

St. Mary Cathedral School
1200 South Street
Lafayette, IN 47901
Phone: 765-742-6302
<http://stmar.lcss.org/>

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

Dear Parents, Families, and Students,

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

The Parent and Student Handbook reflects the policies of St. Mary Cathedral School for the 2016-2017 school year. Please read this document carefully and sign and return the agreement. It can be found at the end of this document and/or in the Wednesday School Office Folder. This agreement states that you have read and will abide by the policies in this document, and that you will work in partnership with the faculty and staff of St. Mary Cathedral School in the education of your child.

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

Blessings

A handwritten signature in cursive script that reads "Kim Delaney". The signature is written in black ink and is positioned to the left of the typed name and title.

Mrs. Kim Delaney
Principal

St. Mary Cathedral School

Parent and Student Handbook
2016-2017



St. Mary Cathedral School

Parent Student Handbook 2016 - 2017

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St. Mary Cathedral School

School Colors: Blue and White

Mascot: Squires

Lafayette Catholic Schools - Mission Statement

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

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

Lafayette Catholic Schools - Vision Statement

He shepherds. We shape. They shine.

St. Mary Cathedral School - Philosophy Of Education

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

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

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

St. Mary Cathedral School - Statement of Purpose

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

St. Mary Cathedral accomplishes this by:

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

PRINCIPAL'S DISCRETIONARY STATEMENT - AMENDMENTS TO THE HANDBOOK

No student/parent handbook can address and cover all policies and situations in the school community. Therefore, the principal or their designee (in the principal's absence) reserves the right to make any and all policy decisions that may arise, that are not covered by this handbook. The principal also retains the right to amend the handbook for just cause, and parents will be given prompt written notification if changes are made.

AGREEMENT SIGNED BY PARENTS/GUARDIANS

Parents are requested to sign a statement indicating that they have read and agree to be governed by this handbook. This statement can be found at the end of this document and/or in the Wednesday folder.

History:

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

Present:

The old social hall was remodeled and became the new Media Center in January 2011. New windows, air conditioning, and new furniture have made this a wonderful addition to our school. The upstairs classrooms had new ceilings and new lighting installed, classrooms received new windows, and in 2012 all classrooms were equipped with window air conditioners. The front entrance of the school building has been enhanced by the addition of a grassy area and a new front playground with new equipment was installed in August 2012. Two old houses on Columbia Street were purchased and removed providing another grassy area for the children to play and a possible area for future expansion. The St. Mary Cathedral Preschool officially joined the Lafayette Catholic School System in 2016, and is no longer considered a parish ministry. New interactive projectors with white boards were installed in the classrooms during the summer of 2016, and all classrooms were equipped with iPads for every student.

Staff: The positive atmosphere at St. Mary Cathedral School reflects the love of the faculty and staff for each child. We are privileged to have the following dedicated staff:

- Principal - Kim Delaney
- Secretary – Marisa Marcussen
- Preschool Director - Karen Thompson
- Preschool teachers - Karen Thompson, Cathy DeBoy, Stephanie Potter
- Kindergarten teachers - Terri Goodman, Andrea Kuhn
- First Grade teachers - Theresa Thieme, Perry Langley
- Second Grade teachers - Shannon Bordenet, Kim Skiba
- Third Grade teachers – Katie Christopher, Cari Gothard and Kathy O'Donnell
- Guidance - Lisa Cooley
- Physical Education - Kristi Serra
- Technology – Kristi Serra
- Music - Rose Hallberg
- Art – Laura Spann
- Title I - Pat Schroeder (LSC) and Mary Farrell (TSC)
- Resource – Stephanie Bosma
- School aides - Sandi Corwin Fisher, Andrea Roszell, Mary Ann Vawter
- Media Center Coordinator – Kristine Schweiss
- After School Care - Sandi Corwin Fisher, Stephanie Potter
- Custodial Staff - Rusty Warwick, Elizia Woods
- Recess Supervisors – Melanie Douglas and Don Wilkinson
- Lunchroom Supervisors – Andrea Roszell, Mary Ann Vawter



Lafayette Catholic School System

Business/Development Office

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

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

St. Mary Cathedral School (Grades Preschool - 3)

1200 South Street Lafayette, IN
765-742-6302
Mrs. Kim Delaney—Principal

St. Boniface Middle School (Grades 4 - 6)

813 North Street Lafayette, IN 47901
765-742-7913
Sister M. Lenore Schwartz, O.S.F.—Principal

St. Lawrence Elementary School (Grades Preschool - 6)

1902 Meharry Street Lafayette, IN 47904-1498
765-742-4450
Mrs. Jody Williams—Principal

Central Catholic Jr.-Sr. High School

2410 South Ninth Street Lafayette, IN 47909-2499
765-474-2496 (Main office)
765-474-3524 (Athletic office)
474-8752 (Fax)
Mr. Neil Wagner—Principal



School Prayer

Heavenly Father, send me to Your word when I work with children,
testing my thoughts and ideas by Your truth.

Give me strong convictions, Lord, but teach me not to be
overbearing in the way I express them,
and help me learn from those I work with.

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

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

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

We give back to You for Your use,
the time and talents You have given us.

To You be the glory.

Amen.

Administration

Authority for Teaching - Bishop

The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the *National Catechetical Directory*. He is charged to “devote himself personally to the work of the Gospel,” and to “supervise the entire ministry of the work in regard to the flock committed to his care”.

In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.

In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, women and men religious, clergy, and the diocesan staff. (DoL B100)

Responsibilities of the Pastor

- A. The Pastor, as the representative of the juridic person and designated parish leader, has the following responsibilities: elicits and develops local leadership
- B. collaborates with and supports the principal
- C. assesses and appraises the principal’s performance at least annually
- D. contacts the Director of Education by March 1 if the principal is not going to be offered a contract
- E. terminates, when necessary, a principal during a school year only for just cause and consults with the Director of Education and the Director of Human Resources before such termination is activated
- F. selects a new principal (in accordance with recommended search procedures)
- G. approves emergency expenditures apart from the budget and keeps the parish council and finance committee apprised of such expenditures
- H. works cooperatively with parents, teachers, school advisory board, home-school organization and other individuals charged with the direction of Catholic schooling in the parish or diocese
- I. enters into an agreement of commitment and financial support with other parishes without a Catholic school, who wish to send students to the parish school
- J. collaborates with the principal in the establishment of a school advisory committee
- K. facilitates the six month periodic asbestos surveillance with written records retained in the parish office
- L. ensures OSHA training for all employees
- M. and oversees the implementation of the Dallas Charter. (DoL B400)

Director of Pastoral Office for Education

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

Board of Trustees

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

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

The Board of Trustees shall meet at least one time per year or as needed.

Board of Directors

The Board of Directors is a "Board of Limited Jurisdiction", responsible to oversee the operation of the Lafayette Catholic School System. The Board will oversee the management of the affairs of the Lafayette Catholic School System Corporation and its affiliated schools. The Board will provide oversight in all matters relating to the Advancement of Catholic Mission, the Educational Ministry, Operations, Marketing and Development, and other related programs and activities to be carried out by the Lafayette Catholic School System and its affiliated schools. The Board shall approve and/or amend policy, develop the system strategic plan and schools strategic plans, approve the annual operation goals and plans, and review and submit the Lafayette Catholic School System financial plan for approval by the Trustees. The Board of Directors shall meet at least 6 times each year or as necessary at the call of the Executive Director or the Chairperson.

Executive Director

The Executive Director shall be the person having overall responsibility for all functions and operations for the Lafayette Catholic School System, including but not limited to the approval, hiring, evaluation, and rehiring or termination of all Lafayette Catholic School System central office staff and the principals of all schools operated by the Lafayette Catholic School System. The Executive Director shall work closely with the Principals, Board of Directors, parent groups, and other groups within the school communities the comprise the Lafayette Catholic School System and, as such, has the general charge and control of its personnel and budget, education and development programs, recruitment and admissions, business affairs and facilities. All of these activities are to be carried out in concert with the philosophy and the strategic objectives of the Lafayette Catholic School System. The Executive Director will act in accordance with all school and diocesan policies and procedures.

Principal

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

Principal Designee

Each principal must identify a teacher or other professional staff member to act as the principal's designee when the principal is out of the building. (DoL B750)

Teachers

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

School Support Staff

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

Shared Mission

The governance of education programs should be faithful to the living sacramental reality of a communion of persons called to the belief in Jesus Christ and to loving service in accordance with a shared understanding of the Church’s mission. Effective governance requires a consensus about the purpose of governance in relation to the mission of the Church. The quality of governance is dependent on the nature of this understanding which, firmly rooted in the teachings of the Second Vatican Council, is in dialogue with contemporary theology.” *A Primer for Educational Governance in the Catholic Church*, NCEA 2009

Admissions

Nondiscrimination Policy/students

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.

A student should be at least five years of age on or before August 1st in order to enroll in the school’s kindergarten.

Admission Requirements

To insure that every child is placed in the Lafayette Catholic Schools, new families will register into “the system” rather than at an individual school. This ensures the best educational experience for the child and uses the facilities and staff efficiently.

Every effort will be made to enroll the students at the school of their choice.

If their first preference cannot be accommodated, the schools will try to grant them their second preference if possible. The following criteria will be used in attempting to best accommodate the family/student(s) and the LCSS enrollment balance:

1. Family/student(s) preference
2. Parish
3. Transportation
4. Class size (LCSS Board #111)

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

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

Admission Priority

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

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

LCSS Elementary Admissions Policy

All schools of the Lafayette Catholic School System have been established to meet the spiritual, intellectual, physical, and social needs of their students. Although spiritual needs of Catholic students are our first concern, enrollment in the Lafayette Catholic Schools is open to all students regardless of ethnic origin, race, or religious affiliation. All students are welcome with the understanding that all students participate in the Catholic religion instructional program and worship services.

Application packets for the following school year will be accepted beginning January 1 of the previous school year. New elementary students may be admitted for immediate enrollment at any time during the school year.

All new students must be approved by the School Principal. Approved admissions will be conditional and based on the school being able to meet the student's individual needs. Students may be accepted on probation and will be asked to sign a contract with specific terms identified.

Students with disabilities are enrolled when reasonable accommodations can be made for their education. The Lafayette Catholic Elementary Schools work cooperatively with Greater Lafayette Area Special Services to provide the best possible placement and accommodations possible. None of the LCSS schools are equipped to provide one-to-one instruction.

The Admissions Committee gives consideration to applications from transfer students meeting the school system's academic and disciplinary standards. When space is available after current LCSS students re-register, the following considerations will be taken into account for priority placement for applications received by April 15:

1. Siblings of current LCSS students and alumni, and children of LCSS employees.
2. Children of registered families from the six Tippecanoe County parishes.
3. Children of registered families in parishes within the Diocese of Lafayette.
4. Children of registered families in parishes outside the Diocese of Lafayette.
5. All other students are welcome.

Students with applications received after April 15, will be placed after approval in order of the date the LCSS receives the completed application packet. When space is not available, a wait list will be started.

Kindergarten applications will be accepted beginning Kindergarten Registration Day. Priority placement for kindergarten admission will be given to current LCSS families, and then St. Lawrence and St. Mary's preschool families. The above priority placement will be considered for applications received at Kindergarten Registration. After Kindergarten Registration, applications will be admitted first come, first served. A student should be at least five years old on or before August 1st in order to enroll in kindergarten.

Tuition

In order for Central Catholic Junior-Senior High School to properly maintain its operating budget, it is necessary each family to establish a tuition payment account with Smart Tuition and to choose one of the following payment plans.

1. Annual- payable in July.
2. Semiannual - payable in July and January.
3. Monthly - payable in 10 payments July through April 20.

Student Aid

The Lafayette Catholic School System provides a variety of Student Aid options to help fund your child's Catholic education including LCSS Tuition Assistance, the Indiana School Choice Scholarship (voucher), and SGO Grants. To apply for Student Aid, a Student Aid application is to be filed with Smart Tuition Aid by the deadline designated by the LCSS. After Smart Tuition Aid processes the applications, Student Aid Awards are determined by the LCSS Admissions and Student Aid office, and families are notified of the award by this office. Additional paperwork may be required depending upon the type of award.

Annual Registration

Families must register their students annually for the following school year. This registration process is conducted in the spring previous to the next school year by the Admissions and Student Aid office. Parish Membership Verification and Parish Assistance application is a part of this registration process, and is submitted to the appropriate pastors for approval.

Daily Procedures

Daily School Schedule

- | | |
|------------|--|
| 7:30 a.m. | School doors unlocked and students walk to the gym |
| 7:50 a.m. | Teachers meet students in the gym and walk them to the classroom |
| 8:00 a.m. | School doors are locked and school begins |
| 11:10 a.m. | First lunch period for grades Pre-K, K & 1 st grades.
2 nd & 3 rd grades go to recess. |
| 11:35 a.m. | Second lunch period for grades 2 nd & 3 rd grades.
Pre-K, K & 1 st grades go to recess. |
| 12:00 p.m. | Second lunch/recess period ends and afternoon sessions begin. |
| 3:00 p.m. | Students are dismissed. Teachers walk students to the parking lots. |
| 3:20 p.m. | Any students not picked up by 3:20 will be brought to the St. Mary After School Care Program. There is an \$8.00 charge for this service. |

Arrival and Dismissal

All students are to be dropped off on the top parking lot between 7:30 and 8:00. Parents enter the west gate and pull around to the chapel door where the teacher on duty will help students out of the car to keep the traffic moving. Students will walk into the school through the tunnel doors and will walk directly to the gym where they will be supervised. No child is to walk directly to the classroom.

School doors lock at 8:00 a.m. If students arrive after 8:00, parents must park and walk their child(ren) to the school office to sign in. Students are counted tardy, and will receive a "Hall Pass" to gain admittance into the classroom. It is critical to make every attempt to bring students to school in plenty of time for them to be in the classroom no later than 8:00.

Students will be dismissed at 3:00 p.m. The grade level teachers will walk students to the upper or lower lot. Parents should inform the teacher which lot they prefer. Parents are asked to park in one of the three parking lots to pick up their children. Please do not park on South Street due to the heavy traffic. Please inform the teacher if someone other than the people indicated at the beginning of the school year are picking up the student. It is also important to send a written note for any changes in the normal after school routine (such as Scout meetings, KidzArt, Chess Club, Bricks4Kidz, different carpool arrangements, etc.).

Absences

Parents are to call the school office to report a child's absence by 9:00 a.m. If the school office has not been notified of a student's absence, parents will be called to confirm that the student is not in school by 10:00 a.m.

Students should be fever free for 24 hours before returning to school. Students who are sent home with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection for the entire school community. If a student becomes sick at school, parents will be contacted. If it is not possible to contact the parents, the other emergency contacts listed on the Emergency Form will be called.

The school calendar provides for extended weekends and breaks throughout the school year. Parents are encouraged to schedule trips during these times to eliminate the interruption of the learning process. **No assignments will be given in anticipation of a vacation.** Missed work will be given to the student upon their return.

If a student misses school due to illness, parents may request homework by calling the school office before 9:30 a.m., and may pick it up between 2:30 and 3:30.

Academic Formation

Accreditation

Principals, faculty, and staff are to collaborate in the implementations of the school improvement process through AdvancED/North Central Association Commission of Accreditation and the Indiana Department of Education.

Alternative Learning Plan

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. (Form AD650A)

Assemblies

Every Monday morning the school will meet together in the gym to begin the week with prayer. Students will be recognized for Positive Actions, awards, birthdays, and other celebrations. Students will take turns leading the prayers and announcements will be made at this time. Other assemblies will be scheduled throughout the school year.

Assessments and Reports of Student Progress

The teacher assesses the students' work on a regular basis. Formative assessments are utilized in the classroom to evaluate student growth. Assessments used include ISTEP+, IREAD3, DIBELS, and STAR Reading, Waterford (K-2) and ALEKS (3) in addition to weekly assessments in specific subject areas.

Teachers will inform parents of their child's progress through the weekly Parent/Teacher Communication Forms, grades entered into Harmony in Grades 1 – 3, emails, and through quarterly report cards.

Assessment Policy for ISTEP and IREAD3 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.

Calendar

The State of Indiana requires 180 full days of student instruction during the school year - IAC 6.1-3-1. The teacher contract requires an additional 10 work days. The school calendar is prepared each spring with the Lafayette Catholic Schools and is available on the LCSS website.

Cell Phones

Cell phones and other personal electronic devices are not allowed to be used at school. If a student is found to have one, it will be taken to the school office for the parent to pick up.

Celebrations and Treats

The PTO Room Parents provide treats to the students for the birthday of Mary (9/8), and for Halloween, Advent, and Valentine parties. The teacher is responsible for conferring with the Room Parents regarding celebrations. The times for the treats are usually the last half hour of the day. Parents should notify teachers before providing other treats. Birthday treats are limited to small treats and are generally given out at the teacher's discretion. Gum is never permitted on school property for maintenance reasons. Treats during "Brain Break" are to be healthy – raisins, dry cereal, grapes, veggies, and crackers are some suggested healthy snacks. Candy is not recommended.

Curriculum

Curriculum, broadly defined, includes all the guided learning experiences of the student under the direction of the teacher and school. The school curriculum includes the state curriculum from Indiana, which includes the new Indiana Academic standards, but is not limited by it. Student experiences and participation in the religious, intellectual, cultural, physical, social, and civic activities, both in the classroom and outside the school are part of the curriculum.

Dress Code

It is the primary responsibility of parents to oversee the appropriateness of dress for school functions. Dress codes for students should emphasize modesty and neatness in appearance. Gang symbols, colors, and gestures are always prohibited. (DoL D2000) All students at St. Mary Cathedral School wear the official LCSS school uniforms per the uniform code in the appendix. Any students violating the Uniform code will be given a verbal reminder. If the offense is repeated, a Uniform Code Violation sheet will be sent home to parents explaining the specific issue. Uniform Code violations may result in the loss of a N.U.T. or "Spirit Day" if not addressed promptly.

Field Trip Chaperones

Chaperones must have completed the Safety Protocol class before any contact with the school children. There should be at least one chaperone for every seven to ten students.

Grading Scale

- A = 94% - 100%
- B = 85% - 93%
- C = 75% - 84%
- D = 70% - 74%
- F = 69% or below

Guidance Services

Guidance services are available to every student in the school. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of your student. **See Appendix for Counseling Referral Form.**

Homework

Homework is assigned as a reinforcement of the learning at school. It is designed to be a means of review and of comprehension and enrichment of the subject matter. Ordinarily homework is not given on weekends. The approximate times students are expected to spend on homework are:

- Grade 1 10 to 20 minutes
- Grade 2 15 to 30 minutes
- Grade 3 20 to 40 minutes

Homework - Absence of Child

Parents may request homework by phone or note before 9:30 a.m. Parents may pick it up from the school office between 2:45 and 3:30p.m. Homework may also be sent home with a sibling if requested by a parent. Students absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. (For example, if they miss three school days, they will have three days to complete the missed work.)

Homework - Vacations

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

Media Center

Each class has a weekly library period. The library may also be used during the school day by supervised groups of students for special assignments. Books are considered overdue after one week and must be returned before students are allowed to check out new books. Students who lose or damage a book will be charged for the book replacement.

Learning Difficulties

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

It is recommended that a plan be developed for each student who has serious delays in basic skills and/or content. Students will be referred to the Response to Intervention (RTI) Team if the student is not responding to interventions provided by the teacher. An Intervention Action Plan will be created and followed by any students needing extra monitoring whether considered at risk or high ability.

Learning difficulties of students are diagnosed on a regular basis. Teachers or parents may request a Problem Solving meeting and/or an educational evaluation through Greater Lafayette Area Special Services (GLASS) for learning difficulties especially after documenting RTI results. Referral forms may be obtained from the office.

Conferences with the parents will be scheduled as needed to determine the best possible accommodations for their child.

Leaving School Grounds

Students may leave the school grounds with the parental permission.

Liturgical Devotions

The students will participate in various liturgical devotions according to the seasons and feast days of the Church such as: Advent, Lent, Holy Week, Feasts of Our Lord, the Blessed Mother and the saints. These devotions may include the rosary, Benediction, prayer services, Stations of the Cross and adoration of the Blessed Sacrament. Students lead Morning Prayer each morning over the P.A. and all students may contribute to the prayer basket to share their prayer intentions.

Students in grades 1 – 3 attend 8:15 a.m. Holy Mass twice a week. Kindergarten students attend Mass once a week for the “All School Mass”. The schedule follows:

Grade 1 – Tuesday

Grade 2 – Wednesday

Grade 3 – Thursday

Grades K-3 – Friday (unless a major feast is on a different day)

The All School Mass is usually on Friday, unless there is a special feast day during the week. Each grade is scheduled to participate in Mass with preparing an introduction, readings, psalm response, prayers of the faithful, ushering, and carrying offertory gifts.

Lost and Found

Articles turned into the school office are kept for at least one month. After that time they will be given away. Parents should mark all clothing articles with their child’s name so they can be easily returned to the rightful owner.

Lunch Time

The lunch period is twenty- five minutes. All food is to be eaten in the gym. Students must bring cloth towels for the lunch table. If a parent takes a child out for lunch, they must sign the student out at the office. St. Mary Cathedral School is not responsible for the students when they leave the premises.

N.U.T. Days (No Uniform Today) and “Spirit Days”

Occasionally the students are allowed to dress out of uniform for special days. Clothing worn for N.U.T. Day is to be neat and modest. Sleeveless tops are not permitted. Printing on t-shirts and sweatshirts is limited to religious, sports teams, vacation areas, and clothing name brands. Gang names and symbols are not allowed. The length of skirts and dresses should be not shorter than 3 inches above the knee. Modest shorts may be worn in August/September or May/June.

Private Parties

School is not to be used to distribute invitations to private parties unless the entire class receives an invitation. However a girl may invite just the girls in her class and a boy may invite just the boys in his class.

Recess

After eating lunch, students go outside to the playground for recess. Seldom a student remains inside during recess. However, a parent may send a note or a child may be told to stay in by the teacher in order to complete schoolwork.

Teachers or recess supervisors accompany the students when going out to recess. The teacher must meet the students outside and bring them in after recess. Two adult supervisors are on the playgrounds during recess time. Children go outside every day unless there is unseasonable weather. On rainy or extremely cold days, classes stay in their classrooms for indoor recess:

Violations of playground rules include:

1. Doing activities that may be dangerous to self or others or damage property..
2. The use of improper, vulgar, or disrespectful language.
3. Leaving the playground to visit others or retrieve balls or other objects.

4. Playing near the cars or on other people's property.
5. Fighting or rough play.
6. Disobedient and/or disrespectful to the supervisor.
7. Entering the building only with the supervisor's permission.

Action Taken on playground

- | | |
|-----------------|--|
| First offense: | student is given a warning by the supervisor. |
| Second offense: | student has time out for 5 minutes |
| Third offense: | student is sent in to office, playground notice given to parents |

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 Pastoral Office for Catechesis.

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 Pastoral Office for Education. Parent involvement is an important component of this curriculum. The parish pastor and associate pastor(s) visit the classrooms on a regular basis for instruction. (DoL E300)

Student Discipline

Atmosphere of Respect

To maintain an atmosphere of Christian respect, the teacher is firm, fair, and consistent in disciplining the students. Serious problems are reported to the principal. Students and teachers collaboratively write the rules of conduct for their individual classrooms.

Bullying

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

- Overt (intentional) unwanted, repeated acts or gestures including:
 - *Verbal or Written communication, or images* transmitted in any manner (including digitally or electronically)
 - *Physical acts* committed, *aggression*, or *any other behaviors* that are committed by a student or group of students against another student *with the intent* to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment
 - An "*objectively hostile learning environment*":

- places the targeted student in *reasonable fear or harm* to the targeted student's person or property;
- has a *substantially detrimental effect* on the targeted student's physical or mental health;
- has the *effect of substantially interfering* with the targeted student's academic performance; OR
- has the *effect of substantially interfering* with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school

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

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

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

- Peer conflict
- Horseplay
- Fighting

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

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 regular parent communications.

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.

Discipline Plan—PBIS

Each teacher develops a discipline plan for their classroom, which is posted in the room and turned into the office. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. If a child is sent to the office for constant misbehavior, classroom teachers will contact parents, informing them of any behavior concern.

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. (DoL D2000) All students at St. Mary Cathedral School wear the official LCSS school uniforms per the uniform code in the appendix.

Due Process

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents (or legal guardians) may be included in the discussion. Due process provides for a hearing, not a resolution. Disciplinary situations not able to be resolved at this level are to be presented and resolved at the level of the principal. The parent/student handbook should also provide families with procedures to follow in the case that problems cannot be resolved with the teacher and/or principal. (DoL D1200)

Ordinarily, a notice and hearing will be given in all major discipline situations. A student will be told what he/she did that was wrong and will be given a chance to be heard. Parents will be notified and a meeting set within a given time. If a student or parent thinks a punishment is unfair they have the right to:

- Discuss it with the teacher

- Talk with the principal
- Confer with the pastor
- Contact the Diocesan School Office

The pastor is the final recourse and may waive any disciplinary rule for just cause at his discretion. If a disagreement between the parent and the school results in the parent seeking civil litigation, the student will be excluded from class until the civil decision has been made. Due process provides for a hearing, not a resolution.

Firearms/Weapons

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

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. (DoL D1400)

Guidance Services

Guidance services are available to every student in the school. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of your student.

Harassment

Harassment by an employee or by one student to another is unacceptable conduct. Employees or students who engage in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

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. (DoL D1500)

Search and Seizure

The teacher and/or principal have the authority to search students and their property and seizes student's property which violates school policies if reasonable cause exists.

Seclusion and Restraint

St. Mary Cathedral School has adopted a Seclusion and Restraint policy in accordance with State guidelines. (*Diocese D1050 2/2015*)

Student Inspections - LCSS #120

Students are expected to comply with school regulations concerning items permitted on school property. School administrators and teachers have the right to inspect students' desks, lockers and articles carried upon their person and to seize and items judged inappropriate to be on school property. This is to safeguard the welfare of the student body and to maintain an environment conducive to the mission of the Lafayette Catholic Schools. It is the policy at the Lafayette Catholic Schools to use these rights sparingly and in a manner that reflects fairness and respects the dignity of each student. The schools emphasize that they operate from a position of trust and confidence in its students.

Suspension

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

Suspension - In School

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

Suspension - Out of School

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

Truancy (DoL D700)

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. (DoL D700)

Record Keeping

The teacher maintains accurate, complete, and correct records of daily oral and written work as required by diocesan policy and administrative regulation. All school records are written in black ink.

Access to Records - Non-Custodial Parent

A custodial parent is responsible for providing school related information to the non-custodial parent. Upon request, the school will provide all information to the non-custodial parent that is in accord with the decree of divorce, which is on file in the school office. It is the responsibility of the parents to inform the school of any changes in custodial arrangements, and to provide court custodial documents to the school to keep on file.

Attendance Records

Accurate attendance records must be kept and reported in a timely manner. Teachers note student absences on the attendance form on-line first thing in the morning. Daily absences are also noted on the Diocesan Pupil Attendance Record. This attendance record becomes a part of the student's cumulative record at the end of the school year. A parent/guardian is to notify the school by 9:00 a.m. if a child is not able to attend school and the reason for the nonattendance. If a parent has not called during this first hour of class, school personnel are to call the parent by 10:00am until the whereabouts of the child is determined.

If a child is absent 15 days, notification will sent to the parents or guardians informing them that the child's academic success is in jeopardy and of educational neglect. The academic performance of a student who has accumulated thirty (30)

or more days of absence is to be reviewed to determine if the student is ready for the academic work of the next grade.

It is recommended that a STAR (RTI) plan be developed for each student who has serious delays in basic skills and/or content. The plan is developed collaboratively among the teacher, principal, counselor and tutor if one is to be involved in implementing the plan. (DoLD600)

Attendance Notification

Parents are to call the school office to report a child's absence by 9:00 a.m.

Teachers are to enter absences into Harmony no later than 9:30 a.m. If the school office has not been notified of a student's absence, parents will be called to confirm that the student is not in school by 10:00 a.m.

Attendance - Half Day

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

Attendance - Tardy

A child is tardy if he/she enters the school after the 8:00am bell. School officially begins at 8:00am. Each child is allowed 5 tardies for unforeseen circumstances. After 10 tardies, parents will be notified of the instructional time lost, and the child will make up the time lost at recess.

Attendance - Truancy

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

- a. Refusal to attend school in defiance of parental authority,
- b. Accumulating ten (10) absences from school without justification over a semester; and
- c. Three or more judicial findings of truancy. (DoL D700)

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. (DoLD500)

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. 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. (Diocese D400 4/2011)

Report Cards

Report cards are to be issued four (4) times a year for each student. Report card grades are to represent a student's performance in class, on written and oral material, and teacher made or teacher administered tests. Report cards are to allow for assessing student behavior apart from academic performance.

- 1st quarter: report cards are given to the parent during a scheduled conference.
- 2nd quarter: report cards are given to the student in a special envelope that is to be signed by the parent and returned to the teacher.
- 3rd quarter: report cards are given to the student in a special envelope that is to be signed by the parent and returned to the teacher.
- 4th quarter: report card is given to the student in a special envelope at the end of the school year for the parents to keep.
- All report cards are filed in each child's cumulative folder at the end of the year.

Safety and Wellness

Accident / Illness

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

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. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

Asbestos

The Diocese, as the Local Education Agency is required by AHERA to ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

The asbestos inspection of the school is complete. A copy of the Inspection Report and Management Plan is on file in the principal's office and is available for review during the regular school hours.

Emergency Drills and Procedures

Emergency drills (fire, tornado, earthquake, lockdown) require that all teachers check the student roll to certify that all students have assembled at appropriate check points and report to a central place, the class, and the number of individuals present. All school personnel are to be knowledgeable concerning the means and procedures for conducting emergency drills. (Diocese F600 5/2014)

Emergency Plan

The Emergency Plan is available in the school office. (Diocese F500 4/2011)

Exposure Control Plan

An Exposure Control Plan is implemented in each school to address proper management of specific contact with blood or other potentially infectious materials and to limit or eliminate the number of exposures. (Diocese F800 4/2011) Available in the school office

Health and Nutrition Policy

St. Mary Cathedral School has a Health and Nutrition Policy in accordance with State guidelines.

Health Records – 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. (Diocese F1200 2/2015)

Health Records – Immunization Exemption

Indiana Code 20-34-3-2 requires that parents/guardians requesting an exemption for their child to submit: (1) a written document; (2) signed by the parent/guardian; and (3) delivered to the child's teacher or to the individual who might order a test, an examination, or treatment. A parent/guardian who chooses not to have a child immunized either because of religious belief or for medical reasons must submit a notarized letter to this effect. 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. (Diocese F1300 2/2015)

Health Screening

The school will conduct vision and hearing screenings as required by IC 20-34-3-12,13 and 14. The school shall report the screenings as required by the Indiana Department of Health and/or the Indiana Department of Education. (Diocese F1400 5/2013)

Illness of a Student

An ill child is to be sent to the principal or designee. After contacting the parent, the principal or designee will decide whether or not to have the child return home. The parent will provide the transportation home.

Illness - Medication

A student who requires medication including aspirin, or such like compounds, during school hours is to bring the medication 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 are to be properly labeled and secured in a locked place. 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.

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

- All medications are kept in the office.
- An exception to this may be made when the student's health condition requires immediate dispensation of medication in an emergency (e.g. inhalers for students with asthma).
- Medications prescribed for a student must come in the original container/package with pharmacy label and student's name affixed.
- All prescription and non-prescription medication must be accompanied by a parent note and must include:
 1. Name of medication
 2. Dosage
 3. Time
 4. For what purpose. (Diocese F1700 2/2015) **Appendix**

Illness - Communicable Disease

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.

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. The principal is to contact the Superintendent of Catholic Schools who will provide counsel on notification to other persons. 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 classroom teacher.

A written report documenting the accident is to be filed in the school office on the day of the accident/injury by the person responsible at the time of the occurrence. (Diocese F1900 4/2011)

Injury of Student

A written report documenting the accident is to be filed in the school office on the day of the accident/injury by the person responsible at the time of the occurrence. St. Boniface School complies with IC 20-34-7 regarding the education of the school community, prevention, diagnosis, and management of concussions and head injuries of students. (Diocese F2150 2/2015)

Meningococcal Disease

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

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

Pest Control and Potentially Hazardous Substances

St. Mary Cathedral School has adopted safe procedures for applying pesticides, herbicides, fertilizers, and the use of potentially hazardous substances in school buildings and on school grounds. (Diocese F850 5/2014)

Security

All school entrances are locked from the outside when classes are in session for the safety and protection of students and staff. Parents and visitors during the school day may enter through the side door and are required to check in at the office before entering classroom areas or the playground at recess time.

Smoke Free and Alcohol Free Environment

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

Appendix

Schedule for Teaching Catholic Prayers Preschool through Eighth Grade

Pre-K Grade	K Grade	1 st Grade	2 nd Grade	3 rd Grade
<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayer 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayer • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed • Hail Holy Queen • Eternal Rest Prayer

4 th Grade	5 th Grade	6 th Grade	7 th Grade	8 th Grade
<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed • Hail Holy Queen • Eternal Rest Prayer • Stations of the Cross • St. Michael Prayer • Prayer to the Holy Spirit • Act of Faith • Act of Love • Act of Hope 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed • Hail Holy Queen • Eternal Rest Prayer • Stations of the Cross • St. Michael Prayer • Prayer to the Holy Spirit • Act of Faith • Act of Love • Act of Hope • Memorare • Anima Christi 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed • Hail Holy Queen • Eternal Rest Prayer • Stations of the Cross • St. Michael Prayer • Prayer to the Holy Spirit • Act of Faith • Act of Love • Act of Hope • Memorare • Anima Christi • Peace Prayer • Nicene Creed • Angelus/Regina Caeli • Divine Praises 	<ul style="list-style-type: none"> • Sign of the Cross • Meal Prayers • Spontaneous Prayer • Our Father • Hail Mary • Glory Be • Angel of God • Morning Offering • Act of Contrition • Rosary • Apostles' Creed • Hail Holy Queen • Eternal Rest Prayer • Stations of the Cross • St. Michael Prayer • Prayer to the Holy Spirit • Act of Faith • Act of Love • Act of Hope • Memorare • Anima Christi • Peace Prayer • Nicene Creed • Angelus/Regina Caeli • Divine Praises • The Canticum of Simeon • Benedictus • The Magnificat 	

PRAYERS: Preschool through Grade 8

1. Sign of the Cross:

In the Name of the Father,
and of the Son,
and of the Holy Spirit. Amen.

2. Meal Prayers:

Before the meal

Bless us, O Lord and these Thy gifts,
which we are about to receive
from Thy bounty, through Christ our Lord. Amen.

After the meal

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

3. Spontaneous Prayer:

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

4. Our Father (Lord's Prayer):

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

5. Hail Mary:

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

6. Glory Be:

Glory be to the Father and to the Son
and to the Holy Spirit, as it was in the beginning,
is now, and ever shall be, world without end. Amen.

7. Guardian Angel Prayer:

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

8. Act of Contrition:

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

9. Morning Offering:

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

10. How to Pray the Rosary:

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

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

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

**After saying the five decades,
say the Hail, Holy Queen, followed by this dialogue and prayer:
V. Pray for us, O holy Mother of God.**

R. That we may be made worthy of the promises of Christ.

Let us pray:

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

Mysteries of the Rosary

Joyful Mysteries

The Annunciation

The Visitation

The Nativity

The Presentation in the Temple

The Finding of the Child Jesus after Three Days in the Temple

Luminous Mysteries

The Baptism at the Jordan

The Wedding Feast at Cana

The Proclamation of the Kingdom and the Call to Conversion

The Transfiguration

The Institution of the Eucharist

Sorrowful Mysteries

The Agony of Jesus in the garden

The Scourging of Jesus at the pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion and Death of Jesus

Glorious Mysteries

The Resurrection of Jesus Christ

The Ascension of Jesus to Heaven

The Descent of the Holy Ghost

The Assumption of the Blessed Virgin Mary into Heaven

The Coronation of the Blessed Virgin Mary, Queen of Heaven and Earth

11. Apostles' Creed:

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

12. Hail, Holy Queen:

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

13. Eternal Rest:

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

14. Stations of the Cross:

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

15. Prayer to Saint Michael the Archangel:

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

16. Prayer to the Holy Spirit:

Come, Holy Spirit
V. Come, Holy Spirit, fill the hearts of your faithful.
R. And kindle in them the fire of your love.
V. Send forth your Spirit, and they shall be created.
R. And you shall renew the face of the earth.

Let us pray:

O God, by the light of the Holy Spirit you have taught the hearts of your faithful.

In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

17. Act of Faith:

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

18. Act of Love:

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

19. Act of Hope:

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

20. Memorare:

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

21. The Anima Christi:

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

22. Peace Prayer:

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

and it is in dying that we are born to Eternal Life.

23. Nicene Creed:

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

24. Queen of Heaven (*Regina Caeli*):

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

Let us pray:

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

25. The Divine Praises:

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

26. The Canticle of Simeon:

Lord now you let your servant go in peace, your word has been fulfilled.
My own eyes have seen the salvation which you prepared in the sight of every people:

a light to reveal you to the nations and the glory to your people, Israel.

27. Benedictus (Canticle of Zachary):

Blessed be the Lord, the God of Israel; he has come to his people and set them free.

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

28. The Magnificat:

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name.

He has mercy on those who fear him in every generation.

He has shown the strength of his arm, he has scattered the proud in their conceit.

He has cast down the mighty from their thrones, and has lifted up the lowly.

He has filled the hungry with good things, and the rich he has sent away empty.

He has come to the help of his servant Israel for he remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever.

Date:

PARENTAL FIELD TRIP AND TRANSPORTATION NOTIFICATION AND LIABILITY WAIVER

We, the parent/s or guardian/s of _____ permit
(Child's Name)

our son/ daughter to attend the _____ being planned on

[Day] _____, [Date] _____ from [Time] _____ to
[Time] _____.

The purpose of this trip is _____

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

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

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

Parish Representative Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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

August 2016

To: All Parent, Legal Guardians, Staff, Teachers, etc.

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

More specifically, the Diocese, as the Local Education Agency (or LEA) is required by AHERA to:

Ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

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

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

O&M

Designated Person: Mr. Rusty Warwick

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

Sincerely,

Mrs. Kim Delaney
Principal

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LAFAYETTE CATHOLIC ELEMENTARY SCHOOLS **UNIFORM CODE 2016-2017**

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

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

Girls (K-6) Required Dress Uniform (required on All School Mass Days)

Elderwear: poly-cotton blue plaid keyhole jumper.

(length must be no shorter than 3 inches above the floor when kneeling)

Becky Thatcher: woven white blouse with Peter Pan collar with crest.

Every Day Uniform (non-All School Mass Days)

Elderware: (Mark Twain or K-12) white or navy knit short or long-sleeved polo shirts or white or navy long-sleeved knit turtleneck.

(Shirt tails must be tucked in at all times during the school day)

Elderware: (Becky Thatcher or K-12) navy blue dress pants or shorts.

(Shorts may be worn only during the months of Aug/Sept and May/June and must be no shorter than one's fingertips while standing)

Options to Required Dress and Every Day Uniform:

School Apparel: navy blue crew neck cardigan with four color LCSS crest.

School Apparel: navy blue sweatshirt with LCSS four color LCSS crest.

Boys (K-6) Required Dress Uniform (required on All School Mass Days)

Elderware: (Tom Sawyer) navy pleated dress pants.

Elderware: (Mark Twain or K-12) white knit short or long sleeved polo shirt with crest or white oxford button-down short or long sleeve shirt with crest.

(shirt tails must be tucked in at all times during the school day)

Every Day Uniform (non-All School Mass Days)

Elderware: (Mark Twain) white or navy knit short or long-sleeved polo shirt or white or navy long sleeve knit turtleneck or white oxford button-down short or long sleeve shirt. (Shirt-tails must be tucked in at all times during the school day.)

Elderware: (Tom Sawyer) navy pleated dress pants or shorts.

(Shorts may be worn only during the months of Aug/Sept and May/June and must be no shorter than one's fingertips while standing.)

Options to Required Dress and Every Day Uniform:

School Apparel: navy blue crew neck pullover with four color LCSS crest.

School Apparel: navy blue sweatshirt with LCSS four color LCSS crest.

Socks Must be worn at all times.

- Girls: Navy or white socks, or tights exclusive of decoration.
Leggings must be plain white or dark blue and come to the ankle (no lace!).
- Boys: Navy, white, or black socks.

Shoes Must be worn at all times. Sandals & dress boots are not permitted. Shoes must have a complete toe and heel.

- Girls: All white leather, plain low-cut sport shoe with no decorations; or a dark brown, dark blue, or black leather dress shoe.
- Boys: All black leather, plain low-cut sport shoe with no decorations; or a dark brown or a black leather dress shoe.

Accessories

- Girls: Jewelry and hair accessories must be plain.
Dangling or large size earrings or bracelets are not allowed.
Body piercings or permanent tattoos are not allowed.
Head scarves are not allowed.
- Boys: Jewelry must be kept simple; no earrings may be worn.
Body piercings or permanent tattoos are not allowed.
- Boys/Girls: Plain black, brown or navy belt must be worn with all clothing having belt loops. Belts are not required for Kindergarten students.

Make-Up No make-up may be worn.

Hair Styles

- Outlandish, extreme hairstyles and colors are not permitted.
Hair should be kept clean and well groomed.
Boys: Hair bangs should be no longer than touching the eyebrows. Hair length is not to exceed any longer than the top of the collar and mid-ear.

Clothing for Gym

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

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

Scout Uniforms

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

Offenses to the Uniform Code

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

Guidance News

August 2016

Dear Parents,

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

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

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

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

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

Sincerely,

Mrs. Lisa Cooley
MSW, LCSW, LSSW
School Social Worker
cooley@lcss.org
St. Mary School 742-6302

Mrs. Kim Delaney
Principal
kdelaney@lcss.org

Protecting
God's
Children

Meningococcal Disease

August 2016

Dear Parent/Guardian:

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

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. The current vaccine, MCV4 (Menactra TM) used to prevent Meningococcal disease, is licensed for use in ages 11 – 55.

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

The Indiana State Department of Health

<http://www.in.gov/isdh/23853.htm>

The Centers for Disease Control and Prevention

http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm

Academy of Family Physicians

<http://www.aafp.org>

Academy of Pediatrics

<http://www.aap.org>

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

Mrs. Kim Delaney

Principal

St. Mary Cathedral School

765-742-6302

kdelaney@lcss.org

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St. Mary Cathedral Playground Rules

Recess

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

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

Safety Procedures

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

Discipline

- Warning for first time offence
- Time out of second time offence for 5 minutes.
- Upon third offence student sent to office for written report with principal.

THE LCSS COMMUNITY PLEDGE

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

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

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

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

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

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

1. **Commitment to Community:** To actively and regularly participate in our family's faith community and worship services (i.e., weekly Mass) and to pray daily for our students, parents, teachers, coaches, staff, and administrators; to provide a home and school environment that models Christian morals and virtues and to further work cooperatively and collaboratively with teachers, coaches, and parents to provide a supportive community and home environments that are safe, supervised, and free from underage alcohol use, drug use, or access to inappropriate content via computer, TV, internet, or social media; to attend and participate in parent teacher conferences and school meetings; and to volunteer at school games and events.
2. **Commitment to Servant Leadership:** To foster each child, student and each other's personal relationship with Jesus Christ; to prepare our children and students to become Disciples and leaders in mission to and in the world; and to demonstrate a commitment to Christian service in our local, faith, and school communities through our commitment of time, talent, and treasure. To foster a genuine desire in our students to enhance the quality of life and wellbeing of others in their communities..
3. **Commitment to Respect:** To respect the dignity of each human person regardless of the person's race, religion, social, economic, cultural, or personal status, and to further promote a welcoming community; and to work cooperatively and respectfully with each other on matters of academic responsibility and discipline issues, encouraging our child(ren), students, and each other to accept responsibility for our actions, restore any injustice, and own the consequences of our actions.
4. **Commitment to Gratitude:** To remind our child(ren), students, and each other that all of our gifts come from God, to foster gratefulness for those gifts, and encourage all to seek Greatness in our words and deeds.

5. **Commitment to Humility and Understanding:** To seek first to understand and humbly foster resolution of conflict directly with each other and directly with parents, teachers, coaches, and administrators.
6. **Commitment to Wellness:** To promote the wellbeing of the entire self - body, mind, heart and soul - through prayer, exercise, moderation, self-control, modesty, and purity.
7. **Commitment to Patience and Perseverance:** To help our child(ren), students, and each other have the courage to push beyond perceived limitations and to have the patience and endurance to fight through the struggle.
8. **Commitment to Diligence:** To encourage our child(ren), students, and each other to work with careful, and planned persistence to ensure our God given talents will be fully discovered and maximized.
9. **Commitment to Integrity:** To seek the truth in our actions and words.

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

A100 MISSION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

The Mission of the Catholic people of North Central Indiana is to proclaim the Kingdom of God, to praise the name of Jesus and follow Him by:

loving God and our neighbor especially those in need;
 worshipping God as a faith community in word and sacrament;
 responding to ongoing personal conversion;
 teaching of the Gospel message in the Catholic tradition; and
 engaging in renewal, outreach, evangelization and ecumenical cooperation.

We, the people of the Local Church, gathered by the power of the Holy Spirit, are committed to responsible stewardship of our human and financial resources.

A150 MISSION STATEMENT OF THE CATHOLIC SCHOOLS IN THE DIOCESE OF LAFAYETTE-IN-INDIANA

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.

Parent/Guardian Signature Page



I have read the 2016/2017 St. Mary Cathedral Parent-Student Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Name (Print)

Date

Parent/Guardian signature

Date

SIGNED FORM DUE TO THE FRONT OFFICE BY AUGUST 30, 2016.

