to the school's dismissal. Authorization for release must bear the signature of the parent. Students will not be released to anyone other than parents/guardians unless the person is named in the notice from the parent.

Parents sign their child out of school at the school reception area. Parents do not go to the classroom, unless specifically directed to do so by the school personnel.

If a student is walking home from school or if there are changes to the normal carpool arrangement, please provide the office with this information.

Early Checkout

A parent picking up a student early due to a medical appointment should notify the school office by a note, a call, or an email that morning. Emails to teachers with such notices may or may not reach the students in time.

The student will be called from the classroom when the parent reports to the office. It is our policy that a student will not miss class time waiting. In case of an emergency, the parent should come to the office. The student must be picked up by 2:50 p.m. for an after school appointment. An excuse provided by the doctor/dental office where the appointment took place must be presented to the school office the next morning.

No child, under any circumstance, will be allowed to leave school during the school day with an adult other than a parent or guardian without prior written permission from a parent.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher or other staff member. This policy is designed to help students become more organized and personally responsible.

Absence

When a student is absent from school, a parent must report the absence no later than 9:00 a.m. by calling the school office or emailing (attendance@OLMCI.org). If the school office is not notified, a parent will be contacted to verify the student's absence. When notifying the school, please provide the following information:

- Child's name
- grade/teacher
- reason for absence
- homework plan if applicable (see Make-Up Work on page 11)

The following are excused absences, and assignments can be made up and full credit received:

- illness of student
- student has Covid-19 symptoms
- student is waiting to be tested for Covid-19, waiting to be seen by a medical provider, or is waiting to receive Covid-19 test results
- death in the immediate family
- court appearance
- quarantine
- exposure to contagious disease
- service as page in the Indiana legislature
- medical and dental appointments that cannot be scheduled outside school hours

- sacramental events (weddings, baptisms) when absences are due to necessary travel
- extra-curricular events (travel sports, choir, dance, etc.) with the approval of the administration

Notification should be sent to the office for each absence. If a student is absent for four or more consecutive days, a doctor's excuse must accompany the student upon return. If a student has chronic absenteeism or truancy, he/she may be retained in that grade level and **parents may be requested to meet with the administration**. The academic performance of a student who has accumulated thirty or more days of absences will be reviewed to determine if the student is ready for the academic work of the next grade.

Illness and Special Events/Field Trips:

The health and safety of our students is a priority for our school. It is important for children that are ill to remain at home until they are symptom-free without fever-reducing medication for **24 hours** before returning to school. To help prevent the spread of germs, when a class party, field trip, or other special event is scheduled for later in the day, the child must be present at school that morning in order to be able to attend.

Excused Absences

Excused absences are granted due to extenuating circumstances such as student illness, **quarantine**, or a death in the family. It is possible that excused absences may be granted for participation in extra-curricular or sacramental events with approval from the administration. No more than **two days of** excused absences for these types of activities (family baptisms, weddings, travel sports teams, choir, dance, etc.) will be granted. Requests for an excused absence due to extenuating circumstances must be made in writing to the administration one week prior to the scheduled absence when possible.

When an excused absence is granted, the parents can request to get homework from teachers ahead of time. Teachers, however, may or may not be able to provide such work in advance and are not required to do so. Students will have the same amount of days to make up work from an excused absence as the number of days they were absent.

Unexcused Absences

Unexcused absences include truancy and vacations. Vacations are strongly discouraged during the school year. Students are required to turn in missed work but they will not receive credit for the work. If the missed work is not completed with appropriate effort or in a timely manner the student will receive a zero for that assignment. Tests and quizzes will be made up by the student on the first day back to school. This will be taken for a grade. Homework will not be available in advance of a student's unexcused absence. If your child will be absent, please notify the school office prior to the absence.

Absence due to extenuating circumstances will be judged by the administration. Requests for an excused absence due to extenuating circumstances must be made in writing to the administration one week prior to the scheduled absence when possible.

Tardiness

Promptness is an important virtue that must be taught. School begins at 7:45 a.m. A student is tardy if he/she arrives after 7:45 a.m. or if an afternoon kindergarten student arrives after 12:15 pm. Exceptions may include, but are not limited to, doctor or dental appointments, or unforeseen circumstances. An accumulation of tardies will result in a meeting with the Administration to address the problem.

A progressive notification system is in place to track students who are habitually tardy. An assessment of tardies is conducted for each semester. At the beginning of each semester a new record is begun for each student.

Notification System:

3 Tardy slips: email message will be sent to parents

4 Tardy slips: 2nd email message sent to parents, student serves a detention

5 Tardy slips: meeting with parents and student, student placed on probation

6 Tardy slips: student may be dismissed from school

Phone Calls

Students will not be permitted to call home for any reason, unless an emergency arises. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. What constitutes an emergency will be determined by the Administration. The telephone in a teacher's classroom is for the use of the teacher only. Students should never use a teacher's cell phone.

Book Fees

Book fees are assessed each spring and sent home with the supply list. A fee schedule is included in the Family Book Bill document. These fees are charged to cover the partial cost of textbooks, materials, supervision, dues, etc. If a child is withdrawn from Our Lady of Mount Carmel Catholic School, book fees and registration fees are nonrefundable.

In order to keep our school financially solvent, Our Lady of Mount Carmel School needs the cooperation of all families to pay their book bills in a timely fashion or to communicate a payment plan to the business manager. The book bill payment can either be paid in full or in two parts. The first half (or the full amount) of the book bill must be received by Our

Lady of Mount Carmel School by July 15 of the summer before the next academic year. The second half is due on November 30 of that current academic year. Failure to provide timely payments for any school-related charges (book bill, overdue lunch fees, etc.) without communicating hardship may result in forfeiting a child's spot in the school. Furthermore, parents may be required to withdraw their child(ren) from the school at any time during the school year due to lack of timely payment.

OLMC SCRIP Fundraising

SCRIP is Our Lady of Mount Carmel School's main fundraising program. This program involves families purchasing a selection of gift cards that give rebates back to the school. The cards are purchased at face value and do not expire. Each family that reaches \$100 in SCRIP profit for the school by May receives \$25 off the next year's book bill fee.

Each OLMC school family is expected to contribute \$100 each year to the PTO for school enhancements. This contribution can be given via Scrip rebates or by donating via check. If a family chooses not to participate in the SCRIP fundraising program by purchasing gift cards, the family would need to write a check for \$100 and make it out to OLMC PTO and note "Scrip donation" in the memo line.

**Families that are experiencing financial hardship or cannot participate in fundraising this year, are excused from participating in this program.*

Lunch Program

Family Commitment to Lunch Duty

As a tithing parish that does not charge tuition, our lunch program relies on parent volunteers each day. The number of volunteer spots needed in the cafeteria throughout the year exceeds the number of students enrolled in the school. Therefore, it is necessary for families to serve lunch duty for a minimum of three days. This is the only required commitment of service we ask of our parents each year. If parents are not able to serve on their assigned dates, it is the parents' responsibility to switch dates with another protocolled adult. A protocolled adult is a person who has successfully completed the Diocese of Lafayette-in-Indiana's Safe and Sacred training and whose background check through this protocol system has been cleared.

Our Lady of Mount Carmel Catholic School partners with Campus Cuisine to offer lunch for all students. Parents set up a family account and pre-pay for the lunches offered each day from various vendors. A letter with details of this program and on how to use the Campus Cuisine website will be sent to families prior to the beginning of the school year. Except when they are purchasing lunch, students are responsible to bring their own silverware each day.

Students may not bring glass bottles, soft drinks or excessive amounts of candy. When planning and packing a lunch, please make healthy choices. These good choices will affect the child's ability to focus and learn in the classroom.

Lunches that have been dropped off at the school will go on a lunch cart that will be accessible to the students in the cafeteria.

In the event that a child forgets his/her lunch, a simple sandwich will be provided. If the child frequently forgets his/her lunch, the administration will contact the parents to inform them of the situation.

Students may go home/out for lunch provided the student goes only with a parent or guardian and a note for that particular day is sent to the school. Parents must pick up and sign out their child at the school office and adhere to appropriate lunch/recess periods. **In an attempt to limit the number of visitors in the building due to Covid-19 restrictions, parents are not able to eat with their children in the cafeteria (adjustments will be made as restrictions are lifted).**

Students are expected to use appropriate manners when eating lunch. Courtesy toward other students and cooperation with lunch monitors are required at all times.

Please see the parish director of the Merciful H.E.L.P. Center for assistance with our program for free and reduced lunches.

IV. General School Procedures

Birthdays and Parties

Student birthdays are announced each morning. No birthday treats may be brought into the school by students or parents. Birthday party invitations may not be passed out at school unless the entire class is invited. Kindergarten teachers will determine birthday celebration procedures for their classes.

Additional class parties will be held throughout the year and parents will be notified of these ahead of time.

Custody Issues

At the time of enrollment, proof of custody is required. All report cards, conferences, or information concerning the progress of the child/children are sent to the custodial parent unless otherwise authorized.

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. 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.

Buckley Amendment

Our Lady of Mount Carmel Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

Non-custodial parents will be provided records of their student's progress after the custody agreement is presented to the Principal. A fee may be charged to non-custodial parents for shipment and handling of records.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Student Records

Our Lady of Mount Carmel Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Requests for student records or transcripts should be made in writing to the School Office. All forms should be submitted to the Our Lady of Mount Carmel Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Field Trips

Field trips are privileges planned by teachers and approved by the school Administration. Field trips are considered an extension of the school day and the code of conduct will apply. Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety and must be protocol trained.

Other information:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals.
3. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
6. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. This form is given to the student prior to a scheduled field trip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent for the duration of the trip and will be marked absent.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All money collected for the field trip is non-refundable.
11. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
12. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
13. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
14. All chaperones must be 25 years of age or older.
15. All chaperones must be protocol trained.

School-Sponsored Extracurricular Activities

Alcohol and/or illicit drugs are not permitted during any part of a school-sponsored event, including but not limited to field trips, athletic events, or overnights.

Student Directory

Within the first month of school year, an on-line student directory listing all Our Lady of Mount Carmel Catholic School students' and parents' names, addresses, telephone numbers and email addresses is made available to families.

You may choose to have your cell phone and email added to the directory – this is not mandatory. If you do not want to be included in the directory, you will have that option during the online Back-to-school Registration process.

Visitors

Parents and other visitors must report to the school office upon entering the building. Visitors will be asked to sign in and out and will be asked to wear a badge identifying them as a visitor/volunteer.

Alumni or former students are welcome to visit the school. Please prearrange the visit by contacting the teacher through the school office.

Students are not permitted to open locked doors for visitors/volunteers. Only office personnel admit visitors or volunteers during the school day.

Parents who drop off other items will leave them with the office personnel who will deliver them or call the child to the office. Such items are not guaranteed to reach the students in time. Items for junior high will be left on the shelf in the atrium. Junior high students will not be notified. P.E. uniforms will not be delivered. If a parent chooses to bring items for P.E. class, these items will be placed on a shelf in the school atrium. The students are able to check the shelf for items on their way to P.E. class.

Weather Closings and Late Starts

The decision to delay, cancel or have an e-Learning day ordinarily will be made by 6:00 a.m. You will receive an automated telephone call informing you of the change in schedule. You may also check local television stations to receive information. Please do not call the school staff at home to get information.

School cancellation or delays will be announced as Our Lady of Mount Carmel on television stations. Television stations include but may not be limited to: ABC/RTV6, WTHR/TV 13,

WISH/TV 8, and FOX/TV 59. Please exercise your best judgment as to whether or not you can transport your children to school safely.

Please note that Our Lady of Mount Carmel Catholic School does not necessarily follow Carmel Clay School System closing and delays.

A two-hour delay at Our Lady of Mount Carmel Catholic School means that school will start at 9:45 a.m. Morning Kindergarten will operate as an e-Learning day.

E-Learning Days

E-Learning days at Our Lady of Mount Carmel Catholic School afford our students a unique opportunity to learn from home using the technology skills we practice at school. On inclement weather days, students and staff interact electronically. Students and parents will use our Learning Management System (**Google Classroom**) to access their assignments and collaborate in the learning process.

E-Learning days at Our Lady of Mount Carmel Catholic School will be designed as a review of already taught skills and applications. Parents are not expected to teach new concepts to their children. Student assignments and materials will be posted on Google Classroom and any needed hard copies will be sent home in advance. Students are not expected to sit at a computer or on another electronic device all day.

For **planned** E-Learning Days **not related to continual virtual learning due to Covid-19 or other emergency situation**, we have the following expectations:

Of Teachers...

- Plan work that can be done by students independently
- Post work to **Google Classroom** by 3:30 the day before the planned E-Learning Day
- Be available for student questions via **Google Classroom** during specified office hours (usually 9:00-11:00am & 1:00-3:00 pm)

Of Students...

- Complete attendance verification (may vary by grade level)
- Check each teacher's **Google Classroom** page for assigned work/activities
- Turn in work electronically or by hand (per teacher specification) by the stated due date (next school day in most cases)

Of Parents...

- Provide a quiet place and necessary equipment to complete assigned work
- Help with attendance verification (as needed, according to grade level specifics)

- Help students see the day as a school day and not a day off
- Contact the teacher by the next morning if a printer is not available at home or is **not working**

For **non-planned** E-Learning Days (usually due to school closing due to weather), the following changes to expectations will be possible:

- Assignment postings by teachers will be by 9:00 am the day school is closed.
- Students will have two school days after school resumes to turn in assigned work.

Professional Development Late Start/Early Dismissal

There are scheduled times during the year that the school will have either a **Late Start** or **Early Dismissal** in order for the teachers to attend meetings for professional development.

Late Start means that school begins two hours late (9:45 am). Morning Kindergarten will not come to school but will operate as an E-Learning day.

Early Dismissal means that school ends **one or** two hours early (1:05 pm **or** 2:05 pm). Afternoon Kindergarten will not come to school but will operate as an E-Learning day.

Please note that there may be times that school dismisses one or two hours early for reasons other than teacher/staff professional development (e.g. Holy Thursday).

V. Health and Safety

Protocol with Minors

Any parent or adult working with children in any capacity at Our Lady of Mount Carmel Catholic School before, during, or after the school day (including driving of the students to sporting events, girl scouts, and boy scouts, field trips, etc.) is required to first complete "Safe & Sacred," the online safe environment training. The link to this online training is on both the OLMC School website: <http://www.olmc1.org/school/resources/protocol-information/> and the Diocese of Lafayette website: <http://www.dol-in.org/online-safe-environment-training>.

The Diocesan Code of Conduct for the diocese of Lafayette-in-Indiana states that:

As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and apply to clergy, employees, and volunteers.

I WILL:

- Safeguard children and youth entrusted to my care at all times
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Complete Safe and Sacred child protection training.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Avoid all unnecessary physical contact, especially when alone with a minor.
- Obtain permission from a parent or guardian before contacting a minor via social media or before posting pictures, video, and other information that may identify a minor.
- Always maintain a professional attitude when dealing with minors, avoiding emotional attachment and being aware of the powerful attraction of adults in positions of authority.
- Report suspected child abuse to civil authorities (Indiana Department of Child Protective Service 800-252-5400) or to a local law enforcement agency.
- Contact the Office of Victim Assistance Ministry (765-464-4988). Compose in writing a detailed description of the facts/incidents of the abuse and send it, as soon as possible, to: Mr. Kurt Wolf, P.O. Box 260, Lafayette, IN 47902.
- Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

- Communicate any views contrary to the teachings of the Catholic Church.
- Use, possess, or be under the influence of alcohol while overseeing youth at any church/school activities.
- Allow minors to have and/or use alcohol or illegal drugs.
- Use profanity or engage in behavior that is harassing or degrading to others.
- Allow minors to have, or assist them in gaining access to, pornographic or inappropriate websites, movies, or printed materials.

Indiana law requires that any individual who has reason to believe that a child is a victim of abuse or neglect must report immediately. Under Indiana law, it is a criminal act not to make such a report. This law applies to ***all adults without exception.***

Local Child Protection Services and/or local law enforcement can be contacted by calling the Indiana Child Abuse and Neglect Hotline: 1-800-800-5556.

Bicycles

Our Lady of Mount Carmel Catholic School students may ride bicycles to and from school. Bicycles are to be parked in the assigned area. They may not be ridden during school hours. Students riding bicycles are required to wear bike helmets.

Concussion Policy

Our Lady of Mount Carmel Parish has implemented a parish-wide Concussion Policy. All 6th – 8th grade students are required to complete the ImPACT Concussion Assessment. The ImPACT assessment gathers baseline data which helps physicians determine when the student has recovered from a concussion. The web-based test can be taken from a home computer. Instructions for accessing the ImPACT Tests are available on our school website under the School Health postings. Because each case is unique, teachers will work with the Resource Staff to implement accommodations based on doctor recommendations for each student diagnosed with a concussion. It is the parent's responsibility to inform the school office of the doctor's recommendations.

Counseling

A full time counselor is available. The counselor works closely with teachers, families, and administration to help students. Referrals to the counselor may be made by parents, teachers, students, or administration.

Emergency Preparedness and Drills

Our Lady of Mount Carmel Catholic School has a comprehensive Emergency Management Plan, which is reviewed and revised as needed. Fire, Tornado, Lock-down, A.L.I.C.E. and Shelter-In-Place drills are practiced for emergencies we hope will never occur. Fire drills are held monthly; other drills are conducted as necessary and as required by the state. Everyone in the building during a drill is required to participate in the drill. Our Lady of Mount Carmel Catholic School also uses video surveillance for safety and security reasons.

Seclusion and Restraint

Our Lady of Mount Carmel Catholic School 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. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure 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 of 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 purposes of de-escalating the behavior.

Health

An Annual Student Health Survey form is required for each student for the purpose of updating the student's health file with current and pertinent information.

In the event of a serious accident during school hours, we will attempt to notify parents before any medical care is given. The student will be transported by ambulance, if necessary, usually to St. Vincent Carmel Hospital. If an accident occurs during a field trip, the nearest medical care facility will be utilized.

Allergy Policy

Our Lady of Mount Carmel School recognizes that an allergy is an important condition affecting many children, and the school encourages students with allergies to achieve their potential in all aspects of their school life. Parents are responsible for informing the school of any allergies their children have that could possibly impact their time at school. Each year the school nurse provides the faculty with training on how to properly administer epinephrine injections in the case of an emergency. It is school policy that an epi-pen can be kept in the classroom or with the child. Any parent who wants an epi-pen to be kept with the child must communicate this preference to the school nurse and homeroom teacher.

Throughout the school year, the students will receive the opportunity to participate in school-sponsored classroom parties which take place during the school day. The food for these parties will be nut-free and must be pre-approved by the administration and/or the school nurse before it is served at school. Parents who notify the school nurse of their child/ren's food allergies at the beginning of the year will receive an email from the school nurse alerting them of the type of food that will be served. Nutritional information about the snack will be provided to the parents in that email. Students with food allergies are always welcome to bring in an alternative snack at those times if they wish.

In planning for class parties sponsored by the Parent/Teacher Organization (PTO), the school will provide the nut-free snack, and Room Parents will organize the activities in conjunction with the teacher.

Any snacks the students bring in to eat in the classroom should have nutritional value and be nut-free. Preference for snacks is always given to fresh fruit and vegetables. There is a peanut-free table in the cafeteria for students with peanut allergies. No peanut products should be eaten at that table.

Exclusion from School Due to Illness

According to the Indiana Department of Education a student should be temporarily excluded from school for:

- A temperature of 100 degrees or higher. A fever should be gone for at least **24** hours before the student returns to school
- COVID-19 Symptoms as determined by the CDC and ISDH (symptoms include but are limited to, fever of 100.4 or higher, cough, shortness of breath or difficulty breathing, diarrhea, headache, nausea/vomiting, sore throat, muscle pain and fatigue, chills, new loss of taste or smell).
- Most inflammatory eye conditions, such as pink eye
- Rashes that are known to be contagious or infectious
- Head cold of any consequence, especially with a persistent cough and excessive drainage
- Sore or inflamed throat -- if strep throat is diagnosed, the student needs to be on medication for at least 24 hours before returning to school
- Discharge from the ears
- Diarrhea or vomiting (must be symptom free for 24 hours)
- In the event of a case of head or body lice, the nurse will contact the parents and the student will be sent home for treatment. Upon treatment, the student may return to school. It is recommended that parents periodically check their child's hair and begin treatment if lice are detected.

If your child is sent home ill with a possible contagious condition during the day, he/she **will not** be permitted to return to school that same day. Students that were sent home, or have been absent during the school day, **may not** participate in extra-curricular events that day or evening.

Medication Policy

All medication will be kept in the nurse's office.

1. The school nurse, secretary, administrator, or clinic volunteer will administer all medications. Students are not permitted to medicate themselves at any time.
2. All prescription medication to be administered during school hours must be in the original prescription container marked with the student's name, the name of the medication, the accurate dosage, and when it is to be administered. Any dosage changes must have a doctor's written statement (which may be faxed to the nurse) or a new original prescription container. All prescriptions must be current within the year.
3. All prescription medication, including inhalers that are administered on a regular basis, must have a completed "Prescribed Medication Permission Form" on file. This form can be obtained from the school nurse.
4. Any child who has been prescribed an epi-pen by a physician is to have the epi-pen, liquid Benadryl, and an Allergy Action Plan turned in by the first day of school. All teachers and staff are given epi-pen training on an annual basis and a complete list of all

potential epi-pen users. Parents are to notify the school prior to the first day of any changes in the status of their child's allergies. It is acceptable for an epi-pen to be kept in the classroom or with the child. This information should be communicated from the parent to the school nurse and homeroom teacher.

5. For medications, such as antibiotics, that are ordered to be given 3-4 times a day which necessitate a dose to be given during school hours, please request an extra bottle from the pharmacist so just the amount of medication needed at school can be sent in to avoid having the student carry the medication back and forth each day.
6. Non-prescription medications to be given must also be in the original container (no baggies, please) with written authorization from a parent/guardian detailing when the medication is to be given and the reason for giving it.
7. If it becomes necessary to give a student medication that is not kept at school, a parent/guardian may come to school and administer the medication. Please inform the nurse beforehand.
8. Benadryl for bee stings, Tylenol (acetaminophen), or Advil (ibuprofen) will be administered to your child only if necessary and with written parental permission via the Medication Administration Permission Form that is filled out and signed at the beginning of the school year.

Immunizations

All required immunizations must be up to date and documentation provided to the school nurse by the first day of school.

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.

Exemptions from Immunizations

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 school nurse. 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. Immunization is not contrary to the teaching of the Catholic Church.

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.

Screenings

The following services are provided to the student by Indiana mandates:

| | | |
|--------------------|-----------------------------|---|
| Vision Screening: | Grades 1, 3, 8 (far acuity) | Grade 5 is screened but not state mandated. |
| Hearing Screening: | Grades 1, 4, 7 | |

You will be notified if the screening results in a referral. It is recommended that each child have an annual medical physical and dental check-up, as well as regular eye exams by a professional.

Smoking Policy

There is no smoking permitted in the school or within eight feet from the school building.

Wellness Policy

The School Council, parents, faculty, and staff of Our Lady of Mount Carmel Catholic School recognize that physical activity and healthy eating patterns are essential for students to achieve their full academic potential, for physical and mental growth, and for lifelong health and well-being.

We are aware that childhood obesity or being overweight has become an increasing problem that can result in conditions such as Type 2 diabetes, heart disease, high blood pressure or stroke and that habits developed during childhood often follow us into our adult life.

We believe that our school can encourage positive wellness attitudes and actions to help prevent future health problems for our students and staff by having the knowledge and skills to practice a healthy lifestyle. Therefore,

A. With regard to nutrition education, the school shall:

1. Promote in the classroom, lunchroom and through material emailed to parents, the benefits of a balanced diet (i.e. health and nutrition tips in the monthly e-newsletters sponsored by Peyton Manning Children's Hospital).
2. Reinforce lifelong balance by emphasizing the link between caloric intake and exercise.
3. Sequentially teach the skills needed to adapt healthy eating behaviors including:
 - proper hand washing
 - trying new foods
 - importance of drinking adequate water
 - serving sizes
 - nutrition facts label reading
 - food safety (storing, cleaning)
 - foods that keep the body healthy
 - foods that may contribute to poor health (including oral health)
 - importance of meals and how meal time contributes to family life
 - healthful ways to lose/gain weight
 - eating disorders
4. Research participation in "Team Nutrition School Program" (www.fns.usda.gov/tn) and consider a nutritional newsletter for teachers' resource.
5. Work towards providing nutrient analyses of school menus on the school's website.
6. Educate students, staff, and parents about food and beverage allergies and other restrictions some students experience in relation to their diets.

B. With regard to nutrition and other foods available during the school day, the school shall:

1. Have a dietician involved in evaluating school menus to increase whole grains, fruits and vegetable offerings.
2. Limit the number of celebrations involving foods during the school day.
 - parties are scheduled and must be approved by administration
 - parents will be provided with a list of acceptable snacks for Kindergarten
3. Require that some healthy food choices be offered at class parties.
4. Distribute a list of snack items to teachers and parents that comply with the current USDA Dietary Guidelines for Americans, as well as a list of poor choice foods to raise awareness of healthy snack food choices.
5. Encourage teachers to use non-food items as rewards (supply a list to teachers with suggested non-food rewards).

C. With regard to physical activity, the school shall:

1. Provide sequential Physical Education instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health enhancing physical activity.

2. Promote participation in physical activity by teaching skills in physical education that can be utilized outside of school and provide information to families which will encourage and assist them in their efforts to incorporate physical activity in their children's lives.
3. Provide the following time allotments for physical education classes:
 - K 30 minutes one day a week
 - 1-5 45 minutes one day a week
 - 6-8 45 minutes two days a week
4. Encourage classroom teachers to incorporate physical activities in their lessons or provide physical activity between classes/lessons (supply a list to the teachers with suggested classroom physical activities).
5. Provide a daily recess period at least 20 minutes in duration to all students K-8.

D. With regard to other school-based activities designed to promote student and staff wellness, the school shall:

1. Encourage after school organizations to offer healthy snack food choices.
2. Encourage that recess is not denied as a form of discipline.
3. Maintain a drug, alcohol and tobacco free building.
4. Continue to offer a flu shot opportunity for the school and parish community.
5. Promote blood pressure monitoring by the school nurse.
6. Enforce no student access to soda and vending machines during the school hours.
7. Research health screens (cholesterol, blood sugar, B/P, etc.) for staff members.
8. Research an optional walking program for the students/teachers.

The administration of Our Lady of Mount Carmel Catholic School will be responsible to measure and evaluate the implementation and progress of this policy. This policy will be reviewed as needed by a committee that may include administration, faculty members, school council, parents, students, health care providers, and community representatives as necessary.

This policy was reviewed and revised by Our Lady of Mount Carmel Catholic School Council on 6-9-15.

Pesticides

Our Lady of Mount Carmel School utilizes a certified person to dispense pesticides in and around the school. Parents who wish to be notified 48 hours in advance of the application of pesticides must email the school office before the first full week of school in August.

Indoor Air Quality

Glen Ritchey, the business manager for Our Lady of Mount Carmel, serves as the Indoor Air Quality Coordinator for Our Lady of Mount Carmel School. He can be reached by calling the parish office at 317.846.3475.

VI. Student Responsibilities

Reverence and Respect

Our Lady of Mount Carmel Catholic School's central purpose is to help students' grow in their faith. All students are strongly encouraged to include their fellow students in school and faith-based social activities. Students should not behave in a manner which excludes or discourages fellow students from participating in such activities.

These guidelines are established to encourage a safe and healthy learning atmosphere for all at Our Lady of Mount Carmel Catholic School. If your child is having a problem, or if a concern arises, please feel free to make an appointment with the child's teacher or the school counselor.

Behavior Expectations and Disciplinary Action

Discipline

A student's registration is considered a commitment by parents and students that the rules of the school will be observed. Consequently, students who refuse to apply themselves, fail repeatedly to comply with teacher's directions, and/or repeatedly show ill will and disregard for education and the rights of others will be suspended from class for whatever period of time is deemed necessary or expelled.

All teachers will develop and maintain a system in which inappropriate behavior is addressed. This system will be explained to the children and to parents at the beginning of the school year.

Students will always have the opportunity to be heard in disciplinary situations. The Principal is the final recourse in all disciplinary situations and may waive and/or deviate from any and all disciplinary rules and/or penalties for just cause at the Principal's discretion.

Some students who consistently struggle with meeting behavioral expectations may be placed on a behavioral contract. In such cases, the parents of the student would be contacted and would meet with the administration. The administration would explain the conditions of the contract that need to be met for the student to remain at Our Lady of Mount Carmel School. The contract would be signed by the parents. If the conditions are broken, the student may be asked to leave the school.

Detention

Detention may be assigned if a teacher feels that a student is not responding to other classroom management techniques or for misbehavior requiring intervention beyond the grade level

discipline system. Parents will be notified by the teacher and arrangements will be made. Detention sessions are scheduled regularly during the school year. They are generally held on Tuesday and Thursday either before or after school.

Suspension/Expulsion

Suspension/expulsion may be utilized if the Administration determines the nature of the offense was such that the presence of the pupil causes danger to persons or property, or is a threat to the educational process. When a student is suspended, he/she will be required to do all schoolwork, as directed by the administration, either segregated from other students at school, or at home, and return it to the school the day he/she returns. When a student is suspended, either in or out of school, he/she is ineligible to participate in any extracurricular activities. Suspension will not affect academic grades. Suspension will result in the loss of four conduct points in those grade levels using the conduct point system.

Reasons for suspensions/expulsions can be, but are not limited to: Physical injury to another; harassment and intimidation, possession of any dangerous or violence provoking object; possession of any tobacco, alcohol or drug; habitual profanity; disrupting the normal school process; damage to, or stealing school property; damage to, or stealing private property; cheating; buying or selling personal property on school grounds.

School Property

Student desks and lockers are the property of Our Lady of Mount Carmel Catholic School. They may be opened and searched at any time by teachers, school administration or law enforcement. Our Lady of Mount Carmel Catholic School reserves the right to search student items brought onto school property, including cell phones, electronic devices, back packs, etc.

Students will be held financially responsible for any damage done to school property (technology or otherwise).

Dress Code

School uniforms are intended to take the pressure off competition and economic status for students. Uniforms permit a neat, consistent appearance and assist students as they concentrate on their studies. The uniform code is enforced by the school faculty and administration. All uniforms should be clean, free of holes, and **not have frayed edges**. Shoes and socks must be worn at all times. Lands' End is the primary provider of our school uniforms and thus recommended by Our Lady of Mount Carmel School; however, other comparable providers may be used as long as the clothing matches the uniform guidelines.

The administration reserves the right to determine the definition of appropriate school dress. Parents may be called to bring a change of clothes for students who are inappropriately dressed. A child not dressed appropriately for the weather may be required to sit quietly inside during recess. Furthermore, uniform infractions may result in disciplinary actions such as a student receiving a “Dress Code Alert” or a conduct slip. The administration will contact parents when their children are repeatedly not meeting the uniform guidelines.

Grade-Specific Guidelines

GIRLS

Covers

- (K-3rd optional) navy logoed uniform sweatshirt, Lands’ End navy logoed cardigan sweater
- (4th -6th)Lands’ End navy logoed long sleeve V-neck sweater, navy logoed v-neck vest, or a navy logoed uniform sweatshirt
- (7th -8th) Lands’ End navy logoed long sleeve V-neck sweater, navy logoed v-neck vest, or a navy logoed fleece pull-over

Skirts/Slacks

- (K-8th) Before September 30 and after April 30: Plaid jumper or plaid skirt/skort
- (K-3rd) October 1 through April 30: Plaid jumper or Lands’ End navy blue dress slacks
- (4th – 8th) October 1 through April 30: Plaid skirt or Lands’ End navy blue dress slacks
- All skirts and jumpers will be worn at or below the knee
- Girls may wear white, navy blue, or black leggings under their skirts/jumpers for warmth

BOYS

Covers

- (K- 3rd optional) navy logoed uniform sweatshirt, Lands’ End navy logoed long sleeve V-neck sweater
- (4th – 6th) Lands’ End navy logoed long sleeve V-neck sweater, navy logoed v-neck vest, or a navy logoed uniform sweatshirt
- (7th -- 8th) Lands’ End navy logoed long sleeve V-neck sweater, navy logoed v-neck vest, or a navy logoed fleece pull-over

Pants

- Lands’ End Navy blue dress slacks
- Before September 30 and after April 30: Lands’ End navy blue hemmed walking shorts may be worn instead of the slacks.

General Guidelines for All Grades

Shoes

- K-8th students may wear:
 - Dress shoes (solid black, including the sole) -or-
 - Tennis shoes (solid white or solid black, including the sole)
- Shoes/tennis shoes must be worn at or below the ankle.
- No backless shoes or sandals are to be worn.
- No shoes with heels higher than one inch may be worn. Boots are for outdoor wear only.

Hair

- Hair must be clean and neat, cannot be dyed or spiked, and non-traditional cuts or designs should not be cut into the hair.
- Hair accessories should be simple and of uniform colors (navy blue, yellow, white, black or the green of the uniform skirt/jumper); no scarves or dangling headbands may be worn.
- For boys, hair should be cut above the eyebrows and around the ears; hair should not fall over the collar.
- Any haircuts deemed by the administration to be inappropriate and inconsistent with the school dress code must be corrected.

Jewelry

- For girls, the only jewelry items that may be worn include one small Christian medal on a chain, one small loop or post earring in each ear, and one small ring. (For safety reasons, girls are not permitted to wear dangling earrings.)
- For boys, other than a Christian medal on a chain, no jewelry is permitted.
- Nothing is to be worn on the wrists other than one watch.

Makeup

- No makeup, nail polish, or face glitter is to be worn at any time. This includes out of uniform days.

Socks

- Solid black, white, or navy blue socks are to be worn at all times and must be visible above the ankle.
- No insignia are allowed on socks.
- Girls may wear navy or white cable knit or opaque tights.

Shirts

- Shirts must be free of decoration and color other than the school logo.
- Shirts are to be tucked in at all times.

- A t-shirt or other shirt worn under the uniform shirt is to be all white and sleeves may not extend below the uniform shirt sleeve.
- For boys, long or short sleeve solid white collared knit shirts.
- For girls, long or short sleeve solid white collared knit shirt, or white blouses with Peter Pan collar.

Physical Education

- All students in Grades 4-8 will wear a uniform short and shirt. Solid blue or black sweatpants may be worn.
- All students in Grades 4-8 will wear the new Lands' End logoed P.E. uniform with a grey shirt and navy shorts.
- Gym shoes must be worn.

Special Days

Out of Uniform Days

- Children may wear jeans, khakis, **loosely-fitting athletic pants**, or other clean, casual type slacks with appropriate tops. Clothing must be without any holes and **frayed edges**. No shorts may be worn. T-shirts, sweatshirts, etc. may be worn, but they must be appropriate to the Catholic environment of Our Lady of Mount Carmel Catholic School.
- It is permissible for girls to wear a casual skirt on out of uniform days, as long as the skirt follows the guidelines for uniform skirts and the hem touches the top of the knee or longer. They may also wear Capri pants (mid-calf).

Spirit Day

- On Spirit Days students are encouraged to show their school pride. Students should follow the out of uniform dress code but they must wear an Our Lady of Mount Carmel or Raider shirt of some kind. They may also choose to wear a blue or yellow shirt, the school colors.

Pep Rally Days

OLMC sports jerseys (football, etc.) may be worn only on the day before a school break when we have a pep rally.

Picture Day

- Students come to school dressed in their school uniforms.

Field Day

- **K-3rd grade:** Students in these grades can wear an appropriate t-shirt and loose-fitting jeans/ athletic pants. They can also wear shorts that reach mid-thigh.

- **4-8th grade:** Students will wear an appropriate t-shirt, loose-fitting jeans/athletic pants, or their Lands' End P.E. shorts. The students' P.E. shorts are the only shorts that are permitted to be worn on Field Day for 4-8th grade students.

Cold Weather

- Students in Grades 1-6 generally go outside even when the weather is cold. During these times, clothing that provides proper warmth is necessary (hats, gloves, scarves, etc.)
- During recess girls may wear sweatpants. These should be solid blue or black.

Harassment

Harassment is defined as any verbal, physical, or visual conduct on the part of a student that has the purpose or

effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. Harassment includes, but is not limited to, the following:

- unwelcoming and persistent behavior that makes a student feel threatened or unsafe, including hitting, kicking, spitting, pushing/shoving, and social alienation
- verbal conduct such as repeated teasing, taunting, mocking or ridiculing, the use of vulgar or obscene language, racial slurs, derogatory jokes or comments
- behaviors that are sexual or intimidating in nature including physical contact such as assault, unwanted touching, or blocking of normal movements that interferes with another student's work, study, or play
- retaliation or intimidation for having reported or threatened to report serious misconduct
- visual gestures, notes, pictures, graffiti, e-mails, or other means of electronic media/cyberbullying

Procedure for Reporting Harassment

Harassment of any type is not tolerated at Our Lady of Mount Carmel Catholic School. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

1. Student(s) should tell a teacher or staff member and their parents of any concerns.
2. Parents are asked to inform the student's teacher(s) of their concerns.
3. Teachers will refer the situation to the administration.
4. The Principal/Vice-Principal will address the concern and determine if further action is needed.
5. Athletes should tell their coach and parents. Coaches and parents should inform the Athletic Director. If necessary, the Athletic Director will contact the Principal. The Principal keeps the Pastor informed of serious or repetitive incidents.

6. Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or legal guardian and school staff. Reports are not shared with those who are not in a position of authority. They may be shared with others in a position of authority on a need-to-know basis.

Bullying and Cyberbullying

Our Lady of Mount Carmel Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats in person, verbally, written or via proxy (seriously, in jest, or online) face detention, suspension, and/or expulsion.

School Policy also strictly prohibits any form of sexual harassment, which shall include, but not be limited to, the following:

- inappropriate or unwanted physical contact
- inappropriate physical gestures (e.g. rude hand gestures or exposing private areas of the body)
- inappropriate language or suggestions of a sexual nature
- derogatory and/or offensive jokes and comments

Students, parents, faculty and staff are liable for severe consequences if they threaten another person with harm of any kind. Joking about harming another student is not Christian behavior and will be treated seriously. The student is an Our Lady of Mount Carmel Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

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 prohibited. Facsimiles of any such device are also prohibited. Therefore, students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.

Off Campus Conduct

The administration of Our Lady of Mount Carmel Catholic School reserves the right to discipline its students for off campus behavior that is not in line with behavior expectations of its students during the course of the school day especially when the behavior impacts another student's day to day learning at Our Lady of Mount Carmel School. This off campus behavior includes, but is not limited to, cyberbullying.

At the same time, Our Lady of Mount Carmel Catholic School is not responsible for any student misconduct which occurs off campus at an event that is not sanctioned by the school.

Recess

Students in Grade 1 through Grade 6 go outside for recess daily. Students are expected to be dressed appropriately for the weather. **If there is little to no precipitation and the temperature is 15 degrees or higher (including wind chill), the students will go outside for recess. Any temperature/wind chill below 15 degrees will result in indoor recess.**

Shadowing

Shadowing provides the opportunity for 8th grade students to visit potential high schools to assist them in making an appropriate choice for furthering their education. The following are guidelines for an excused absence to shadow:

- The parent must call the school office on the day student is shadowing
- There is a limit of two excused days for shadowing per year
- For an excused absence: upon return to school, students should submit to their homeroom teacher a written paragraph describing their shadow day.
- No shadowing is permitted after the first Friday in April.
- If it is possible, pick a day that Our Lady of Mount Carmel Catholic School is not in session and the high school is in session.
- Students have one day to make up missed assignments/activities.
- After consultation with the junior high coordinator, a third day may be considered for an excused absence for shadowing.

VII. Technology

Technology Issues

Social Media

Engagement in online social media such as, but not limited to, Facebook ®, Instagram ®, etc. may result in disciplinary action (including expulsion) if the content of a student or parent's blog includes photos, captions, or text that depicts the school, the parish, the priests, the faculty, other students, or other parents in a discourteous or defamatory way.

Technology Expectations

The integration of technology into Our Lady of Mount Carmel Catholic School curriculum is a building block for an effective educational experience. The use of technology as a tool in education is effective when parents, students, and teachers are aware of its proper usage.

The use of technology is a privilege and is granted with high expectations for both faculty and students.

The following Acceptable Use Policy has been created to help both the school and the students have an enriching and safe experience. Parents are expected to be aware of the technology use of their child/children and to monitor closely their child's/children's appropriate use of it.

Student Technology Acceptable Use Policy

Please read this document carefully before signing. Signatures at the end of this document indicate each party who signed has read the terms and conditions and understands the consequences related to technology use at Our Lady of Mount Carmel Catholic School.

Acceptable use of technology must support education and research consistent with the curriculum plan and mission of Our Lady of Mount Carmel Catholic School (OLMCS). OLMCS electronic devices and limited internet access are available to students. We are very pleased to have these resources and believe technology and the internet offer vast, diverse, and unique learning experiences to students. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, communication, collaboration, digital citizenship and critical literacy. Students will be exposed to various technology devices and tools. Access may include but is not limited to the school network, Google Apps for Education accounts (GAPE), online learning management, textbooks online, or supervised online communication. OLMCS is a Google Apps for Education School. GAPE is a secure online suite of productivity tools designed to enhance learning and keep data safe, secure, and private.

With this access comes the availability of material that may be considered inappropriate in a school setting. It is impossible to control all materials on a global network and you may discover controversial information. We do understand the risks and require teacher/authorized adult supervision when students are accessing the internet, thus all internet activities and use of electronic devices will be directed and monitored. The consequence of your unsupervised use of technology or accessing objectionable, adult-oriented, or restricted resources **may** result in suspension or termination of access privileges.

OLMCS recognizes that individual use of the internet and social media outside of school is personal. Inappropriate references to Our Lady of Mount Carmel Parish, School, students, or staff on public internet sites are prohibited. OLMCS reserves the right to take disciplinary action for cyber bullying in or out of school. This includes using technology in any way to adversely affect the safety and well-being of, or depict in a defamatory way, another student, staff, the school and/or parish.

Students in possession or involved in transmission of inappropriate media will face suspension and/or expulsion. The police will be contacted when necessary.

Acceptable Use - Terms and Conditions

Administration reserves the right to deny, revoke, or suspend access due to anything they deem in violation of the acceptable use practices. Acceptable use is described as, but not limited to, the items below. Damages to equipment may result in repair or replacement fines.

Code of Conduct: You are expected to follow the Code of Conduct specified for the tool you are using.

Netiquette: You are expected to abide by the generally accepted rules of netiquette. Netiquette is a set of rules for behaving respectfully and responsibly online. Your responsibilities include, but are not limited to, the following:

- Use appropriate language. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate. Illegal activities are strictly forbidden.
- Use of technology in a way that would not disrupt its use by others.
- Close down and report any inappropriate websites immediately to a teacher/authorized adult.

Accuracy of Information: Use of any information obtained via the internet is at your own risk and OLMC School denies any responsibility for the accuracy or quality thereof.

- Information from internet sources used in student papers and reports should be cited appropriately. Copyright infringement and/or plagiarism is not acceptable or legal.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted, threatening or obscene material or material protected by trade secret.

Inappropriate Use:

- Any malicious attempt to harm, modify or destroy hardware, software or data.

- Altering settings, data or the configuration of any device without permission. This includes, but is not limited to, changing screensavers, backgrounds, sounds, or settings.
- Attempting to gain unauthorized access to files, devices or software.
- Accessing accounts created outside of school during school hours.
- Revealing or using passwords of other students, teachers, administrators, priests, or other OLMCS staff.
- Harassment, cyber bullying, discriminatory remarks and other antisocial behaviors are prohibited.

Security: Security on any device is a high priority. If you identify a security problem, you must notify the teacher/authorized adult. Do not show other students or draw attention to what you have found.

- Do not intentionally seek information, obtain copies, or modify files or passwords belonging to other users.
- Do not misrepresent other users.
- Do not download any files or pictures without permission.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to OLMCS computers.
- Flash/USB drives are to be used for student project files only.
- Program files, executable files, games, music or other personal files should not be included or downloaded on any OLMCS device.

Internet Security: The following rules apply, except where granted permission by supervising staff.

- Do not type a URL in the address bar.
- Do not use internet search engines.
- Do not use OLMCS technology to access internet, e-mail or messaging accounts.

Communications:

- All communication must be school-appropriate and respectful to all parties involved.
- All parties are to abide by the terms of use and practice good digital citizenship.
- All parties must have no expectations of privacy.
- Students are strictly prohibited from sharing documents they create with other students without supervising staff permission.
- Supervised, collaborative, online communication tools are not intended for use as an informal social media platform.

Supervised, Collaborative, Online Communication Code of Conduct

(NOTE: All terms of *OLMCS Student Technology Acceptable Use Policy* apply)

1. I will use posts to discuss school-related content only.
2. I will stay on topic and post new information related to the group discussion.
3. I will use a respectful tone of voice when posting. All school rules and consequences related to harassment apply.
4. I will use appropriate grammar instead of texting language.
5. I will proofread what I type before I click Send.
6. I will not use my posts to promote personal websites or chat rooms.
7. I will limit my use of sarcasm to avoid misinterpretations.
8. I will not reveal any private information. This includes telephone numbers, addresses, emails, etc.
9. I will not post photos or videos without my teacher's consent.
10. I will practice the 2016 ISTE (International Society for Technology in Education) Digital Citizen Standard for Students (Source: <http://www.iste.org/standards/standards/for-students-2016>):

Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

- a. Students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
 - b. Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
 - c. Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
 - d. Students manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.
11. I understand that any breach of conduct results in:
 - A read-only status
 - A meeting with the supervising staff member to review appropriate online conduct
 - Required successful completion of a grade-level digital citizenship and cyber safety quiz before communication privileges are reinstated

Cell Phones and Other Electronic Devices Brought to School:

A student in possession of a cell phone or other electronic device must ensure that it is put away and turned off between 7:15 a.m. and 3:30 p.m. (This time includes carpool). As new technology emerges, please remember that if the device can make a phone call, access the internet, or send/receive texts, or **take pictures/video** it cannot be in the child's possession during the school day (**iWatches/etc. are permitted if the connectivity feature is turned off**). If needed, the school office phone is available during these times. If a cell phone or other electronic device is used,

seen, or heard during school hours, it will be confiscated, and the student will be assessed a \$25.00 fee. It will then be released to a parent or legal guardian.

Our Lady of Mount Carmel Catholic School is not responsible for the loss or damage of any electronic device that is brought to school.

Failure to follow the rules listed in this Student Technology Acceptable Use Policy will result in disciplinary action.

VIII. Junior High

Junior High Service Hours

Our Lady of Mount Carmel Catholic School works to integrate value formation practices into our curriculum. Students learn values from being exposed to the message of the Gospel, by participating in programs that help them to live out the teachings of Jesus, and by accepting the challenge to live the Gospel message when no one is present to direct them.

Our Lady of Mount Carmel Catholic School challenges students to live their baptismal commitment: to be Jesus to and for those in need. The purpose of service hours is to help students acquire the Gospel values of justice to others, love of neighbor, and service to the world by serving their school, parish, and community. Students in Grade 7 are required to complete fifteen (15) service hours per year. Students in Grade 8 are required to complete twenty-five (25) service hours per year. Students are encouraged to participate in a variety of service activities, helping them to recognize the many ways of serving their neighbors. A sheet is provided for students to keep track of their hours. A record of completed service hours is due on April 15.

Occasionally children will not be allowed to participate in events when service hours are incomplete. These events are determined by the Principal in conjunction with the teachers and Junior High coordinator.

Junior High Conduct and Effort Grades

Students begin each grading period with a conduct and effort score of one hundred percent. Any incurred infraction results in a deduction from this score by the issuing of a conduct or effort slip by a staff member. When issued, conduct and effort slips will be sent home. Only the conduct slips are to be signed by the parent and returned to school the following day. Conduct and effort grades will be recorded at least every two weeks in PowerSchool and on report cards at the end of each quarter.

Additional guidelines:

- If a student's conduct grade falls below 95 at any point in a quarter, that student will be required to serve a 20 minute detention.
- If a student's conduct or effort grade falls below 90, that student will be required to serve a lunch/20 minute detention in the office.
- Vandalism, violence, extreme disrespect, harassment, intimidation or other major offenses may result in an escalation or acceleration of consequences.
- The following conduct deductions will occur if the student behavior warrants immediate punishment:
 - Lunch detention: 2 points
 - Detention: 3 points
 - Suspension: 4 points
- Any instances of cheating on tests or assignments will result in a 4 point conduct deduction and a zero on the test or assignment. Consequences for repeated infractions will be determined.
- In order to be eligible to participate in the 7th and 8th Grade Class trips, a student must have an average of 90 or above in conduct and an average of 90 or above in effort for the entire school year. The averages will be calculated three school days before the class trip. No money paid towards the class trip at this point will be refunded to the student.
- In order to attend the 8th grade breakfast on the day of graduation, a student's conduct grade for the 4th quarter must be 90 or above.
- A conference with parent, teacher and student will be held if a student's effort or conduct grade falls below 90.
- Students may be placed on academic probation with a contract if their effort grade falls below 85 in any quarter.

In the event that a behavior problem is brought to the administration, an assessment of the situation will be made and consequences will be administered accordingly and in a fair manner. Parents will be notified of serious problems and situations that warrant their attention either in writing or verbally.

For continual conduct violations, team conferences will be held with the student, parents, teachers, and administrators. At this conference individual procedures will be discussed and established.

A study hall is available to any Junior High student who would benefit from having a quiet atmosphere in which to work from 3:10-4:00 p.m. on Tuesday and Thursday, beginning the second week of school. Students will not be supervised after 4:00 p.m.

The Administration reserves the right to limit all school-related extracurricular activity participation based on a student's conduct and/or effort grade.

8th Grade Class Trip

Students may be denied the opportunity to participate in the 8th Grade class trip. This trip is a privilege earned by the students, not a right. Students may be denied participation if they fail to meet academic or behavioral expectations.

Lockers

Lockers are school property, and junior high students have the privilege of using them. To maintain the integrity of these lockers:

- Students should not keep any food in their lockers.
- Nothing should be put on the outside of the lockers except for a one-page (8 ½ x 11 inch) birthday sign.
- This birthday sign can remain on the locker for a period of one week beginning on the first day it was posted, inclusively. (ex. If the birthday sign was posted on a Monday, it must be taken down by 3pm the following Monday).
- Any pictures placed inside lockers should be appropriate for a Catholic school. Any pictures that are deemed inappropriate in any way by teachers or administrators can be removed.
- Students are not permitted to do anything to the lockers which would be permanent (writing on or inside of lockers, using glue on lockers, etc.)

IX. Extra-Curricular Activities

School Related Extracurricular Activities

Eligibility requirements for school related extracurricular activities depend on grades, attitudes and conduct. Students with poor grades, attitudes, and/or conduct may be prohibited from participation in any or all school related extracurricular activities. If your child is sent home ill or was ill from school on a particular day, he/she may **not** participate in, or attend, school related extracurricular activities on those days. This does pertain to CYO sports that occur outside of school hours.

Outreach Activities

Students are encouraged to participate in outreach activities which occur throughout the school year. Outreach programs and venues include:

OLMC Food Pantry

St. Augustine's Home

Box-tops for Education

Thanksgiving Basket Project

Selected Mission Efforts

Winter Outerwear Collection

Trinity Clinic

Haiti Mission

Books and Games Collection

Community Care Day

School Supplies Collection

Right to Amend

Our Lady of Mount Carmel Catholic School Administration retains the right to update the present handbook as deemed necessary.

X. APPENDIX

STUDENT/PARENT HANDBOOK INCLUSION GUIDE

Diocese of Lafayette-in-Indiana

Effective July 1, 2017

SECTION A: VISION AND PURPOSE

A100 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.

A110 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.

A150 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.

SECTION B: ADMINISTRATION AND GOVERNANCE

B100 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.

SECTION C: PERSONNEL

C165 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> to access the online safe environment training.

SECTION D: STUDENT PERSONNEL

D100 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 1st 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.

D200 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.

D300 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 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.

D350 RELEASE OF RECORDS

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form and sign a release of records form 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.

D400 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.

D500 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.

D600 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.

D650 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.

D700 TRUANCY

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

- refusal to attend school in defiance of parental authority;
- accumulating ten absences from school over a semester or seven absences over a trimester without justification ; and
- three or more judicial findings of truancy.

D800 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.

D900 STUDENT PREGNANCY

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort for the student to continue schooling, in-class, tutoring, homebound, or home-schooling is to be made by the principal.

The principal/counselor is to reinforce Catholic teaching regarding sexual activity outside of marriage and provide information to the student and parents or legal guardians regarding counseling and medical services that may be needed.

The decision to willfully terminate a pregnancy is in violation of Catholic belief and practice. When it is known that a student is planning to terminate a pregnancy, the principal or designee is to inform only the student(s) directly involved, that is, the pregnant student and the alleged student-father, regarding the Catholic stance. Parents or legal guardians are to be notified immediately unless the student is emancipated or eighteen years of age.

D1100 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.

D1200 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.

D1300 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.

D1400 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
- p) engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.

D1500 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.

D1600 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.

D1700 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.

D1800 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.

D1950 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
- 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.

D1975 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.

D2000 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.

SECTION E: CURRICULUM, ASSESSMENT, AND INSTRUCTION

E200 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.

E300 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.

E750 POLICY FOR STATE TESTING

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.

SECTION F: SAFETY AND WELLNESS

F100 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.

F300 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.

F850 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.

F1200 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.

F1450 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.

F1500 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.

F1700 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.

F1900 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>

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.

F2100 STUDENT ACCIDENT/INJURY

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.

F2150 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.