



St. Monica School

6131 N. Michigan Road, Indianapolis, Indiana 46228

phone: 317-255-7153 fax: 317-259-5570

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 once or twice a year, and with the entire school on a weekly basis. Kindergartners attend the all school Mass weekly.

ADMISSIONS

ADMISSION POLICY

St. Monica, as a diverse Catholic community, admits and welcomes students of all racial, socio-economic, ethnic, religious and national backgrounds. All applicants are assessed to ensure their needs will be met at St. Monica School.

St. Monica School respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

ADMISSION CRITERIA

Because of the high academic standards maintained by St. Monica, admission is on a limited basis and is not guaranteed. The following minimum requirements are necessary for consideration to school enrollment:

1. Students must meet the age requirements recommended by the St. Monica School Commission for enrollment: By September 1st, a child must be 3 or 4 years old for preschool, 5 years old for Kindergarten and 6 years old for First Grade. Birth certificates are required for all new applicants.
2. An official record of required vaccinations from the doctor's office is mandatory as part of the admissions process.
3. For transfer students, academic and achievement records (including standardized test scores), discipline reports, and attendance records from previously attended school(s), must be provided as part of the admission process. A personal interview may be a part of this process. Note, however, that acceptance of transfer students at the Middle School level (5th, 6th, 7th and 8th grades) is granted on a limited basis.
4. Parents must be willing to cooperate with the faculty and administration on the rules and policies stated in the Parent/Student Handbook. Both parents and students are required to sign that they have read the handbook.

5. Parents must give evidence of sincere interest in their child's education by their willingness to participate whenever possible in school activities such as Open House, The Parent Teacher Organization (PTO), Parent - Teacher Conferences and other essential related activities.
6. The School Commission has voted on a policy, which will require our families to complete a minimum of 28 service hours during the school fiscal year (July 1 through June 30). Parent involvement has always been a hallmark of our school and we firmly believe that our school is not complete without this component.
7. St. Monica School welcomes any student who wishes to apply for admission, regardless of race, sex or national origin.

REGISTRATION

Registration for the following year takes place in January. Students will be accepted in the following order:

1. Returning students and their siblings.
2. Children of registered parishioners.
3. All others.
4. St. Monica School will exclude from registration children of families who owe tuition.
(See copy of the St. Monica School Commission Policy #9401, page ii.)

Siblings and parishioners are given time frames each year in which to register. After those dates have passed, all applications are considered on a first come, first serve basis. All applications are to be accompanied by a registration fee and a processing fee (per student) if the child is new to St. Monica. These fees are not refundable once the student has been accepted to St. Monica School. The registration fee reduces your total tuition by that amount. per child ALSO.

TUITION AND FEES

The St. Monica School Commission sets tuition fees, based on recommendations from the Indianapolis Catholic Archdiocese. We offer families three different options by which to pay their tuition. They are as follows:

- 1) A family may choose to pay annually; making one payment for the total tuition amount due by August 1st prior to the beginning of the school year. Payments must be paid by this date, or you will be required to go on the monthly payment plan.
- 2) A family may choose to pay semi-annually by making two payments. One payment is due August 1st, and the other one is due December 1st, of the school year. If payments are not received by these due dates, you will be required to go on the monthly payment plan.
- 3) A family may choose to pay monthly. An additional \$41 fee is auto withdrawn within ten days of enrolling in the FACTS program. The family must enroll with FACTS for their tuition payments by June 30th for the following school year. Forms are available online at www.smsindy.org. , SCRIP credit and/or Financial Aid amounts areThe remaining amount is then divided by 10 or 11 payments, depending on your choice, and withdrawn on the same day each month, from August through May or June of the school year. You may choose between the 5th or the 20th of each month to use as your withdrawal date. January is registration month for the following school year. Families re-enrolling will have the option of paying the registration fee at that time (while still making the regular tuition payment for that month) or adding the registration amount, to be withdrawn in June. Families not enrolling for the following school year or paying the registration fees in January will end their monthly payments in May or June.

*Families who would like to write a check to the school for tuition (instead of using the FACTS system for monthly payments) must sign a form indicating responsibility for making payments to the school by the required due dates. This form is due to the business manager by June 15th for the following school year. (Families whose tuition is consistently in arrears will not be given this option. This will be determined by the principal.)

ACADEMICS

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 academic and personal excellence. 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.

Indianapolis Archdiocese Academic Achievement Guidelines:

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

HONOR ROLL

Academic excellence is affirmed by awarding Honor Roll Certificates each quarter. The criteria for achieving Honor Roll are:

Gold Honor Roll

- a student must have:
- *A GPA equal to/greater than 3.80
- *An A or B in Conduct/Religion
- *No C's or lower in any subject

Silver Honor Roll

- a student must have:
- *A GPA between 3.44-3.79
- *An A or B in Conduct/Religion
- *Only one C is permitted
- *No grade lower than a C in any subject

When determining honor roll status, Core subjects will be weighted more heavily than special subjects, but ALL subjects and the CONDUCT GRADE will be included.

AWARDS

Students are recognized for their efforts and special achievements through the awarding of certificates and announcements in the "School News" or some other appropriate fashion. Students are also recognized at an Awards ceremony at the end of each quarter.

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

Grades 5-6=60 minutes

Grade 2=20 minutes
Grades 3-4=35 minutes

Grades 7-8=60-90 minutes

Parents are encouraged to:

- Check the Harmony website at <https://harmony.smsindy.org> on a regular basis to keep current with your child's subject grades.
- 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.

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.

TESTING

In addition to regular and periodic testing to determine achievement levels, we are required to participate in the State of Indiana ISTEP + program. Grades 3 through Grade 8 will take the ISTEP + each school year. Other tests are administered as needed to evaluate the programs within the school.

GRADUATION

Upon successful completion of the Eighth Grade, students are awarded a certificate and are honored at a special ceremony and reception for family and friends at the end of the school year.

RELIGIOUS EDUCATION

Religious education is one of the most important elements in the curriculum of a Catholic School, distinguishing it from public schools. All children of every grade level participate in daily religion classes. Sacramental preparation is given at the Catholic child's appropriate grade level, in keeping with Archdiocesan regulations.

EUCCHARISTIC LITURGY

Worship is an important and unifying expression in our distinctly Catholic school. Attendance and participation in Eucharistic Liturgies is a regular part of the routine of students at St. Monica School. All school masses take place each Friday for grades K-8, with additional masses for Holy Days and other special occasions.

MAY CROWNING

Each May, the students of St. Monica participate in a traditional ceremony honoring Mary, the Mother of Jesus. The eighth grade students and their teachers plan this beautiful and meaningful ceremony. Parents are encouraged to attend. "Sunday Attire" is required of 8th grade students for the May Crowning. Those having just received their First Communion may wear their First Communion clothes. All other students must wear school uniforms.

7th & 8th GRADE YOUTH MINISTRY

The Youth Ministry Department of St. Monica Parish coordinates Junior High Games Nights, Junior High Movie and Discussion nights, Deanery and Archdiocesan Events, and service experiences.

SACRAMENTAL PREPARATION

FIRST HOLY COMMUNION

Catholic children are prepared to receive their First Communion in the second grade. Parents attend two adult faith formation sessions about the Eucharist. The first is presented on a Sunday morning in the fall that focuses on what the children will be learning to prepare themselves for their First Communion. In the spring there is a retreat for the parents and the First Communion candidate. During this retreat the parents will participate in another session on adult faith formation on the Eucharist. The reception of the sacrament is usually the last Saturday/Sunday of April at a special liturgy.

RECONCILIATION

Children are prepared for the sacrament of Reconciliation in the 2nd grade. Parents attend two adult faith formation sessions on the sacrament of Reconciliation. The first is presented in January on a Sunday morning, which focuses on what the children will be learning to prepare themselves for Reconciliation. On a Saturday morning in March there is a retreat for the parents and the children preparing for reconciliation. During this retreat, the parents will participate in another adult faith formation session on the sacrament. The reception of the sacrament also takes place during this retreat. The students then assist with the Parish Soup and Bread supper. They may choose to make soup or bread, serve the meal or clean up after the meal. This is the evening of our Lenten Parish Reconciliation Service.

CONFIRMATION

St. Monica Parish prepares youth for Confirmation, based on guidelines received from the Archdiocese. This information will be communicated in the student's 8th grade year.

ORDER OF CHRISTIAN INITIATION FOR CHILDREN (OCIC)

Youths 3rd grade through 16 years old who are preparing for the Sacraments of Baptism and/or First Communion are invited to participate in this family program. The families, along with the young candidates, attend sessions on

Sunday evenings from December through Easter. At the Easter vigil the youth are baptized (if necessary) receive their First Communion and are Confirmed.

DRESS CODE

Preschool:

Preschoolers do not wear uniforms.
They should wear comfortable clothes, that may get dirty.

Acceptable Skirts/skorts

-Solid navy or tan skirts/skorts for all grades
(see box for appropriate color).

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-Solid navy or tan shorts for all grades
(see box for appropriate color)
These should be dress-style shorts.
-Cargo shorts are No extra pockets or name brands should be visible.

<u>Colors by grade level...</u>		
Preschool: No Uniform		
K-4	~ White top ~ Navy bottoms	~Navy Sweatshirts
5-6	~Red top ~Khaki bottoms	~Red Sweatshirts
7-8	~Navy top ~Khaki bottoms	~Gray Sweatshirts

Shorts must be no shorter than 3 inches above the knee.

Plaid Items- or skirts in all grades. -Juld be worn with a WHITE blouse or WHITE polo, regardless of the student's grade

-Collared shirts are required. (see box for appropriate color).
-Shirtsd.
-Shirts must be plain, with no brands visible, unless it is the St. Monica logo.

-Dress-style pants are required (see box for appropriate color).
-Pants must

Belts

-Required for students in grades 5-8 at all times, with shorts and pants.
-s may be worn by all students. (regardless of grade) They may be plain or have the St. Monica logo.-are allowed.
-Smust have the St. Monica approved logo (see box for appropriate color).-Sweatshirts must be crew-neck.-are allowed.
-No spirit-wear sweatshirts may be worn, unless it is a designated spirit day.

-grades 7-8 may wear other color socks, as long as they are solid.

--ro.
--Crocs or flip-flops are not
-Boots are not permitted during the school day.
- (available only in the school office), NAVY sweatpants or

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-Grades 7/8 may wear solid-color nail polish.---. **DORS:**

For Logo Items: Bright Ideas (www.bright-ideas.org), Schoolbelles (www.schoolbelles.com)
Lands End (www.landsend.com)

For Plaid Items: Schoolbelles (www.schoolbelles.com)

For Non-logo Items:

Any other vendors may be used for non-logo items, as long as they look just like the approved ones.

SCHEDULE AND ATTENDANCE

DAILY SCHEDULE

The school day begins promptly at 7:30 a.m. Students are expected to be in their homerooms and ready for class no later than 7:30 a.m.

No students are permitted in the building before 6:30 a.m. If a student arrives between 6:30am and 7:15 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 7:15am.

Dismissal is at 2:30 p.m., and all students are to be off school property by 2:45 p.m., unless enrolled in the Extended Care Program or with an adult for tutoring or an after school enrichment class or activity. If parents find it impossible to pick children up at 2:30 p.m., they should register for the Extended Care Program.

Any child who has not been picked up by 2:45 p.m. will be sent to Extended Care and the daily extended care rate will be charged.

MORNING DROP-OFF PROCEDURES

Students may be dropped off at school at 6:30 a.m. or after. There is no charge for early drop-off. We begin our day at 7:30 a.m., so please be sure children are here by around 7:20 a.m. to prepare for the day. This is especially important for students in grades 5-8, as they must go to their lockers to get their needed items.

There are 2 drop-off locations:

1. St. Augustine Hall/Kindergarten Wing doors, on the North side of the building.
2. Front office/rotunda door.

Safety procedures to remember:

- Follow the cones that designate where cars should travel in the line. Do not cut between cones.
- Pull up to the front of the line as far as possible, so that other cars can line up behind you. We don't want a back-up onto Michigan Road.
- Students should exit their cars on the right, closest to the curb. They should begin to exit their car as soon as the car reaches the sidewalk, so that several cars can empty of students at the same time. This keeps the line moving.
- If you have delivered your students, stay in line even if the car(s) in front of you is not yet empty. **DO NOT PULL AROUND THE CAR IN FRONT OF YOU.** Wait until the students have safely exited the car and the car begins to move forward.
- Keep the one line of cars, moving and unloading, in motion. Any pause to the procedure causes a back-up onto Michigan Road.

- **Traffic note for both morning and afternoon:** Please do not make left turns onto Michigan Rd. unless you're at the stoplight at Fox Hill.
- **THE ONLY WAY TO WALK YOUR CHILDREN INTO THE BUILDING SAFELY IS TO** park at the end of the Kindergarten wing (East side facing Knollton), and enter through those doors. This allows you to enter without crossing the drop-off traffic.

DISMISSAL PROCEDURES

There are 2 locations available for picking up your children at the 2:30 dismissal time:

1. North Lot (playground)-This lot allows you to exit onto Michigan Road, turning RIGHT ONLY. No left turns are allowed when exiting the North Lot.
2. East Lot (gym)- This lot allows you to exit by turning left onto Fox Hill Road, or right to catch the light at Michigan Road. Once at Michigan, you may turn left or right at the light.

The Office or Rotunda is not a choice for regular pick-up. This location is to be used SPARINGLY, and only when absolutely necessary.

You must call the school office (255-7153 X0) by 2:00pm to make a change in pick-up location, so that it can be announced by the office staff in the afternoon announcements. If the teacher does not hear the name of your child to be dismissed to a different location, your child will be sent to his/her regular pick-up location.

***You may not have a standing request for dismissal to the school office.**

***We do not allow any student to walk out of our school building without an adult.**

If you request for your child to come to the office at dismissal, **you must park your car and walk in to the school office to get him/her. We will not send the student out to you. (DO NOT park in the Handicapped parking space, the circle or the curb or fire lanes.)**

If you have not picked up your child by 2:45, he/she will be sent to Extended Care and the fee will be charged..

Items of Note That Apply to Students in Both Lots:

Let us remember that dismissal is not a time to catch up on news with friends. Please expedite this process by following procedures and not blocking others anxious to get to their after school lessons etc.

It is imperative to everyone's safety that all cell phones be off during the procedure.

Students are not permitted to cross through car lines in either lot except as directed by our staff.

EXTENDED DAY PROGRAM

AFTER SCHOOL CARE: This program runs after school until 6:00 p.m. There is a ***\$30.00*** registration fee per family. ****Please be sure to fill out the registration form available in the school office or Extended Care office and return it with your child on, or before, the first day of school.** Those families not registered by September 30 of the current school year may be subject to increased rates.

FEE: \$10 per day/per child, or \$40 per week. (ALL FEES ARE SUBJECT TO CHANGE).

Payment will be made:

- 1) BY DAY for those using this service on a DAY-TO-DAY basis.
- 2) On Friday or the last school day of the week for those using this on a weekly basis.
- 3) **If you are 2 weeks delinquent, you will be called and required to come and get your child.**

Pick Up: **Pick up of students must be made no later than 6:00 p.m. to avoid an additional \$1.00 a minute charge, which must be paid upon picking up your child.**

Students will receive a snack each day as well as have a free period of play. Other activities can consist of silent reading for enjoyment, homework time and arts & crafts.

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 7:30 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 6:00 a.m. and 8:00 a.m. Each absent student must be reported by phone (255-7153 ext. 9), or email (absent@smsindy.org), to the school office before 8:00 a.m. An absence of more than three days due to illness may require 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 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.

TARDINESS

Repeated tardiness will not be tolerated, as it is disruptive to the student's education and to his or her classmates and teachers. If it is clear that this is not being taken seriously, we will contact you. Remember, students should be in their seats at 7:30am to be considered "on time."

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.

SHADOWING POLICY for 8th grade

Saint Monica School supports eighth graders in making good choices when selecting a high school. Two excused absences will be granted to students wishing to “shadow” at a high school. Any other shadow days are to be scheduled when school is not in session.

- A form must be completed, which is located on the school website and outside the school office.
- Forms should be turned in to the principal one week prior to the date.
- Shadowing days are not taken after the first Friday of December.
- Students are to make up any missed assignments, and are due the next day after their absence. Please refer to Harmony and the teacher(s) for assignments missed.

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:

Parent Pre-arranged Absence (PPA)

ELIGIBILITY-If parent/guardian is planning a vacation other than when school is not in session, please contact the principal.

LIMITATIONS

A PPA is intended for family related activities.

A PPA is not expected to exceed 5 school days per school year.

PPA is not available the first and last week of each semester, nor during ISTEP testing.

PROCEDURES-After receiving approval from the principal the parent/guardian will:

- Arrange to obtain the class assignments via teacher(s).
- Assume full responsibility for any lack of progress that could be associated with time of absence.
- See that the child turns all written assignments for this period in to the teacher(s), at the time he/she returns to school from the absence. Make-up work is the responsibility of the student.
- Make-up work for a PPA is different than for an illness. PPA's are intended for family related activities (i.e. special family events, college graduations, weddings, etc.) Special circumstances other than those above are treated individually and arrangements are to be made with the principal.

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 May, usually to Washington DC. Details about this trip are communicated throughout the school year. The location is subject to change.

ENRICHMENT CLASSES

Intermediate and Junior High students (grades 5-8) participate in enrichment classes once per week. These classes meet for one hour and are taught by teachers, parents and/or other volunteers. This is an opportunity for students to learn about something unique in which they are interested. Examples of some of the choices are Newspaper, Math Club, Service Work, TaeKwonDo, Technology Task Force and Theater.

THEATER

Each spring, the students in grades 6-8 take part in a musical or play. This is the culmination of one of the Enrichment Classes that takes place during the 3rd and 4th quarters. Students can participate in many ways, from being part of the cast, to lights, sound and costumes.

ALTAR SERVERS

Catholic students in grades 5-8 who are willing to assist at the altar during the Mass and be faithful in fulfilling the duties of an altar server may apply for training.

J.A. Biztown

Each year, the 5th grade participates in Junior Achievement’s Biztown. It is an opportunity for the children to learn economic principles and apply them for a day. They learn personal and business banking. They create products and run a business. They also write laws, hold an election and run the city.

LIBRARY

The library is a place in which we are able to open our imagination to the wonders of our faith, world, people and places.

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 sources of suggested titles. This is a wonderful way to nurture and foster a love for books and reading.

BAND

All 5th grade students take beginning band. Beginning in grade 6, students will have the option of taking General Music or Band. The school band will participate in some of the music programs during the school year.

MUSIC PROGRAMS

Grades PK-8 participate in music programs throughout the year. These programs are typically inspired by special Holidays like Christmas, or special seasons like Spring. They can include singing, dancing, intrumentals and theatre.

OTHER ACTIVITIES

Other activities may be offered as opportunities arise. These will be announced through special bulletins or through the "School News."

AFTER 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.

AFTER SCHOOL ENRICHMENT PROGRAM

This program is offered when there is enough interest and available teachers. The first program starts in the fall with one session. Two sessions are offered during the Spring Semester. Please look for details in mid-September.

SPELLING CONTEST

A spelling champion and spelling team (8 members) are chosen to represent St. Monica School at the West Deanery Spelling Competition. This is done by an elimination spelling bee for students in grades 4-8.

GLEE CLUB

Students in grades 3-8 who like to sing are encouraged to join the school choir. The choir sings for special occasions and meets weekly, after school, throughout the school year.

ACADEMIC CHALLENGE

Students from St. Monica go to Cardinal Ritter to compete in a trivia game, against other Catholic schools in the area. Students in grades 5-8 can sign up during the 3rd quarter.

ATHLETICS

Students may have an opportunity to participate in the CYO Sports Program.

Participation in a given sport is dependent upon the availability of volunteer coaches and the interest of students. The athletic program is the responsibility of the Athletic Director of St. Monica Parish in accordance with CYO rules and regulations. In addition, the student must meet the eligibility requirements of St. Monica School and (for most sports) be enrolled in grades 3-8.

St. Monica's CYO eligibility policy is as follows:

St. Monica CYO Eligibility Requirements: Students must maintain a "C" average in all Core Classes (Language Arts, Math, Science, Social Studies and Religion), and have **NO** failing grade in any subject, in order to participate on our CYO teams. A student must receive a "C" or better in Conduct to be eligible as well. If the student receives acceptable grades, but receives below a "C" in Conduct, they are not eligible to participate. Students who do not fulfill the above requirements when report cards are distributed may neither attend practices nor play in games.

CHEERLEADING

Cheerleading is included in the Athletic Program. It is open to all students in grades 5-8 and is subject to the same eligibility criteria as other athletic programs, including minimum grades.

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 \$2.25 per meal for students. (subject to change). Adult lunches are \$2.50. 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

Menus will be posted on the website each month.

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. 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 or purchase 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 PICTURES

Individual student pictures are taken in school uniforms in the fall and are optional for purchase. These are the photos that will appear in the yearbook, which will be available for purchase at the end of the school year. Please make sure your child is in their regular uniform on fall picture day. (No gym uniforms)
Optional dress up photographs are taken in the spring for parents who are interested. Students may wear their dress up clothes to school but will need to promptly change into their school uniform once their photograph is taken. Both picture dates will be communicated to families each year.

HEALTH RECORDS/POLICIES

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.

HAND HYGIENE

Washing hands is the number one way to prevent the spread of infectious diseases. Hand washing can significantly reduce school absences. Students will have the opportunity to wash hands with soap and water after using the restrooms, after recess, before lunch and before snacks. Additionally, hand sanitizer is available in all classrooms. Parents should encourage good hand washing techniques at home.

RESPIRATORY HYGIENE

Coughing/sneezing/runny nose

Students will be encouraged to cover their mouth/nose with the sleeve of their shirt or use disposable tissues when sneezing and coughing. Tissues will be provided. Students will be encouraged to use hand sanitizer after coughing/sneezing into hands or after using tissues.

MEDICATION

Any medication must be provided by the parent/guardian (TRAVEL SIZE PREFERRED DUE TO VERY LIMITED STORAGE SPACE!) and will only be dispensed if written consent is given. St Monica will follow the Archdiocese's school medication policy and **WILL NOT STOCK MEDICATION**. Parents will need to use the Medication Administration permission forms, available on the school website, in the school office OR provide a written letter with the following information: student name, date, name of medication, purpose of medication, dosage, time of dose and dates medications to be given and any previously known side effects of the medicine. Email permission will be accepted. Medication to be administered at school will be stored and administered in the nurse's office. Students may NOT carry and administer their own medications except for inhalers. For students to carry inhalers, parents must complete a health care plan. See more info on inhalers and healthcare plans in this policy below.

Transportation and Administration of Medication

Per Archdiocese policy, students are *not* allowed to carry/drop off/pick up medication. An adult must deliver medication to school. Medication may only be sent home with the parent/guardian or another designated adult. Medication not picked up at the end of the school year will be discarded.

Medication must be in the original manufacturer's packaging. Pharmacies may provide additional prescription bottles per parent request. Prescription medication needs a copy of the pharmacy label directions for use.

Medication not in the original packaging will not be given.

Parents will be notified when medication is not given due to inadequate paperwork or improper medicine containers.

HEALTH CARE PLANS

Health Care Plans will be developed for students who may need frequent care during school hours due to chronic diseases and other conditions deemed appropriate by the nurse. The parents, health care provider(s), and school nurse will develop a health care plan for the student. When developing the Health Care Plan, teachers will be consulted as needed and determined by the school nurse. Teachers and school staff will be notified of the care plan if the care plan includes any special considerations or needs of the student during classroom, recess or lunchtime. The care plan will be developed at the start of the school year and reviewed by the school nurse each semester. Health care plan forms for specific conditions may be found on the school's website, www.smsindy.org under "forms." Care plans are kept in the school office and are confidential; they must be reviewed every school year by parents and school staff.

Inhalers and Health Care Plans

Health Care Plans will be developed for each student with an inhaler. The care plan will state when the student will need to use their inhaler and action to follow if the inhaler is not effective. Students will need to store inhalers in the school office. Inhalers will be labeled. For the student's safety, the office staff will inform the teachers and school staff of the student's potential need of the inhaler. Students with acute or chronic asthma or other respiratory conditions may also carry and administer their inhalers. (See policies regarding carrying inhalers to school.)

Students who carry/self administer their inhalers must do the following:

*Inhalers must be labeled with the student's name.

*Inhalers must be in the student's possession at all times. During school hours, inhalers are not to be stored in backpacks or lockers. Students will carry their inhalers to recess, PE, lunch, all classes, Mass and all other activities.

*A backup inhaler should be stored in the school office.

*The student must have a Health Care Plan on file in the school office. Health Care Plan forms are available in the school office and online.

*The school office must have on file a signed note from the student's doctor stating the student knows when the inhaler is to be used and the proper technique of using the inhaler.

*Student will notify staff when inhaler is used so staff can monitor need for follow up care.

This policy is in compliance with the recommendations of the American Lung Association, National Association of School Nurse's and Indiana state law supporting self-administration of inhalers in schools.

Food Allergies and Health Care Plans

Students with food allergies will have a Health Care Plan for food allergies on file in the school office. The Health Care Plan will address emergency care due to food allergies.

The parent is responsible for making sure the emergency medications and paper work are completed and sent to the nurse's office. It is the parent's responsibility to make sure their child is aware of their food allergies, signs and symptoms of their food allergies and the need to follow their Health Care Plan.

The nurse and parent will be jointly responsible to make sure the Health Care Plan has been developed. The school nurse will notify the student's teachers and lunch monitors of the student's allergies and emergency intervention, in case they become necessary.

Bee Sting Allergies and Health Care Plans

Students with bee sting allergies will have a Health Care Plan for allergies on file in the school office. The Health Care Plan will address emergency care due to bee stings.

The parent is responsible for making sure emergency medications and paper work are completed and sent to the school office. It is the parent's responsibility to make sure their child with bee sting allergies is aware of their bee sting allergies, signs and symptoms and the need to follow their Health Care Plan.

The parent and the school nurse are responsible for developing the Health Care Plan.

The school nurse will be responsible for notifying the recess monitors and teachers of the student's bee sting allergies and emergency intervention, in case they become necessary.

IMMUNIZATIONS

A copy of all student immunization records must be on file at school. Adequate documentation includes the following: a copy from your health care provider, department of health, state registry or an immunization record from another school. All student immunization records are reviewed in kindergarten, first grade, and sixth grade and for all new students entering St Monica 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 Nurses Notes 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. The written letter must be updated annually by their family doctor.

*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 the meningococcal disease and the vaccine every year. Parents will be provided with information regarding this disease and the vaccine. Indiana law also requires that parents of 6th grade girls be informed about the HPV vaccine (Human papilloma virus). Further info about these can be found on the school website under "nurse's notes."

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 and 8. Vision and hearing screening will also be administered to all students new to Marion County, all special education students and those suspected of having vision/hearing problems. **Note: No child shall be obliged to submit to any test or requirement provided for by this act whose parent or guardian objects to the same. Any such objections shall be made in writing, shall be signed by the parent or guardian of such child. Reference IC 20-34-3-2.**

WELLNESS POLICY

The Archdiocese Wellness Policy was developed in August 1996. This policy provides guidelines regarding nutrition and physical activity for our students. The policy indicates students are to have recess before lunch and children may not miss more than half the recess period. In addition, classroom parties should have healthy food choices and provide other means of celebrating that do not include food.

EXCUSED FROM OUTDOOR RECESS/PE CLASS

Fresh air and exercise are beneficial to students. Recess is a time for socializing. Recess can help decrease student's stress of school. It provides a needed break to students. All students will go out to recess unless a written note is submitted to the school. Parents who wish their child to stay indoors due to illnesses/asthma must write a note to the teacher. The note will state specific dates the child will stay indoors for recess and the reason why the student is not going outside.

PE class is an important part of the learning process. Studies support the benefits of exercise on health and school work. Therefore, all students will participate in PE classes. To be excused from PE class, a student must have a written note from the parent stating the date the child is to be excused and reason the child is to be excused from PE. A signed letter from the health care provider must be provided to the school if the child needs to be excused from PE for longer than 2 consecutive classes.

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.

HEAD LICE

The CDC (Center for Disease control), AAP (American Academy of Pediatrics), and the Harvard School of Public Health recommendations will be followed for management of head lice.

It is the parent's responsibility to regularly check their child's hair for lice infestation and to treat accordingly.

It is the school nurse's responsibility to ensure SMS follows the current CDC guidelines regarding head lice. The school nurse may assess a child for head lice as deemed necessary. Parental consent is not required prior to lice assessment by the school nurse.

If live lice or nits are discovered:

*Parents will be notified by phone. Students may complete the school day.

*Treatment must be completed prior to the student's return to school. Treatment typically requires using over the counter or prescription medication. Follow directions carefully.

*The student may return to school following treatment typically the following school day.

*Be aware that re-treatment in 7-10 days may be necessary based on the lifecycle of lice.

There is minimal risk in spreading lice via helmets. The benefit of sharing helmets for activities that could result in serious head injuries such as bicycling, skating or football, far outweighs the concern for spreading head lice. Head lice cannot cause permanent injury or death, as head injuries can. Therefore, the sharing of helmets is acceptable and recommended.

For additional information on treatments and how to clean your house refer to the following web sites:

- www.cdc.gov/lice
- www.hsph.harvard.edu search "head lice"

SUPPORT SERVICES

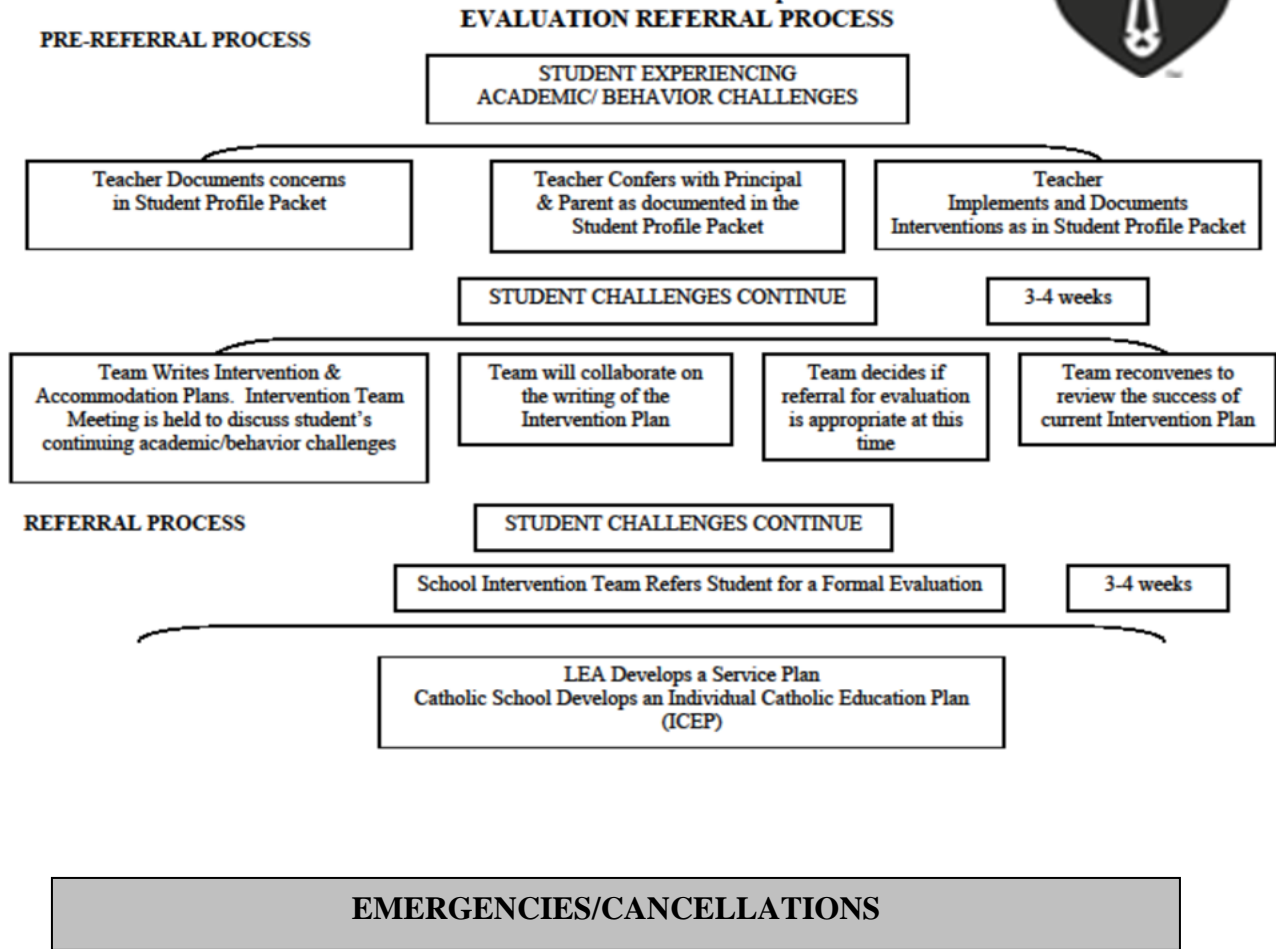
ACADEMIC SUPPORT

In cooperation with the MSD of Washington Township, this department assists students with special needs or learning differences. We can accommodate most students with IEP'S and other special academic plans.

COUNSELING

Upon a teacher or parent's request, short counseling sessions are offered to students who need a little extra emotional support or assessment (regarding issues such as behavior problems, divorce recovery, loss of a loved one, conflict resolution, socialization, self-esteem, stress management, communication skills, respecting differences, or peer pressure). These can be weekly sessions or less frequent. The counselor will work as a team with the parents and the teacher of students seen.

Intervention Flowchart:



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 fess, 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.

The **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.

Every practical means is used to notify parents of an impending cancellation. We contact all three television networks (WISH T.V. (8), WRTV (6) and WTHR (13). They are our primary sources of communication. 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 right side of our home page letting you know of delays and cancellations, 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 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 and from students and 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 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: [firstinitial.lastname@smsindy.org](mailto: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 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 Fridays via back pack mail with the **YOUNGEST OR ONLY CHILD IN**

EACH FAMILY. The “St. Monica Report” is sent home via email every Friday. This report contains important news and a message from the Principal.

Daily emails are sent from the school office, to keep families aware of that week’s events and/or time-sensitive items.

Parents and students may submit announcements and articles for the emailed "St. Monica Report" and/or the daily emails via an email sent to l.bauserman@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 data-base current, make sure to let us know of any changes in your information.

BACK TO SCHOOL NIGHT

Back to School Nights are held in the fall each year. This is an opportunity to meet teachers, learn about their policies and procedures, sign-up to volunteer, and see the school and socialize with other parents.

KINDERGARTEN ROUNDUP/OPEN HOUSE/REGISTRATION

This is for parents considering St. Monica School and is held during Catholic Schools Week (usually the last Sunday in January or first Sunday in February). This is an opportunity for parents to meet the teachers and learn what St. Monica has to offer their children. Applications for Registration will be available and accepted beginning on this date.

SPRING SHOWCASE

This evening event is for current families, but any other interested families are also welcome to attend. Parents will see some of their children’s class work on display. The students love to show off their work! The Spring Showcase is typically held near the end of the 3rd Quarter.

SERVICE HOURS

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 VIRTUS training and a background check, processed through the school office, every 5 years. See the school office for details.

SERVICE HOUR REQUIREMENTS

St. Monica School families are required to complete a minimum of 28 service hours per school year. Many families already meet and surpass this service requirement. There are several activities (such as serving as a member of the

PTO board or School Commission, coaching, being a scout leader, serving as a parent coordinator, etc.) that meet 25 of the service hours instantly. (These activities already require the presence of the individuals at least monthly).

There are also many opportunities for work outside of school hours for those who find it difficult to be at school during the normal school day.

Guidelines:

1. No Food Drive Donations will be accepted for service hours, unless asked for specifically by the school office.
2. Prepared foods will be accepted for one service hour, such as the meals for teachers during parent teacher conferences, and Catholic Schools Week. (Donated items for teachers, library, special events, etc. can only account for a total of 7 hours per year and they must be items the office has asked for.)
3. Virtus training class time will not be accepted as service hours since all parents are required to take this training per the Archdiocese in order to be a volunteer.
4. No one activity will account for all required service hours.
5. Activities that are solely a parish ministry (Children's Liturgy of the Word ie.) can only count towards half (14 hours) of your requirement. CYO and Scouts are listed in the Parish Directory under School Ministries.
6. In order for the hours to count for the school, an adult (member of the family or friend) must be the one doing the service, not a child under age 18.
7. The family is responsible for submitting hours served to the school office, via email to s.hostetter@smsindy.org or by filling out the form, available on the website and outside the school office.

Each quarter, we will send out notices in the report cards, to let you know how many service hours have been credited to your family. If there is a discrepancy, just let us know.

ITEMS NOT ACCEPTABLE AT SCHOOL

ELECTRONIC DEVICES

Students may not carry cellular phones, ipods or any other portable communication/listening devices on their person during the hours of 7:15am-2:30pm. Such items must stay in the student's locker or backpack, powered off, from the time they arrive at school until dismissal p. If the student is staying for extended care, this policy still applies, until the student is picked up by his/her parent/approved pick-up person.

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 school and/or extended care hours, even if that item is not specifically listed here.

**CONSEQUENCES OF CARRYING/USING UNACCEPTABLE ITEMS
DURING SCHOOL/EXTENDED CARE HOURS:**

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 3 demerits for the offense, resulting in an in-school detention.

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 2-day 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.**

DISCIPLINE

All families receive a copy of the Student Handbook to be read and signed by each student and their parent(s) and returned. Students are expected to do their best to uphold the rules and procedures explained in the Student Handbook as a condition of continued enrollment at St. Monica School. We have a simple rule, “Do the Right Thing....Treat People Right.”

The Intermediate and Junior High students have clearly spelled out discipline polic, which parents receive in August each year.The information below applies to all students at St. Monica, but parents of students in grades 5-8 are to save and refer to the middle school policy for further information, which is applicable to your child(ren).

Fighting, Cheating, Profane or inappropriate language or gestures, Throwing food, Vandalism, Stealing will not be tolerated.

A student’s behavior may result in an in-school suspension if it is serious or chronic in nature, or if it is clear that the student should not be with his/her peers that day.

A student may be suspended for one to three days off-campus for serious or chronic (recurring) problems. Depending on the issue(s), expulsion or voluntary withdrawal may also be pursued as a course of action when students are not abiding by the rules in this Handbook, or any other verbal and/or written instruction by the teacher/administrator.

THREATS

We have a school wide policy regarding verbal and/or physical threats. Students are reminded of this simple rule: If you or any of your friends have overheard threats or received threats of any kind, immediately tell a teacher, school staff member or parent about these threats. Definition of a “threat”: Any verbal or physical gesture that expresses the intention to do harm to another person or group of people. This would include violence with words, fists, any

weapons (i.e. guns, sharp objects) or other plans to cause harm (even e-mail or handwritten notes). Also, any child who has seen or heard talk of a weapon at school should immediately tell a school staff member. In this age of unexpected violence in schools, we take all threats very seriously. Students who speak or act in threatening ways will receive immediate disciplinary action (i.e. suspension or expulsion).

HARASSMENT POLICY

It is the policy of St. Monica School to maintain a learning environment that is free from physical, psychological, verbal or sexual harassment. Therefore, it shall be a violation for any student or employee to harass another person through conduct or communications. Harassment can be a single incident or a pattern of behavior, which is offensive, hostile or intimidating. Examples of harassment are: physical or mental abuse, bullying or shunning, racial, religious or ethnic slurs, unwelcome sexual advances, requests for sexual favors, sexual comments or jokes or other inappropriate verbal, nonverbal or physical conduct of a sexual nature when made by a student or employee (including notes or emails).

Any student who believes that a person's conduct toward him/her is improper or offensive generally has an obligation to ask that person to stop the behavior before making a report. Reports of harassment must be presented as soon as possible to the principal or trusted adult faculty member. A serious investigation regarding the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will determine whether the conduct meets the definition of harassment. Disciplinary action will follow. Retaliation for reported harassment will also be met with disciplinary action. Any person who knowingly files false charges of harassment against a student or employee shall be subject to disciplinary action as well.

COMPUTER/MEDIA PROCEDURES

Permission to Publish on the SMS Website

SMS uses web pages to publicize information about the school, new 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 complete a form and submit it to the school office each school year. You may inquire about the form 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 on-line 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.

g Acceptable Use Policy (AUP).

ss without denying all access.

require access to the Internet.

zed individuals is not allowed.

- AUP before using the Internet. Internet Access is necessary for education at St. Monica School. **By registering your child(ren) at St. Monica School, you are agreeing with the Acceptable Use Policy stated in this handbook.**
- Students will use computers and the Internet ONLY with the permission and supervision of SMS staff
- All users will be responsible for the security of any accounts and passwords.
- Violations of this policy will be reported immediately to an SMS teacher or administrator.

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 stand-alone 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.

Q: Are there any safety tips I should share with my child(ren)?

A: Yes. Here are some online safety tips that are also found on the SMS Website (Kids Connection Page).

- Never tell anyone your home address, phone number, or school name without asking a parent, and never share personal information publicly online (like in a chat room or newsgroup/message board post).
- Don't give your password to anyone but your parents--not even your best friend.
- Never say you'll meet someone in person without asking your parents first.
- Always tell a parent, staff member, or teacher about any threatening or bad language you see online.
- Don't accept things from strangers (e-mail, files, links, or URLs).
- If someone says something that makes you feel unsafe or funny, notify your parents, librarian, or teacher and leave the chat room or web site. (From AOL Smart Tips)

GRIEVANCE PROCEDURE

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, then renders a written judgement 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.

SCHOLARSHIPS/FINANCIAL ASSISTANCE

There are many scholarships available to students, some by nomination only and some by application:

BY NOMINATION ONLY:

ANDY P. DEWES MEMORIAL SCHOLARSHIP

Andy Dewes was a mentally challenged young man who, in spite of his disability, inspired love and goodness in others. In his memory, the Andrew P. Dewes Scholarship (from \$300-\$800.00) is awarded annually to a student who is selected by the pastor, principal and staff. The award will be used for tuition for the coming school year, for students returning to St. Monica School.

MICHAEL A. CARROLL SCHOLARSHIP

Michael A. Carroll was a member of St. Monica Parish, whose primary attention was given to the spirit of community service, a quality so beautifully manifested in the life of Michael Carroll. In his memory, the Michael A. Carroll Scholarship (\$500.00 each) is awarded annually to a male and female. The pastor, associate pastor, youth ministry coordinator, principal and teachers select this scholarship, to be used toward tuition for the coming school year at St. Monica School.

FR. BOB KLEIN MEMORIAL SCHOLARSHIP

Fr. Bob became assistant pastor to St. Monica Parish in 1975. He worked with the youth and began the St. Monica St. Vincent DePaul Society. He loved the elderly and was active in Marriage Encounter. Even after he was stricken with a brain tumor while in his early thirties, he worked in the soup kitchen with his father. He always gave of his possessions and of himself. This scholarship was established in the year 2000 by his friends and is for the full amount of the parishioner tuition for one year. The recipient is nominated by the teachers and is a student who best demonstrates the giving spirit of Fr. Bob and has demonstrated financial need.

BY APPLICATION:

STEVE COMMONS MEMORIAL SCHOLARSHIP

Steve Commons was a Middle School Science Teacher at St. Monica from 2000-2003. This scholarship was created in his memory.

Applicants must be a current student at St. Monica School, presently in the 5th, 6th, or 7th grade and continuing his/her education at St. Monica School. Students must demonstrate a passion for learning the sciences, desire for discovery in the sciences and a love for the outdoors. The award is a one-time \$500.00 tuition award

SCHOLARSHIPS FOR GRADUATING 8TH GRADERS:

SARAH MATTICE MEMORIAL SCHOLARSHIP: nomination only

Sarah Mattice was a former student of St. Monica School, who lost her battle with Leukemia in 2005, while in the 3rd grade. Sarah lived out her faith by being kind, generous and a friend to all. This scholarship is presented to an 8th grader at the May Crowning mass, and is awarded to the student who is nominated by his/her peers, as best

exhibiting the giving qualities that made Sarah so special. This is a \$300 scholarship, given to the 8th grader's high school for help with his/her book fees.

KNIGHTS OF COLUMBUS SCHOLARSHIP: application

This is a \$500 per year award for an 8th grader who will be attending Cardinal Ritter High School in the fall. Applications are available from the school office beginning in April of each year. The scholarship will be awarded to a boy or girl who best exemplifies diligence and hard work in grades and in Christian attitude. An essay is required along with the application.

As additional scholarships become available, we will keep you informed.

ST. MONICA FINANCIAL ASSISTANCE

St. Monica School offers Financial Assistance. Online applications are available in January, during Registration for the following year. Online applications must be completed by the posted due date for that year.

All families may request Financial Aid, which is awarded depending on the amount of aid we have available to give and the amount of families requesting aid. The amount any one family receives may differ from year to year and is not guaranteed.