



Our Family Guide to St. Monica School (Handbook) 2018-2019

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Email Address
Website

office@smsindy.org
www.smsindy.org

MISSION

As a diverse community, St. Monica School will provide the best Catholic education in a disciplined and caring environment; teaching students to invest in lifelong learning and service and inspiring spiritual growth as signs of God's love.

VISION

It is the vision of St. Monica School to aid students in the development of values, academics, self-discipline and spiritual growth, in order that they might serve as visible signs of God's love.

ACADEMIC PROGRAMS

All instructional programs meet the requirements of the State of Indiana regarding curriculum, instructional hours and personnel. Beyond the requirements for accreditation, we meet the needs of the individual student within a Catholic environment and value system. Our primary reason for existence is to provide a sound Catholic education. Emphasis is placed on the instruction of religion, prayer, and worship as well as academic excellence. Grades 1 through 8 attend Mass with their class every other week while the entire school celebrates Mass together weekly.

ADMISSION SELECTION CRITERIA

Beginning with registration in January each year, without exception, students registering for preschool who are age 3 or 4; or for kindergarten, who are age 5 by September 1st of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of previous grade. Birth Certificates are required for all new applicants. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the Principal according to the following categories in order of preference:

1. Returning students and their siblings whose tuition payments are current.
2. Children of registered parishioners
3. Non-parishioners

REGISTRATION

Registration for siblings and parishioners begins in January each year. The registration deadline for the following school year is posted online and in the newsletters. All applications are to be accompanied by a registration fee (per child), which is deducted from the total tuition. For families whose children are returning to Saint Monica School, any registration that is received after the deadline will be charged an additional administrative fee of \$50.00 per child. If the child is new to Saint Monica School, there is a processing fee (per student). The registration fees, the processing fees, and any administrative fees are not refundable once the student has been accepted to St. Monica.

ADMISSION & TUITION

For current information on admission and tuition please see our website at: <http://stmonicaindy.org/school/admission/>

Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

Nondiscrimination

The School Commission, Administration, and the Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to understand and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

ACADEMIC REGULATIONS AND PROCEDURES

Academic rules at St. Monica are designed to implement our philosophy and to benefit the children by providing them the opportunity to achieve maximum academic and personal growth. We are particularly proud of the fact that in recent years, nearly 100% of our graduates finish high school and over 80% of our graduates eventually go on to college.

GRADING

The grading system used consists of achievement scores, which are summarized below, and appropriate codes for effort, level of work, skills development, work habits, and behavior. Teachers are responsible for the grading of their students based on daily written and oral work, homework assignments and tests. All records are maintained in the interest of the children and are held in strict confidence. Report cards are issued quarterly in November, January, March, and June. Please follow their progress using your login and password at <https://harmony.smsindy.org>

Indianapolis Archdiocese Academic Achievement Guidelines:

A = 95-100 B = 86-94 C = 76-85 D = 70-75 F = 69 or Below I = Incomplete

CONFERENCES

Since education is a cooperative effort between home and school, parent/teacher/student conferences are an important and necessary component of the educational plan. Scheduled conferences are held throughout the school year. Every effort should be made for at least one parent to attend the conferences. Either parent or teacher may request additional conferences as the need arises. Occasionally, telephone conferences may be appropriate and more convenient for all concerned.

HOMEWORK

Daily homework is designed to be a constructive tool in the learning process. Time spent by a child on homework should rarely exceed the times listed below but if it does, then it is possible that the child is not completing the work in school. Assignments are not generally given over the weekends or holidays, but students are free to take books home for extra work and study, or to work on long-range assignments.

Grade 1=10 minutes, Grade 2=20 minutes, Grades 3-4=35 minutes, Grades 5-6=60 minutes, Grades 7-8=60-90 minutes

Parents are expected to:

- Check the Harmony website at <https://harmony.smsindy.org/> on a regular basis to keep current with your child's subject grades, homework assignments, discipline actions, and class messages. Parents of students in 6-8th grade need to check <https://schoolology.smsindy.org/> for similar information.
- Contact the teacher with any questions about homework, grades, and progress
- Be aware of all homework assignments (usually by checking student assignment notebook daily and by checking Harmony).
- Provide their children with quiet time and a suitable place to study.
- Show a positive interest in homework and in all schoolwork.
- Serve as a consultant about problems, but have your child do the work.
- Assist in making resource materials available (library).

A parent can help his or her child become aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper and other necessary materials.
- Be an active participant in class: listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.

If a child is absent, it is the child's responsibility to get all of his/her missed work. One day is given for each day absent to complete missed assignments. Assignments turned in after the allotted time may be counted as late work.

Examples:

- A child misses school on a Monday. The child is responsible for getting all of his/her missed assignments on Tuesday. All missed assignments should be turned in on Wednesday.
- A child misses school on Monday and Tuesday consecutively. The child is responsible for getting all of his/her missed assignments on Wednesday. All missed assignments should be turned in on Friday

DRESS CODE

For our dress code go to: http://stmonicaindy.org/mediafiles/uploaded/d/0e6458187_1526468777_dress-code.pdf

DAILY SCHEDULE

The school day begins promptly at 7:45 a.m. Students are expected to be in their homerooms and ready for class by 7:30 a.m.

No students are permitted in the building before **6:45 a.m.** If a student arrives between 6:45am and 7:30 a.m., (s)he is to report to the Emmaus Center (Café), where they will be supervised by SMS staff. They will be released to classrooms at 7:30am.

Dismissal is at 3:00 p.m., and all students are to be off school property by 3:15 p.m. unless enrolled in Aftercare, with an adult for tutoring, or participating in an after school enrichment class or activity. If parents find it impossible to pick children up at 3:00 p.m., they should register for Aftercare.

Any child who has not been picked up by 3:15 p.m. will be sent directly to Aftercare and the daily Aftercare rate will be charged.

RELEASING A CHILD

Under no circumstances will a child be released to anyone except a parent or guardian, unless prior written permission has been secured from the principal, a written request of the custodial parent has been made, or the person is listed on the Emergency Contact. Non-custodial parents have the right of access to information regarding the child's schooling unless a legal restraining order has been provided for our files.

VACATIONS

Family vacations should be scheduled when school is ***not in session***. Occasionally when a child must accompany his/her parents out of town, the following procedure will be followed to ensure that the child's schoolwork continues. Please see our website for information on parent pre-arranged absence (PPA).

ABSENCES, TARDINESS, AND/OR ILLNESSES

Students are expected to be in school and on time when school is in session. This means students should be in their seats at 7:45 when the bell rings, or they will be considered tardy.

Upon return to school after an absence, a written note must be given to the teacher, from the parent or guardian, giving the specific dates and the reason. Students are responsible for making up missed assignments. Parents may request homework between the hours of 8:00 a.m. and 2:00 p.m. Each absent student must be reported by phone (255-7153 ext. 9), or email office@smsindy.org, to the school office before 8:00 a.m. Parents will receive a phone call by 8:30 if a child has not been reported. An absence of more than three days due to illness requires a written explanation from the child (ren)'s physician.

We ask that all appointments (including doctor's and dentist's) be scheduled after school hours. If it is impossible, and a student must be excused during school hours for a doctor or dental appointment (or some other legitimate reason) credit will be given for the portion of the day attended, provided written confirmation of the appointment is presented. If a student misses an entire morning or afternoon session, this will be considered a half-day absence, otherwise the student will receive a tardy.

Any time a student leaves school early, the parent or guardian **MUST** come into the Rotunda and sign them out. Students arriving late (after 7:45) must be accompanied by an adult and signed in at the Rotunda desk or the school office. **ALL** students must obtain an admission pass from the Rotunda greeter to be presented to their teacher.

ABSENCE

5-9 Absences

- A copy of this policy will be placed in the student's file. Once your child obtains a total of seven (7) absences, a letter may be sent to the Marion County Juvenile Court and/or Child Protective Services for information purposes only.
- If you have documentation of your child's absence(s), please send it in the office and your child's attendance record will be appropriately amended.

10+ Absences

- A conference with the principal is required.
- A certified letter will be sent to the parent/guardian, Marion County Juvenile Court, and/or Child Protective Services notifying them of the student's truancy.

TARDY

Students are to be in the classroom and ready for school at 7:45 a.m. We recommend that students arrive prior to 7:35 a.m. to have time to get settled in and organized for the day. Junior High Students will be marked tardy if they are not seated at the 7:45 bell.

Students who are tardy must have an adult sign them in at the Rotunda and will be issued a tardy slip to permit the student into the classroom. When students are late arriving to school due to a doctor or dental appointment, a pass from the doctor must be presented upon arrival.

D5-9 Tardies/Early Dismissals

- A warning letter will be sent to the parent/guardian and a copy placed in the student's file.

10+ Tardies/Early Dismissals

- A letter will be sent to the parent/guardian and a copy placed in the student's file.
- A conference with the principal is required.

The goal of St. Monica is for children to be present in school every day. We will work with parents of a student with a *chronic health condition* to determine an appropriate attendance program for that child. DD DD

BEFORE AND AFTERCARE

For information on before and aftercare opportunities, go to:

<http://stmonicaindy.org/school/about-us/before-after-school-care/>

ATHLETICS

<http://stmonicaindy.org/school/family/athleticscyo/>

DROP-OFF and DISMISSAL PROCEDURES

Refer to http://stmonicaindy.org/mediafiles/uploaded/d/0e6458317_1502419120_drop-off-and-pick-up.pdf.

IN-SCHOOL ACTIVITIES

Participation in the various programs of our school is encouraged in order that children will foster school spirit, develop a sense of fair play, and make use of special talents. However, school related activities and extracurricular activities should never interfere with the primary purpose of a St. Monica education as outlined in the School Philosophy.

STUDY TRIPS

Study trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **In order for parents to attend field trips, and help supervise the children, please see the section "Volunteers" for the requirements. 8th graders attend a class trip in April, usually to Washington DC. Details about this trip are communicated throughout the school year. The location is subject to change.**

BIRTHDAY BOOK PROGRAM

As part of the Library program, children are encouraged to purchase (for \$10) a Birthday Book for the library. The contributing child will be the first to borrow their book from the library, and the book will have a bookplate with the child's name listed as the sponsor. The library volunteers and teachers are willing to suggest titles. This is a wonderful way to nurture and foster a love for books and reading.

LUNCH PROGRAM

Students have 2 options for eating lunch:

1. Students may bring their own lunch from home. Milk is available for 50 cents.
2. Students may purchase hot lunch. The school lunch staff serves meals every day for \$2.90 per meal for students. (Subject to change). Adult lunches are \$2.75. One carton of milk is included with the lunch. **Extra milk is \$.50 per carton.** A PBJ sandwich or a chef salad will be available as supplies permit, as an alternative to the main entrée. Students in fourth through eighth grade may buy seconds on entrees. These usually cost \$1.00. Students should not leave the building to eat lunch. If a parent would like to eat lunch with the student, the parent is welcome to come to school to eat, either to just sit with the student or buy a lunch to eat. Birthdays and other celebrations should not be celebrated during the lunch period (see section regarding "parties"). Parents should not bring lunch to the student from restaurants.

MENUS

For lunch menus, go to: <http://stmonicaindy.org/school/menus/>

LUNCH PAYMENTS

So that the students don't have to carry money with them, each child will have a lunch account that will be charged each time they receive a lunch or buy milk. Parents must keep this account balance in the positive, since it is a pay-ahead program. Enclose your cash, check, or FACTS voucher made out to ST. MONICA SCHOOL LUNCH PROGRAM in an envelope labeled "lunch program" and send to the office. On the envelope, write the name of the student(s) for whom you are paying. Families with more than one child may write just one check, but please note on the envelope how much money goes into each child's account. Families Because we participate in the Federal school lunch program, each student is required to have his/her own account number. If a child forgets his/her lunch and needs to charge a meal for that day, (s)he may do so, but meals are NOT to be charged on an ongoing basis. Applications for free or reduced meals will be sent home with each family at the beginning of the school year.

Students may not bring soda for their lunch beverage. Students who are bringing a sack lunch from home are encouraged to include healthy choices.

CELEBRATIONS/PARTIES

If a child is planning a party outside of school time, invitations are not to be distributed in the classroom unless every child in the class is to receive one. It is hurtful for those excluded to witness classmates receiving party invitations. **Birthday Treats: Please do not bring treats, etc. to the classroom for your child's birthday. Check with your child's teacher about how birthdays are celebrated, usually no more than once per month,** in order to achieve compliance with the Archdiocese Wellness Policy. Celebration snacks that are brought to the monthly celebrations should include healthy food choices and drinks, and food allergies of classmates might also need to be considered. Always check with your child's teacher.

SCHOOL HEALTH CARE

More detailed items are included on the school website at <http://stmonicaindy.org/school/resources/nurses-forms/>

ILLNESS

It is important that each child be at school every day that he/she is well. It is also important that a child be kept at home when ill.

- Students must be fever free for 24 hours, without the use of fever reduction medication. Students with temperatures above 100 degrees will be sent home.
- Students must not have vomited or had diarrhea for 24 hours before returning to school.

EMERGENCIES

The St Monica Student Health/Emergency Form must be turned into the school office no later than the first day of school. It is imperative to update the status of your child's health throughout the year. For example, notify the office if your child has a newly diagnosed health disorder such as a bee sting reaction.

In case of serious accident or sudden illness, parents are notified immediately. It is imperative that you keep your emergency information form up to date with any changes in telephone numbers so the office can reach you at any time. It is the parent/guardian's responsibility to keep the school informed on how to contact you should you be out of town.

In cases of emergency, the student will be transported to a hospital by ambulance.

IMMUNIZATIONS

A copy of all student immunization records must be on file at school. Adequate documentation includes the following: a copy from your healthcare provider, department of health, state registry or an immunization record from another school. SMS follows the immunization requirements of the Indiana State Department of Health. A copy of the Indiana State Department of Health immunization requirements quick reference guide is available on the school website under "Nurse's Forms" or on the Indiana State Department of Health's web site: www.isdh.com.

No student will be permitted to attend school for more than 30 days beyond enrollment unless the student is fully immunized or has begun their immunizations AND provides a schedule for the completion of their immunizations. The records must have **exact dates** for when the immunizations were given. It is not acceptable to write "up to date." The only exceptions to this requirement are students who have medical reasons for not having their immunizations complete or for students whose parents have religious objections.

*Students who have medical contraindications for immunizations must have a written letter from their family doctor stating the reason for the medical contraindication, the student's name, the date and be signed by the physician.

Their family doctor must update the written letter annually.

*Parents with religious objections for immunizations must submit a written letter explaining their religious objections.

The written letter will be kept on file and must be updated annually.

MENINGOCOCCAL DISEASE AND THE HPV VACCINE

Indiana law requires that parents be informed about meningococcal disease and the vaccine every year. This information is located on the school website under Resources/Nurse's Forms. Indiana law also requires that schools inform parents of 6th grade girls about the HPV vaccine and distribute a confidential survey (Human papilloma virus). This information is distributed during the first quarter of the school year.

VISION AND HEARING SCREENING

The Marion County Department of Health will perform hearing screening for all students in grades 1, 4, 7 and vision screening for all students in grades 1, 3, 5 and 8. Vision and hearing screening will also be administered to all students new to Marion County, all students with special education plans and those suspected of having vision/hearing problems.

SNACKS

Students in grades 2-8, whose classes do not serve class-wide snacks, are permitted to bring a healthy snack to school. The teacher has the right to decide when is the most appropriate time for consuming the snack. Students are encouraged to bring healthy snacks like fruits, vegetables, whole grain crackers, or whole grain granola bars. Snacks not permitted at school include: chips (including baked chips), cookies or other desserts, any snack that the teacher deems too messy, and soda or other sweetened drinks. Teachers have the right to confiscate any snack that they deem to be inappropriate.

Students are also permitted to keep water bottles at school, however they can only contain water. Soda and other sweetened beverages are not acceptable in water bottles or for in class snacks.

WELLNESS POLICY

Please see our website <http://stmonicaindy.org/school/resources>

CONFIDENTIALITY

All medication/health forms, medical emergency forms and health information will be kept in a secure location to ensure privacy and confidentiality. Principals, school nurses and administrators in charge must ensure the confidentiality of all medical information entrusted to them and share this with other staff and volunteers only on a professional "need to know" basis as necessary for treating the child. All prescription medication shall be kept in an appropriate and secure locked cabinet.

EMERGENCIES/CANCELLATIONS

FORMS

It is CRITICAL that we have a CURRENT COPY OF THE EMERGENCY CONTACT FORM & HEALTH INFORMATION FORM for your child (ren) on file in the office. Families will receive this form after they pay their registration and processing fees, as well as have been accepted to the school.

EMERGENCY DRILLS

The school is required to have regular disaster drills. Fire drills are conducted once a month and tornado drills are conducted twice each semester. Escape routes are posted in each classroom. Evacuation and Lockdown drills will be conducted periodically.

Our policy is to put dismissal on hold when there is a threat of a severe thunderstorm or tornado. *If you arrive and students have not left the building, we hope that you will come in as well, for shelter and access to weather information.* Children will not be released until warnings are lifted.

During tornado drills, each classroom goes to a designated area within the building. All children kneel, in an egg position, with heads covered and facing the wall.

For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Evacuation procedures are similar to fire drills, however once reaching a safe area outside, the staff and students would proceed to Bethesda Church on the North side of the playground. Lockdown drills are conducted in classrooms.

Students are expected to observe silence at all times during these drills.

CANCELLATIONS

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crises. The faculty and administration are aware of the hardship on students and parents alike which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

All families must sign up for the Remind 101 instant message system. Follow our directions for signing up on the Remind101 instant message system located at <http://stmonicaindy.org/school/resources/>. This system will give you a direct email or text message alerting you to cancellations and other important information throughout the year.

Every practical means is used to notify parents of an impending cancellation. Our primary source of communication is the Remind instant messaging system. We will contact all three television networks (WISH T.V. (8), WRTV (6) and WTHR (13)). You may view the Channel 6, 8, and 13 web sites for this information as well.

You should look specifically for “St. Monica School” or “Saint Monica School” because we don’t always follow the plans of the township schools.

If possible, we will post a note on the upper left side of our home page www.smsindy.org letting you know of delays and cancellations, it will be added to the family calendar, and we will leave a message on the school phone line, 255-7153. In unusual circumstances where school must be cancelled during the school day, we will notify parents via remind system, email, and telephone.

COMMUNICATION

VISITORS

All parents and other visitors are required to enter the building through the main entrance and sign in at the desk in the Rotunda or in the school office. Visitors will be given a visitor's pass, which needs to be displayed in a visible location on your person. You will need to sign out when leaving the building.

PHONE CALLS-TO/FROM STUDENTS & TEACHERS

Students are not ordinarily permitted to make phone calls during school hours. **Important calls must be made from the school office** with the permission and approval of the teacher and office personnel. Cell phones or other devices to call, text, or email are not to be used by students during the school day. *Please see the section “Items Not Acceptable at School.”

Parents who wish to speak to a teacher may do so after school hours by prearranged appointment or leave a phone message by calling the school office at 255-7153 ext. 0. You may also email the teacher directly using this format: firstname.lastname@smsindy.org.

FORGOTTEN ITEMS

A parent bringing a child’s forgotten items to school should bring them to the school office. Books, lunches, musical instruments, or other personal items SHOULD BE CLEARLY LABELED WITH THE CHILD’S NAME AND ROOM NUMBER.

NOTICES AND BULLETINS

Notices and bulletins from teachers, administration and sometimes from outside sources (camps, sports organizations, etc.) are sent home with students throughout the year. Important news and hard copies of announcements are normally sent home on Wednesdays via backpack mail with the YOUNGEST OR ONLY CHILD IN EACH FAMILY. The "St. Monica Report" is sent home via email every Wednesday. This report contains important news and a message from the Principal.

Parents and students may submit announcements and articles for the emailed "St. Monica Report" and/or the daily emails via an email sent to office@smsindy.org. There is no specific deadline for submitting articles, but we can't promise your item will make it in that day's email if it is submitted at the last minute. All items should be typed up exactly as you want them to appear.

To keep our email database current, make sure to let us know of any changes in your information.

VOLUNTEERS

St. Monica School relies on many parents to volunteer their services preparing lunches, making copies, assisting teachers, serving as room parents, playground supervisors, fund raisers and a variety of other valuable services. The education of our children is a shared effort. We encourage parents to give of their time and talents in assisting teachers throughout the year. Students are expected to show the same respect and cooperation with parent volunteers as is shown any staff member.

Those who volunteer are required to have Safe & Sacred training and a background check, processed through the school office. See the school office for details. The training can be found at

<https://safeandsacred-archindy.org/login/index.php>

SERVICE HOUR REQUIREMENTS

St. Monica School families are required to complete a minimum of 25 service hours per school year. All hours are self reported at <http://stmonicaindy.org/school/>.

ITEMS NOT ACCEPTABLE AT SCHOOL

ELECTRONIC DEVICES

Students may not carry cellular phones, ipods or any other portable communication/listening devices on their person from the time they exit the car until the time they get in the car. Such items must stay in the student's locker or backpack, powered off, from the time they arrive at school until dismissal. If the student is staying for aftercare, this policy still applies, until his/her parent/approved pick-up person picks up the student.

St. Monica School/Parish is not responsible for loss or theft of ANY personal items.

TOYS, MONEY, VALUABLES

Toys may not be brought to school. Nor should valuables and/or money be brought to school. **The teachers and/or administrators have sole discretion in determining what is not appropriate during the hours of 6:45 a.m. and 6:00 p.m., even if that item is not specifically listed here.**

CONSEQUENCES OF CARRYING/USING UNACCEPTABLE ITEMS DURING THE HOURS OF 6:45 a.m. and 6:00 p.m.:

1st Offense: a staff member will confiscate the unacceptable item and turn it into the school office. The item will only be released to a parent/guardian. The student will receive a consequence for the offense.

2nd Offense: same as 1st offense, but student **must have served the detention BEFORE** the item can be released to the parent/guardian.

3rd Offense: item will be confiscated, and student will serve an **out-of school suspension.**

- Any additional offenses will be handled at the sole discretion of the administrator(s) and could result in immediate expulsion of the student.
- These offences accumulate from the beginning of the school year, to the end (they do not renew each quarter).

****Weapons and other dangerous items will be handled at the sole discretion of the administrator(s), and could result in immediate expulsion of the student, even on the first offense.**

COMPUTER/MEDIA PROCEDURES

Permission to Publish on the SMS Website

SMS uses web pages to publicize information about the school, news, and good things happening at our school and the great work that our students accomplish. If the student or his/her parent **DOES NOT** want the student's name or photo published on the SMS website, you must request in writing to the school office each school year. You may inquire about how we use information in the school office.

St. Monica Catholic School Acceptable Computer Use Policy Policy Guidelines

Computer, network and Internet access is a service provided on campus to the staff, students, and families of St. Monica and is intended for school-related purposes (such as communicating with other schools, suppliers, and colleagues to research relevant topics and to obtain useful educational information). When determining whether the use of a computer is appropriate, one may ask: "If I were doing this same activity in some other way (e.g. telephone, library, in person, by hand), would this activity be considered inappropriate?" Additionally, use of any computer should not cause incremental expense to St. Monica Catholic School, nor should St. Monica Catholic School's time be wasted. Users should not send mass mailings or run private businesses at the expense of St. Monica Catholic School without proper permission. When accessing the computer, network, and Internet at St. Monica Catholic School, all existing local, state, federal laws as well as St. Monica policies must be followed including those that deal with intellectual property protection, privacy, sexual harassment, data security, and confidentiality.

Detailed Computer Policy Provisions

1. St. Monica Catholic School computer access is provided to staff and students for the purposes of study, research, service and other activities, which must be used in the conduct of official school business or in furtherance of the mission and purpose of St. Monica Catholic School.
2. Each staff and student using St. Monica's computer, network, or Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities such as online discussion boards, educational-related chat communities, instant messaging clients, etc.
3. Computing, network, and Internet resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or local jurisdiction in any material way.
4. Staff and students have no right of ownership or expectation of personal privacy to their Internet usage, including personal computers or laptops while on the St. Monica campus. It is possible to monitor network and Internet usage, and St. Monica Catholic School reserves the right to inspect any and all network traffic and files at any time. St. Monica Catholic School reserves the right, without notice, to limit or restrict any computer, network or Internet usage.
5. Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using St. Monica Catholic School network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
6. Computer, network, or Internet access shall not be used to run a personal business, gamble, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
7. No user may use St. Monica Catholic School computer, network, or Internet access to post messages to web message boards, chat rooms, "weblogs," "listservs," or other Internet communication facility, except in the conduct of official school business or furtherance of the St. Monica Catholic School's mission.
8. No one may use St. Monica Catholic School facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the network or Internet may be used only in ways that are consistent with their licenses or copyrights.
9. No one may use St. Monica Catholic School facilities to monitor use of computing or network resources by any other individual, or perform any probing, scanning, "sniffing," or vulnerability testing, except as otherwise provided by St. Monica Catholic School policies or law.
10. No one may use St. Monica Catholic School computer, network, or Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

11. No one may install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures St. Monica Catholic School may have in place, except as otherwise provided by St. Monica Catholic School policies. Infractions of these policies constitute misuse of St. Monica Catholic School assets and therefore are considered violations of St. Monica Catholic School Code of Conduct and may result in disciplinary actions sanctioned under relevant provisions of St. Monica Catholic School Rules and Regulations.

Ethical Treatment of Information Resources

While St. Monica supports the concepts of free and open inquiry and encourage widest possible sharing of information, we must always insist on high standards of ethical behavior and compliance with laws relative to software and intellectual property rights. This is a reminder of St. Monica policy on the ethical treatment of computing and related resources.

SOFTWARE AND INTELLECTUAL RIGHTS

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against members of the academic community. This St. Monica School policy requires the respect of intellectual property rights. Copyrighted documentation and software may not be duplicated, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form in whole or part without prior written consent from the owner of the copyright.

Direct questions regarding this policy to the Principal.

NOTE: This statement has been adopted by EDUCOM, a consortium of colleges and universities, and ADAPSO, the Computer Software Services Association. Permission has been granted for its use. This policy applies to all members of the St. Monica community and refers to standalone or networked electronic information resources whether individually controlled or shared. The policy is also meant to prohibit the purposeful introduction of a computer virus into media or systems. Violation of any of the provisions of the above policy, license agreements or laws dealing with software and intellectual property rights is unethical and unacceptable and is considered grounds for disciplinary action up to and including termination and/or filing of criminal charges.

St. Monica Catholic School Policy on Student Use of the Internet and Other Media

St. Monica Catholic School appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which St. Monica facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the Internet. Our separately-published *Computer Use Policy while at St. Monica Catholic School* describes the School's policy in regard to the use of school computers and how we maintain the integrity of our system and ensure that it is used properly. This *Policy on Student Use of the Internet and Other Media* has been established to supplement our *Computer Use Policy while at St. Monica Catholic School*. Outside of School, St. Monica parents and guardians bear responsibility for the same guidance regarding Internet use as they exercise with information sources such as television, telephones, movies, and other media. We have no way to monitor how our students use the Internet at home or how they use other communications or electronic media, nor does the school have any interest in monitoring such use. However, we do expect that in using the Internet and other media, both at home and at school, students will act lawfully (for example, use of illegal gambling sites is not acceptable). Additionally, we expect that students shall, at all times both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Code of Conduct. This is particularly important in regard to information and data that may be placed on the Internet or communicated via other media relating to students, faculty members, staff, and in regard to St. Monica Catholic School itself. Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in an Internet blog or chat room, or whether he/she uploads any video or other content. The same holds true in regard to a student's decision to access the Internet to create a personal profile or to comment on any other individual or the school. On the other hand, information placed on the Internet and data sent via other

communications media (i.e., email) can easily end up in the public domain. We assume that every individual using the Internet knows that the absolute privacy of information and data placed on the Internet and sent electronically can not be guaranteed. Undoubtedly, if a student fails to act responsibly in that regard the information and content placed on the Internet or communicated via other media can have a seriously harmful effect on others. There is no practical way for us to predict every future technological advance that will affect and change the Internet. Indeed, the Internet as we know it today may bear no resemblance to what it is even five years from now. What we can assume is that the opportunities to access and use the Internet and other communications media will be ever-expanding and made easier for everyone. While we can not and have no desire to monitor any individual's non-school use of the Internet and other communications media, we do have an appropriate interest in ensuring that all individuals associated with the school are treated with respect and dignity at all times (again, consistent with our Code of Conduct). This is a serious responsibility that each student accepted upon his/her enrollment at St. Monica. It is a responsibility that students owe to their peers, faculty members, and staff members. As all students are aware, the school cares just as much about how students behave at off-campus and non-school related events and functions as we do regarding their school-related conduct. In view of the school's expectation that students will adhere to our Code of Conduct and act responsibly at all times, we want to make it clear that the Code of Conduct is applicable to the use of the Internet and other communications media outside of school. Accordingly, the following standards should be adhered to by students in connection with the use of the Internet and other media and in regard to content placed on the Internet and other media regarding a student's peers, faculty or staff members, or the school:

- a. Content may not be pornographic, obscene, or lewd, nor may it contain sexual innuendo or sexually-explicit material;
- b. Content may not be potentially or actually defamatory, inflammatory, abusive, threatening, harassing, invasive of privacy, or injurious;
- c. Content should be free of racist, sexist, prejudicial, or otherwise objectionable material, including personal attacks against others;
- d. Content may not be of a kind that may cause or does result in harm, injury, embarrassment, or disruption to the school;
- e. Content may not include personal contact information (i.e., address, telephone) regarding any other person without the prior authorization of that person;
- f. No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily);
- g. Content and the use of the Internet and other media may not be in violation of any local, state, or federal law. When deemed appropriate by the school, we will notify law enforcement agencies if necessary to protect members of the St. Monica community; and
- h. All content must be in compliance with the school's Code of Conduct. Any violation of this policy may result in disciplinary action as deemed appropriate by the School, up to and including expulsion. We also rely on all students to take reasonable steps to ensure that no violation by any of their peers occurs. Our assumption, in establishing this policy, is that the overwhelming majority of students use the Internet and other communications media in an appropriate manner. Moreover, they do so without regard to whether the school has established any policy relating to such use. Instead, they understand that freedom of expression carries with it certain important responsibilities that should be adhered to as a matter of personal ethics. Our hope is that we never have to investigate or take action in response to a violation of the above policy. If any student has any questions about this policy, he/she may contact our Principal. Similarly, if a student has any concern regarding whether certain content should be placed on the Internet or other media, he/she is encouraged to consult with our Assistant Principal, prior to doing so in order to avoid any future issue.

St. Monica School Acceptable Use Policy FAQ

Q: Who will enforce the policy?

A: All St. Monica teachers and staff.

Q: Whom can I talk to if I have questions about the Acceptable Use Policy?

A: Please contact the Technology Director, Principal or Assistant Principal with any questions about the policy, or about St. Monica's use of computers in the curriculum.

Q: Are you going to prevent my kids from seeing stuff they should not see?

A: We cannot guarantee this. However, St. Monica has taken preventive action in the form of a content filter(s).

Q: If I do not agree to allow my child access, will he/she still be responsible for that work?

A: Yes. The teacher will substitute similar work to account for the skill that is being taught, if possible.

eReader & Tablet use

We are allowing the use of tablets including Nook, Kindle, iPad and android for the purpose of reading. Students may not play games, load or download any software, music, pictures, etc. while on St. Monica grounds unless directed and supervised by a teacher. The eReader/tablet is to be used following all St. Monica School guidelines currently in place for technology use. SMS reserves the right to disallow the use of student owned devices if the devices distract from academic success. We have chosen to allow such devices in order to promote academic success through increased reading and participation. All tech usage rules remain in effect. At this time, we are not allowing the use of any 3G/4G device due in part to our inability to provide a safe and secure cyber environment. Phones are not permitted at any time and should be off before getting out of the car in the morning until they get in the car in the afternoon. No personal devices are permitted during early morning drop off in cafeteria.

GRIEVANCE PROCEDURES

Step 1: If a family has a question, concern or grievance against a faculty member, etc., the family must meet with the faculty member to try to resolve it; if the grievance is not resolved, we go to Step 2.

Step 2: The family then puts the grievance in writing and submits it to the faculty member, asking for a written response, within 7 school days. If the response is not sufficient to solve the grievance, we go to Step 3.

Step 3: The family/teacher can request a meeting with the Principal. The request is made in writing with copies of all documentation included for the Principal's review. The Principal contacts the other party for their documentation, etc. The Principal will read the submitted material, then set a mutual meeting date with both parties within 7 days of receipt of all written material.

Step 4: The Principal listens to both sides, reviews the material, and then renders a written judgment to both parties within 10 calendar days.

Step 5: If either party is still dissatisfied, a written proposal can be presented to the School Commission Executive Committee for placement on the next month's agenda of the St. Monica School Commission. If the grievance is still not resolved, a meeting is held with the Pastor of St. Monica Parish.

Step 6: The next step is a meeting with all concerned parties and the Pastor of St. Monica Parish. He will listen to both views then render a decision. If either party is still not satisfied, the following steps are followed:

**The Principal requests the Archdiocese Superintendent of Schools to review the complaint.

**The Principal will schedule a meeting within one week of the receipt of the review. Participants will be the Parent, the Principal, and an Archdiocesan Representative.

**The Principal will make a decision within one week, which shall be final. The Parent will review copies of this final decision.

DISCIPLINE POLICY

At St. Monica we will educate children in our Catholic faith through the Gospel virtues as well as provide a learning environment that will assist children in developing spiritually, intellectually, emotionally, physically, and socially. Discipline is a necessary ingredient. The root word of discipline is *disciple*. When God disciplines us, He is making disciples of His children. When you discipline children you are making disciples. One of the objectives at Saint Monica is to help students attain the self-discipline necessary for self-reliance. The student must be taught to realize that an orderly and efficient environment is necessary in school. Respect is important and no one can infringe upon the rights of others by misconduct. the opportunity to manage his or her own behavior.

Our staff is fully dedicated to providing an exciting and engaging learning experience for each student. Since there can be no character formation without training in discipline, one of the most important lessons Catholic education

should teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life. The teacher is responsible for maintaining discipline when his/her class is under his/her supervision. However, students are expected to follow the direction of all school personnel and adult guests concerning a manner of conduct during the school day.

St. Monica Catholic School administration and staff has developed, and the school commission has adopted, the following rules for general student behavior. In order to promote the school's mission statement, we believe that no student has the right to interfere with a teacher's right to teach. Consequently, no student is allowed to interfere with another student's right to learn. Students are expected to display Christian values, and respect themselves as well as their neighbor. These are our three school expectations:

EAGLE EXPECTATIONS:

- 1. Be Respectful to God, self and others**
- 2. Act responsibly**
- 3. Reflect Christian Virtues**

Our discipline code seeks to foster the virtues of a Christian community like: kindness courtesy, justice, respect, and cooperation. The following is designed to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY situation. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause. The administration reserves the right to also change consequences as it deems appropriate and to include consequences of extracurricular activities, co-curricular activities, athletics, and clubs.

ATTENDANCE AT St Monica Catholic School IMPLIES A WILLINGNESS TO COMPLY WITH ALL PROCEDURES AND EXPECTATIONS SET FORTH IN THIS HANDBOOK.

Consequences are sometimes necessary to redirect a student's misconduct. To be effective, it must be fair, firm, and fit for the situation. We consider a student's registration form a contract between parents, students, and faculty that the policies and procedures of the school will be observed. Attending Saint Monica is a privilege, not a right.

Saint Monica makes every effort to support each student when he/she does not adhere to school rules. We believe ongoing discipline issues are best managed through a strong partnership between the school and parents. Therefore, a meeting to gather all parties together in any incident to dialogue is encouraged and supported so long as it supports the dignity of each child involved.

Students who become frustrated during the school day and choose to solve their problems inappropriately will be asked to visit the safe place/calming corner. If the action does not resolve with time in the safe place/calming corner a detention could be issued. The following are some, but not all, reasons why a teacher may assign a student for detention:

1. Excessive talking in class
2. Rude, discourteous behavior to anyone on the school grounds, including other students
3. Misbehavior in church, on school grounds, or on field trips
4. Inappropriate language

Detention sheets are maintained in the classroom and are reflected on the student's conduct grade at the end of each quarter. If continuation of a problem occurs the following steps will be followed.

DUE PROCESS FOR DISCIPLINE

Step One:

The student will be sent to the office with a referral form. The adult who is sending the child to the office will complete the top half.

1. The student will meet with the principal and/or assistant principal.
2. Together they will complete a behavioral action plan.
3. The student will inform a parent of the incident by phone or note. A copy of the behavioral action plan along with the detention rubric will be sent home to complete.
4. The student will be held accountable for the plan developed.

5. The principal will speak with the referring staff member and the student prior to return to the class.

Step Two:

If a student is sent to the principal a second time:

1. The student will again meet with the principal and/or assistant principal.
2. The student will again notify a parent by phone or note. A copy of the detention rubric will be sent home to complete.
3. A conference with the teacher, parent, student, and principal/assistant principal will be scheduled.
4. A contract will be drawn up listing the actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The discipline cycle will be reviewed with the parent.

Step Three:

If a student is sent to the principal a third time or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:

1. The student meets with the principal/assistant principal.
2. The student notifies a parent that a suspension of up to three days has been earned. The length and type, in-school or out-of-school, will be determined by the principal.
3. A conference will be held with a parent, teacher(s), student, and principal to write a plan with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All schoolwork missed during the period of suspension will be given a zero.
6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

Step Four:

The principal will recommend required withdrawal.

1. The decision for require withdrawal of a student rests with the principal and pastor.
2. If the required withdrawal is the decision, the student's parent(s) will be notified in writing and the reasons for the required withdrawal will be given.
3. The required withdrawal may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent(s) within 72 hours of receipt of the required withdrawal notice. Serious infractions including, but not limited to, the below offenses committed by students, could result in an immediate move to Step Four:

The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

- When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms, weapons, verbal or written threats to school or student safety, or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion. In cases involving drugs or alcohol, an approved institution must test and assess the student for the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to the school. The results of the assessment must be provided to the school. The administration will review all cases and communicate with the parents/guardian(s) of the student and the student for purpose of determining continued enrollment. Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the administration.
- Damage or destruction of school or church property
- Leaving the school grounds without permission from school administration
- Fighting
- Stealing
- Harassment of any nature
- Any other incident deemed to be serious in nature by the administration

The following offenses are considered to be immoral and are subject to appropriate disciplinary action, which could lead to suspension and/or expulsion:

- Disrespect by word or action to teachers, students, or anyone associated with Saint Monica Catholic School in church, at school or at any time or event

- Profanity or Verbal abuse
- Cheating, lying, dishonesty or plagiarism
- Injuring another person or behaving in such a manner that might cause injury to another person

Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be solved in the same manner as above. The school administrator has the final recourse in all disciplinary situations.

School authorities have the right to search a student's personal possessions such as backpacks or lockers when deemed necessary. Any items that are determined inappropriate at school will be held in the school office. Parents or guardians are financially responsible for any damage done to school or church property by their child. Please see the Responsible Use Policy regarding damage to school computers.

GUIDELINES FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

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

SUSPENSION

When a student's misconduct is such that it warrants the student to be suspended, he/she will spend time isolated from his/her regular classmates and under adult supervision. Students may be placed in a classroom with an adult and students of another grade level. Students that are disruptive during an in school suspension will be sent home for suspension.

Severe discipline situations may warrant an automatic at home suspension. The homeroom teacher or administrator will notify parents of the pending suspension. The student will complete all assignments and tests required for his/her classes.

EXTRACURRICULAR ACTIVITY

Administration and staff may request disciplinary interventions that require support and involvement beyond the classroom, such as Youth Ministry Activities, CYO Sporting Events, and any consequential activity that might encourage students to choose positive behavior in class.

BULLYING

BULLYING DEFINED: "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications 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 other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) 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. (Source: Indiana Department of Education; IC 20-33-8-.2)
- Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information

to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include the following:

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

The history between the individuals. Have there been past conflicts?

Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)

Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?

Are any of the individuals involved with a gang? (This may result in interventions other than those for bullying.)

WHAT WILL TEACHERS DO TO PREVENT BULLYING?

Teachers will not ignore bullying behavior. • Teachers will intervene when they observe bullying behavior. • Teachers will be on time to class and provide adequate supervision at all times. • Teachers will take appropriate steps to stop bullying, including informing the school principal. • Teachers will integrate Circle of Grace, Bullying in the Bible and Conscious Discipline lessons about respect for self and others into the curriculum.

WHAT WILL STUDENTS DO TO PREVENT BULLYING?

- Students will recognize bullying when they observe it.
- Students will not bully others even when their best friends are bullying someone.
- Students will report bullying to a teacher, their parents, or the school principal.
- If you are bullied, you will take the responsibility to talk to a teacher or the school principal.

WHAT WILL PARENTS DO TO PREVENT BULLYING?

- Practice empathy at home.
- If your child talks to you about bullying, take him or her seriously and contact the school principal immediately.
- Tell your child that it is your responsibility to protect him or her and that parental involvement in matters of bullying is normal.
- If your child is the bully, seek the school's help. Parents should fill out the [Bullying Report Form](#).
- If your child's grades fall significantly, your child develops a pattern of sadness or despair, or your child refuses to go to school, contact the school principal.

WHAT ACTIONS WILL THE SCHOOL TAKE?

The school takes bullying very seriously. When the school is informed that a student is being bullied, the principal will investigate. He/she will talk to the child reporting the bullying and the child accused of bullying, determine if this is an isolated incident or an ongoing pattern, and proceed accordingly.

REPORTING AN ACT OF BULLYING

Any student or other member of the school community who may have credible information that an act of bullying has taken place may file a written report whether a victim or witness. Submit the [Bullying Report Form](#) to an administrator.

INVESTIGATION

Should it be decided, the principal shall begin a thorough investigation of all reports of bullying within two school days of receiving a complaint. The resolution, all interviews, and interventions that take place and the corresponding dates shall be documented and kept in the file of the accused. Once an investigation is concluded, the school will determine whether a particular act or incident constitutes a violation of the school policy.

CONSEQUENCES OF BULLYING AND VIOLATION OF POLICY:

The following actions may be taken if it is determined that bullying has occurred:

First Incident: The principal will talk to the student, discuss different patterns of responding to others, and inform the parents. A discipline report will be shared with the parents through Harmony.

Second Incident: The principal will talk to the student and remove him/her from situations where bullying might occur. The parents of the student will be informed via the completed [Bullying Report Form](#) shared through Harmony.

Third Incident: The principal will talk to the student and require some kind of community service. The parents will be informed and will be required to obtain counseling provided by a licensed mental health provider for the student.

Fourth Incident: The principal will confer with the pastor, teachers, parents, and the student to determine if the student should remain in the school. If there is serious concern that the pattern of bullying will continue, the child will be asked to leave the school.

Please note: Some instances of bullying are so serious that they may result in immediate suspension or expulsion from school. The school principal, in consultation with the administrative team and/or pastor reserves the right to determine the seriousness of a student's actions.

CONFIDENTIALITY: To the greatest extent possible, all complaints will be treated as confidential.

RETALIATION PROHIBITED: Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under the Policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in the Policy shall be treated as another incidence of bullying..

CONSTITUTIONAL SAFEGUARD: This Policy does not imply to prohibit expressive activity protected by the First Amendment of the United States Constitution.

PRECLUSION: This Policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law, either civil or criminal.

HARASSMENT

The Archdiocese of Indianapolis affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices. **HARASSMENT POLICY: THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF UNLAWFUL HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), INCLUDING SEXUAL HARASSMENT, WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY PERSON WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FOR EMPLOYEES AND/OR REQUIRED WITHDRAWAL FOR STUDENTS.**