

Holy Angles Catholic School a Notre Dame ACE Academy  
2019-2020 Family/Scholar Handbook

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# Holy Angels

CATHOLIC SCHOOL  
A NOTRE DAME ACE ACADEMY

## 2019-2020 Family/Scholar Handbook

**Our Mission:** *Holy Angels Catholic School, a Notre Dame ACE Academy, will form scholars and Saints by providing a challenging, faith-filled, educational experience that serves as the foundation for a life lived in service to Jesus by educating children to Seek, Persist, Excel, Love, and Serve in our Church, School, and Community in order to reach our goals of College and Heaven.*

**Our Goals:** College & Heaven

**We, Holy Angels Catholic School, believe that...**

- We are children of God; we wonderfully made.
- All of us will learn.
- Attitude determines altitude.
- We are one family: home, school, and community.
- I am third; Jesus, others, self.

**Our Values**

- Seek
- Persist
- Excel
- Love
- Serve

## **Our Philosophy**

A traditional view of the classroom has been historically organized under the assumption learning is something that the teacher makes happen. Here at Holy Angels Catholic School, we believe the teacher is the facilitator rather than the source of learning, with the source being the child. With the teacher's assistance and instigation, the child makes learning happen for him/herself. Our aim is to make children lifelong learners. We do this by giving children the skills necessary to succeed in future pursuits.

Teaching and learning styles differ. Teachers are continually looking for ways to reach the diverse learning styles of our scholars. A traditional lecture/discussion format, individualized instruction, small group work, experimental learning and outside resources can accomplish this.

## **School History**

Holy Angels School was originally built as a parish school in 1907. In 1971, a grant was secured through the Lilly Foundation to remodel the original school as an open concept school. The school was fully recognized and licensed by the state of Indiana in 1982. Due to an increase in enrollment, and the deterioration of the original school building, the need for a new building was recognized. On August 9, 1998, Holy Angels broke ground for a new school and Parish Center. The first day of school in the new (current) building was August 30, 1999. In 2006, the school became a part of what was known as the Consortium. This model allowed six inner city schools to share resources and ideas and was the vision of Archbishop Buechlein. In 2007, the consortium was renamed the Mother Theodore Catholic Academies, in honor of Mother Theodora Guerin. In 2016, Holy Angels Catholic School joined the Notre Dame ACE Academies. Currently, Holy Angels Catholic School is located on the Holy Angels Parish grounds and serves Pre-School 3yr olds through 6<sup>th</sup> grade under the Archdiocese of Indianapolis and is a member of Notre Dame ACE Academies (NDAA).

## **Admission Policy**

Holy Angels Catholic School admits scholars of any race, religion, and national or ethnic origins to all the rights, privileges, programs and activities generally made available to students of the school. We do not discriminate on the basis of race, religion, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered program.

Children entering Pre-K must be three (3) years of age by August 1<sup>st</sup> and potty trained. All new families seeking admissions to Holy Angels Catholic School will be evaluated based upon the scholar's academic and discipline history and other relevant information from the previous schools attended. This is to ensure we can meet all of the child's needs and it is a good fit for that child and all children attending Holy Angels. All scholars are taken on a probationary status for one semester to ensure that Holy Angels Catholic School can meet the scholar's educational needs. This period is also used for the scholar to prove him/herself socially, academically, and behaviorally. If during this period it is deemed not a good fit, a scholar may be asked to withdraw his/her attendance at Holy Angels Catholic School.

# **The Holy Angels Way**

## **SOAR Like an Eagle Today**

Greet Your Teacher

Backpack/Bag/Purse Placed In Designated Area

Enter In Uniform Prepared To Learn

Complete "Do Now" So Attendance Can Be Taken

Read / Listen To Daily Learning Targets

Meet Or Exceed School and Classroom Expectations

Be Prepared And Engaged In The Lesson

Complete The Closure Activity

Leave Your Space Cleaner Than You Found It

Display Reverence During Prayer

## **I. PARENTS & GUARDIANS**

### **A. Parent/Guardian Role**

God has given parents the primary responsibility of nurturing their children in all things, as Paul says in Ephesians 6:4: “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

Good example is the strongest teacher. Your personal relationship with God, with each other, and the Church community will affect the way your child relates to God and others. Once you have entered a partnership with the school, we trust you to be loyal in this commitment; this includes ensuring all financial obligations are met each semester.

During these formative years, your child(ren) will need constant support from both parents/guardians and staff in order to reach their full potential. Mutual respect between staff members and parents will model good mature behavior and relationships. The chief responsibility for making decisions in the best interest of children always remains with the parents, and children are encouraged to respect and follow those decisions as Paul says in Colossians 3:20: “Children, obey your parents in everything, for this pleases the Lord.”

### **B. Parent/Guardian School Communication**

(1) Parent/Guardian to teacher relationship is extremely important, as we work together to educate the children of Holy Angels. Parents/Guardians are strongly encouraged to:

(a) Initiate communication with their child’s teachers (teachers will respond at earliest convenience). Unannounced interruptions in the classrooms interfere with the learning process of our scholars. The school requires that if a parent wishes to have a conference with a teacher, an appointment is made in advance. Please be respectful of the time before and immediately following school as all-school assembly may be taking place or teachers often need this time to prepare for classroom instruction;

(b) Communicate questions or concerns before they turn into major issues. Teachers may be contacted through the school office at 317-926-5211 or through the teacher’s school e-mail address;

(c) Avoid emotional responses to concerns before discussing the matter with other school personnel;

(d) Parents are expected to attend parent/teacher conferences with the teachers. Scheduled conferences are held at the end of the first quarter. We encourage parents to inquire as to the progress of their child throughout the school year - we are here to work with you;

(e) Please be sure that all phone numbers and emails on file are current and update these as often as applicable. It is an expectation of the parent/guardian to stay current on all communication that is sent out from the school;

(f) Parents wishing a conference with an administrator should make an appointment in advance through the administrative assistant by calling the school office at 317-926-5211.

(2) Emails: Please pay close attention to your emails for the weekly Newsletter, every homeroom teacher will send out newsletters on Monday that will inform the families of what is happening in their classrooms. The school will send out a newsletter at the beginning of each month. Notifications from the business office, your child's teachers, Jupiter (student database for grades and behavior reports), and other correspondence from Holy Angels will be sent. Emails will be used for important announcements and requests. It is critical that your email address is up-to-date and used regularly for communications.

(3) Events Calendar: Please mark important dates such as Family Nights, parent events, meetings and conferences, school-closed dates, etc., on your calendars. The events calendar is available online at: <http://www.holyangelscatholicsschool.org/> or in the main office of the school.

### **C. The Covenant- Parent/Guardian Commitment**

The Holy Angels Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Scholar(s) to support and uphold the Mission and Core Values of Holy Angels and the Notre Dame ACE Academies. Noted in italics, each item of the Covenant is which Core Value that particular pledge upholds.

As a parent/guardian in the Holy Angels community **I WILL:**

- *Seek* to provide a quiet place in the home where my child can read, learn, and complete growthwork
- *Seek* to proactively communicate with my child's teacher when needed
- *Seek* to notify the school in advance of absences, address changes, and accurate phone numbers or emails
- *Persist* in ensuring the completion of growthwork, including reviewing and signing necessary documents
- *Persist* by enforcing reasonable bedtimes to ensure adequate sleep
- *Persist* in encouraging the development of my child's God-given talents and interests
- *Excel* by ensuring that my child is at school and ready to learn before 7:30 am each school day
- *Excel* by assisting my child in problem solving by allowing my child to contact teachers regarding growthwork
- *Excel* by actively participating in the school community
- *Love* my child and do everything in my power to ensure the academic success of my child
- *Love* my child by attending parent-teacher conferences and other mandatory meetings
- *Serve* my child by modeling Christ-like behavior

- *Serve my child by ensuring that a clean school uniform is available at the beginning of every school day*  
*By failing to keep these commitments, your child will eventually lose his/her seat at Holy Angels Catholic School. Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”*

#### **D. Chaperones: Learning Experience Expectations**

Holy Angels provides extensive opportunities for scholars to travel outside of the classroom through local field trips and the SOAR Across America program (coming soon). It is a privilege to learn outside of the classroom. All chaperones must complete Safe and Sacred training. Please review “Volunteers & Visitors” under the “Governance” section.

On occasion, the school relies upon parents/guardians to provide transportation and leadership on Learning Experiences. The classroom teacher or administrator arranges chaperones in advance. Holy Angels appreciates the support that chaperones are able to provide and asks that all chaperones adhere to the following expectations:

##### (1) Chaperone Expectations:

- Chaperones are expected to engage with scholars during the duration of the learning experience. To support engagement, we ask that chaperone cell phone usage be at a minimum.
- Chaperones are expected to help the classroom teacher uphold Holy Angels expectations and stay with the group at all times. Chaperones do not accompany classes for their own personal benefit but rather to enhance the experience for the students.
- Chaperones are expected to insist their child stay with the rest of the group and not be given special treatment or conflicting expectations.
- Inappropriate behavior, conversations, or comments should be reported to a staff member immediately. Only a member of the Holy Angels staff should administer discipline.
- Distributing candy, gum, or other treats must be done only with the teacher’s approval at an appropriate time.

##### (2) Transportation Expectations:

- Parent/Guardian drivers will be asked to provide proof of a valid driver’s license and insurance.
- Vehicles transporting scholars must be in good repair with functioning seat belts.
- Younger siblings should not accompany parents/guardians unless approved by the teacher.
- All scholars must be buckled in appropriately.
- Small children must be in the back seat according to state law.
- Speed limits and all traffic laws must be observed at all times.
- Loud or inappropriate music will not be played with scholars in the vehicle.
- Smoking at anytime during a learning experience, including in a vehicle, is unacceptable.

Please review “Learning Experience Expectations” under the “Academics” section for expectations specific to scholars.

## **II. ACADEMICS**

Holy Angels Catholic School follows the State of Indiana and Archdiocesan guidelines for textbook adoption, standardized testing, and curriculum.

### **A. Blended Learning**

Scholars in grades K-6 will participate in our Blended Learning model in Math and English/Language Arts. This strategy puts scholar’s first. The scholars get to work at each of their individualized academic level, work at mastery of standards using their own technology at their individualized pace. This gives the scholars the ability to take control of their work, which will keep them motivated. Scholar/teacher relationships increase in this model by setting up intentional centers that hold each scholar accountable for their own learning and behavior. The teacher will use the daily data that is generated to plan for the next day’s learning. Each scholar will work on standards on their level, whether below or above, and also work toward mastery of grade level standards.

### **B. Technology**

Every scholar in grades K-6 will have access to their own Chromebook (laptop) while at school. Scholars will have the opportunity to use their Chromebook each day. This is an important aspect to the Blended Learning model. The Chromebooks are purchased by the school and will be the scholar’s responsibility to take care of them. A fee will be assessed to the scholar’s account if damage occurs. We ask for parental support in making sure scholars show responsible and appropriate computer and online usage.

### **C. Standardized Testing**

Holy Angels Catholic School follows all state guidelines in the administration of ILEARN and IREAD testing. All scholars in grades 3-6 must participate in the ILEARN and IREAD testing. All scholars also must participate in NWEA testing, teacher assigned tests, and all other assessments that will be used to gather academic data. Results of these tests will be used to provide the highest quality instruction to meet your child’s individual academic needs.

### **D. Growthwork (Homework)**

One of the principle means of communication between parents/guardians and the school is growthwork. It provides families with an opportunity to follow what and how well their children are doing in school. Cooperation of parents in supervising growthwork is a vital element in the learning process of the scholar. Written work is not the sole type of growthwork; study and oral assignments are also given. The scholar should realize that growthwork is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Artifacts for all grade levels will be required for portfolio submission. Time during before-care and after-care should be prioritized for completion of growthwork. Planners will be provided to scholars in all grades and scholars are expected to utilize them. Scholars are allowed one school day per day of absence to make up missed work.



(1) Growthwork Expectations:

- (a) PreK – 2<sup>nd</sup> grade – weekly skills packets / assignments
- (b) 3<sup>rd</sup> grade – 15-20 minutes of growthwork per night for 3 days a week
- (c) 4<sup>th</sup> grade – 20-30 minutes of growthwork per night for 3 days a week
- (d) 5<sup>th</sup> grade – 30-40 minutes of growthwork per night for 3-5 days a week
- (e) 6<sup>th</sup> grade – 40-50 minutes of growthwork per night for 3-5 days a week

(2) Portfolio Expectations:

- (a) PreK – 2<sup>nd</sup> grade – ELA, Math, & Religion 1 submission each with rubric per semester.
- (b) 3<sup>rd</sup> – 6<sup>th</sup> grade – ELA, Math, & Religion 1 submission each with rubric per quarter.

(3) Planner Expectations:

- (a) PreK – 2<sup>nd</sup> grade – All growthwork will be entered into the planner on a daily basis. Scholars in 1<sup>st</sup> and 2<sup>nd</sup> grade are expected to be responsible for ensuring they have entered their assigned growthwork into the planner. The planner will also be an important communication tool; teachers (PreK-2) will code each scholar's behavior so families have running documentation of daily behavior.
- (b) 3<sup>rd</sup> – 6<sup>th</sup> grade – Each scholar is expected to enter what tasks need to be completed daily and when they are due. Some of the most successful people in the world use a planner on a daily basis. At Holy Angels we are developing behaviors essential for effectiveness and success.

**E. Learning Experiences (Field Trips)**

The teachers at Holy Angels strive to provide learning experiences, which show that learning and growth are continuing parts of life. Learning experiences expose scholars to parts of our world that cannot be brought into the classroom. Trips to historic places, factories, farms, city utilities, and government buildings are a part of the experiential learning that plays a vital role in a child's education. Each scholar will be required to return a written permission slip, signed by a parent/guardian, for each field trip. Verbal permission slips may not be accepted. Teachers arrange transportation and supervision for these trips. There may be a fee associated with some learning experiences. Any fee must be paid in full before leaving for the trip for the child to participate. Families and scholars should remember that participation on a learning experience is a privilege earned by scholars, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny participation in any learning experience due to, but not limited to, poor academic effort and/or poor conduct/behavior. If the learning experience privilege has been lost, or the proper form and fees have not been collected, affected scholars will be asked to remain in a different classroom, or under the supervision of staff members for the duration of the experience. Scholars are expected to be in school regardless of their participation on school learning experiences. Scholars that are not in school on the day of a learning experience without a reasonable excuse, jeopardize their participation in all future learning experiences. Adhering to behavior expectations while out of our building is extremely important. We must represent The Holy Angels Way to all we meet. All monies collected for the field trip are non-refundable.

## **F. Religious Instruction**

Holy Angels Catholic School is part of the Archdiocese of Indianapolis. Catholicism is taught at each grade level and spirituality is part of everyday life. Scholars receive instruction in scripture, Catholic traditions and history, as well as sacramental preparation. The sacramental life of the children of the Catholic tradition is an important component of our religion program. The sacraments of Reconciliation and Eucharist are only conferred to scholars baptized in the Roman Catholic tradition. Parents/Guardians of children who are Catholic are required to be active partners in the preparation of their children for these sacraments. Scholars plan and participate in weekly liturgies. The scholars will attend Mass once a week, on a designated morning, at 9:00 a.m. Parents/Guardians are always invited to attend. Holy Angels Catholic School uses the Archdiocese proficiencies for religious instruction. Scholars in grade 5 will participate in the Archdiocese ACRE testing, generally taken in January to track our Catholic faith academic progress.

Prayer is an important part of the day. Prayers will be said as a school in the morning, with meals, throughout the day, and at the end of the day. These prayers may be formal, spontaneous, or shared prayer by the scholars. All scholars and staff will be reverent and respectful during all prayers. It is a tradition in Catholic schools to place a high priority on service. The purpose of service is to provide scholars with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Parents/Guardians are expected to do everything they can for their child to participate in our service opportunities.

## **G. Title I and Special Education Programming**

Holy Angels Catholic School scholars who qualify may receive assistance from the Title I Program. Indianapolis Public Schools (IPS) works with the school to provide necessary testing and guidance with speech and other areas, which affect learning. Holy Angels accepts and follows all Individual Service Plans (ISP) and CSEPs. We do not follow 504 plans, but do make accommodations with our RtI program that will benefit the scholar.

## **H. Library**

Our school received funding from the Archdiocese of Indianapolis that allows us to be part of the Indianapolis-Marion County Public Library's Shared System. The Shared System is part of the Library's public computer catalog. All of our books have been cataloged and bar-coded. Scholars can request books, CDs, and videos online from any library in the city, and a library delivery truck will bring us materials every week.

Families can return items checked out at school to a branch library and can return items checked out at a branch library to the school.

Our school library is a key element in our education program. Reading is so important to the success of our scholars. We ask scholars to take as many books as they can read between visits to the library. Scholars are responsible for the books, CDs and videos they check out on their library cards. Scholars should plan to keep all their library items in one place at home. If something is damaged or lost, scholars are required to pay for a

replacement. Scholars may not check out any new items if they have something overdue or lost. The cost of damaged or lost things will be added to the family's bill.

### **I. Evaluation of Individual Progress**

"We assess the standards and skills delineated in the curriculum. It is essential that we not only consider the measurement of certain cognitive expectations in our school and programs, but also check for understanding, the ability to do, the outlook our learners have on life, the commitment our learners have to act on the Gospel message, and to more closely live as disciples of Christ." -Bringing It All Together, Archdiocese of Indianapolis. We utilize the standard based report card and the master/non-master grading system.

#### (1) Grading Scale:

4 = E = Exceeding grade level of the standard

3 = M = Mastery of the standard at that grade level

2 = P = Progressing toward mastery of the standard at that grade level

1 = N = Not Mastered/Needs Improvement of the standard at that grade level

#### (2) Progress Reports/Report Cards

(a) Progress Reports are emailed to families at mid-quarter. This is done to help parents/guardians better assess their child's performance at school. If there are any academic, behavior or social problems, the Progress Report serves as a communication device.

(b) Report Cards are distributed at the end of each quarter. These Report Cards have been designed and constructed by a committee formed through the Indianapolis Archdiocese. The next available school day is preferred. Parents/Guardians can use Jupiter to access their child's grades at any time during the school year. The expectation is that teachers update grades weekly.

#### (3) Promotion, Retention, and Assignment

(a) Promotion- Scholars who have successfully completed grade level coursework will be promoted to the next grade. Administration may recommend repetition of a grade, tutoring, or summer school programming as a requirement for promotion.

(b) If retention is being considered, parents/guardians will be contacted prior to the beginning of the fourth quarter. A child will be retained only when there is positive hope that he/she will benefit from it. Social, emotional, moral, and physical factors, as well as academic achievement, will be considered. In the primary grades, failure in reading or math usually constitutes a legitimate reason for retention. Parents/Guardians will be notified if their child is in danger of retention and a conference can be requested.

(c) If the need arises to assign a scholar to the next grade, it means that the scholar has not completed satisfactory work but that the parties involved feel that retention is not in the best interest of the child. A child may be assigned to a grade for various reasons. Parents/Guardians will be notified and a conference can be requested to discuss these reasons.

### III. THE SCHOOL DAY

#### A. Attendance Expectations

Holy Angels finds it important to have an overall attendance rate above 95% for the year. In order for all scholars to benefit from the instructional program, prompt and regular attendance is expected. Regular attendance develops self-discipline and responsibility in a child's formative years. Children cannot learn if they are not present during instructional time. The Indiana State Legislature requires the school to report each student's attendance. A scholar is considered absent in the morning if he/she misses two hours or more of the morning session (arrival after 9:45am). A scholar is considered absent in the afternoon if he/she misses two hours or more after lunch (leaving prior to 1:15 pm). It is the policy of the Indiana State Department and the Archdiocese of Indianapolis that each school enforce a procedure that includes steps for those instances where failure to attend interferes with the scholar's academic performance and/or are excessive in number.

- If a scholar is absent 10 days within a school year, action may be initiated.
- Absences totaling 25 days or more in a given school year will result in retention.
- Alternative solutions will be sought for scholars with a doctor substantiated medical condition.

(1) Reporting Absences: Parents/Guardians should notify the school office (926-5211) before 9:00 AM each day the scholar is absent. This is for your child(ren)'s safety. **A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call to the main office.** An excuse for an absence from school may be approved for one or more of the following reasons or conditions:

- (a) Personal Illness: Parents or guardians must call the school each morning their child is home ill. If the child is absent three or more consecutive days, the school requires a doctor's excuse.
- (b) Death of a Relative or Family Emergency: Parents or guardians must contact the school office to explain the situation and estimated time of absence from school.

(2) Professional Appointments: We strongly encourage families to schedule medical, dental, legal, and other necessary appointments outside of school hours. If this is not possible, the parent/guardian must do the following one full day in advance of the appointment. At no time should parent/guardians or visitors go directly to the classroom:

- (a) Call the school office to provide day and time of early pick-up, including valid reason.
- (b) Notify classroom teacher and administrative assistant of day and time of the appointment, including valid reason.
- (c) Parents/Guardians must pick up their child(ren) in the school office: you must sign out upon pick-up, and sign scholar back in upon return.
- (d) Parents/Guardians may be asked to present a doctor's excuse upon the child's return to school.

(3) Unexcused Absences: Any unexcused absence becomes part of a scholar's permanent school record. Scholars are "unexcused" if they:

- (a) Fail to bring a doctor's excuse for three or more consecutive days of absence;
- (b) Scholars who miss school due to a vacation outside of the days on the school schedule are considered unexcused. Teachers are not required to pull work early for these scholars. Scholars will be expected to make up any assessments and missed work. Assessments and assignments may not be counted in the same manner as if the scholars were in attendance on those days. Please make every effort to adhere to the school calendar.
- (c) Are absent from school for any reason other than those listed as an excusable reason.

(4) Consequences: Scholars who have extended absences without turning in a valid excuse will not be permitted to return to class until a parent or guardian has contacted an administrator. Scholars will face major consequences for unexcused absences and will ultimately lose their seat at Holy Angels if the problem persists.

(5) Make-up Work for Excused Absences: An absence from school, even for several days, does not excuse scholars from their responsibilities in the classroom on the day they return to school. With an excused absence, scholars are responsible for making up any work missed during an absence. Growthwork can be requested in the morning for pick up at the school office after 3:15 p.m. Scholars will be given one school day for each absence day to make up any missed work.

(6) Early Pick-Up Requests: A scholar picked-up before normal dismissal times, particularly within thirty minutes of the end of the school day, disrupts teachers and scholars. Consequently, scholars may not be picked-up early unless the student or his immediate family is involved in some kind of crisis such as severe illness, or death in the family. Unexcused early pick-ups for transportation or childcare problems are not considered a valid reason for early pick-up. Under such circumstances, parents/guardians should contact school administration for assistance in finding a solution to the problem.

(7) Extra-curricular activities/events: All extra-curricular activities require attendance at school the day of the activity. The child must attend a full day of school to participate in sports events, plays, programs, graduations, etc.

### **B. Timeliness & Tardiness**

Most tardiness is avoidable. Tardiness is the number one reason for employee termination in the United States. Consistent tardiness teaches children to depend on others to accommodate their bad habit. Scholars must learn punctuality at an early age. Please plan to drop your child off prior to 7:30 each morning, this allows time to get prepared for the morning and be ready to attend morning assembly. Any scholar that is not with their class, in assembly by 7:45 is considered tardy and will be marked as such. Each scholar is allowed to have 4 documented unexcused tardies per school year. If additional tardies are accumulated the issue will be addressed by administration in the following manner:

- Tardy #5: Family will receive a letter from administration detailing the dates of tardies accumulated.
- Tardy #10: Family will receive a letter requesting the parent/guardian to make an appointment for a meeting with one of the school administrators. The scholar is not allowed back into class until that meeting takes place.
- Tardy #15: A second meeting will be held with the parent/guardian at an administrator's request. Scholar will not be allowed to attend school until this meeting takes place. Family will be placed on an attendance contract. Scholars participating in extra-curricular activities, such as CYO sports or singing for Mass will be suspended for at least one game or mass.

### **C. ARRIVAL & DISMISSAL**

(1) Morning Drop Off: Scholars may be checked into Before Care by their parents/guardians beginning at 6:30 a.m. Before Care meets in the cafeteria/gym of the school. Scholars will be dismissed to their classroom at 7:30am. The ideal arrival time for scholars is at 7:30. This allows the scholar time to get ready for the day and make it to Morning Assembly. The entire school gathers in this area prior to 7:45 a.m. for Morning Assembly and breakfast. Parents/Guardians are invited to join us for Morning Assembly.

- ***Parents/Guardians are asked to pull into the parking lot using Udell Street and pull along the curb to drop their child(ren) off. Avoid parking in the coned area and "NO PARKING" zone. Parents/Guardians that are walking their child(ren) into the school are asked to park in an available parking spot. After dropping your child off parents/guardians are asked to exit the parking lot using the south drive and exiting onto Franklin Place/28<sup>th</sup> street.***

(2) Dismissal Procedure: Dismissal will be at 3:15pm. Scholars will be dismissed from Closing Assembly to go to car rider area or to the Parish Center to catch their alternate transportation. All other scholars will remain seated in the cafeteria area for dinner.

- Approach the school heading east on Udell – towards MLK.
- Pull onto the lot and drive along the school curb.
- Put the vehicle in park and stay in your vehicle.
- Staff will direct children to vehicles from the curbside.
- STAY IN LINE and watch for the line to exit towards 28<sup>th</sup> St.

(a) Scholars Going Home with Someone Else

In the interest of safety, all children must have written consent before going home in a manner different than his/her daily routine.

(b) After School Procedures

Scholars are not permitted to remain at school after hours prior to an activity unless attending the Holy Angels After Care Program.

(3) Morning/Aftercare: Both programs are offered for PK-6<sup>th</sup> grade families.

(a) A free morning care program is offered from 6:30 a.m.-7:30 a.m.

(b) A pre-paid after-school care program is offered from 3:15 p.m.- 6:00 p.m. on days when school is in session for a full day. Aftercare charges will be posted to

your account and must be paid a month in advance.

(c) Any scholar not picked up by 3:30 p.m., will be sent to Aftercare and the parent/guardian will be charged.

(d) Additional information concerning Aftercare is available in the school office.

(e) In cases of a school cancellation due to weather, Before Care will not be in session.

#### **D. Emergency Closings**

The school will send out a mass text message via Jupiter to all parents/guardians along with posting on social media and news stations when available. It is extremely important to have a working number and your cell service provider in our system. When in doubt as to whether school will be open due to severe weather conditions, please listen to TV stations. Every effort is made to notify the media by 6:00 am. Anytime IPS closes for the day due to weather, Holy Angels will also close. Please listen for or watch for Holy Angels Catholic School to be announced.

### **IV. Scholar Expectations**

#### **A. PHILOSOPHY**

Holy Angels Catholic School strives to educate children in Christian beliefs and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically and socially. Discipline is a necessary element of this end. We believe that the school must help each scholar attain the self-discipline necessary for self-reliance and successful learning. Until a scholar exhibits the ability to be self-disciplined, guidance will be provided.

We expect scholars at Holy Angels Catholic School to exemplify attitudes and actions, which reflect Catholic values. Values such as Seek, Persist, Excel, Love and Serve are used to guide our goals towards College and Heaven. Both scholars and staff must expend constant effort in growth and development to become more Christ-like each day. The school has a school wide general conduct policy, but individual classrooms also set their own additional procedures and expectations as approved by administration.

Disciplinary action is intended to be instructional and restorative, but not humiliating or demeaning. Discipline will be administered with respect for Christian values embraced by the Holy Angels community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

#### **B. The Covenant- Scholar Commitment**

The Holy Angels Covenant is the specific commitment of the Teacher and Administrator, the Parent/Guardian, and the Scholar(s) to support and uphold the Mission and Core Values of Holy Angels and the Notre Dame ACE Academies. Noted in italics, each item of the Covenant is which Core Value that particular pledge upholds.

As a scholar in the Holy Angels community **I WILL:**

- *Serve* my academic success and that of my fellow scholars by doing everything in my power to ensure it

- *Excel* by at school, in my assigned area, and ready to attend assembly prior to 7:30 am each school day
  - Show my *love* for education by following the school uniform policy and maintaining a neat and clean appearance
  - *Persist* in completing all growthwork thoroughly; including getting all necessary signatures
  - *Seek* out and find solutions to problems without resorting to excuses
  - *Love* others as Christ did and exhibit Christ-like behavior in all that I do
- I understand that by failing to keep these commitments I will eventually lose school privileges and my seat at Holy Angels Catholic School. Colossians 3:23  
“Whatever you do, work at it with all your heart, as working for the Lord.”*

### **C. General Conduct**

Holy Angels mission is to form Scholars and Saints for College and Heaven. We have five core values and five root beliefs that guide us in demonstrating positive behaviors to accomplish our goals.

(1) We believe of all of us will learn. Scholars are not learning if they are not in the classroom and in the proper mindset to learn. We operate under a principled approach to: recognize, respond, resolve, repent and reassure scholars, so they are prepared for success in the learning environment.

Please review “Office of Scholar Life” under “Governance” for more information.

(2) We believe I am third. As we teach scholars to be proactive in their core value behaviors, we focus on some specific gospel behaviors. These include SEEK ways to build each other up, PERSIST by exhibiting self-control, EXCEL by showing humility, LOVE by offering forgiveness, and SERVE by sacrificing. With each of these core values and aligned behaviors, scholars are taught to think of and consider other people. This teaches scholars to constantly put the needs of others before their own short-term wants and desires.

(3) We believe we are one family: home, school, and community. Scholars are expected to show respect for parents/guardians, teachers, staff members, other scholars, visitors and school property. We represent Holy Angels, our family, and our community in and out of the walls of this school building.

(4) We believe attitude determines altitude. At times, scholars demonstrate attitudes and behaviors that are outside of the proactive, gospel motivated behaviors. During these unfortunate moments it becomes necessary to redirect and provide consequences to show scholars that their actions are inappropriate and unacceptable. Essentially, scholars who have misbehaved must endure unpleasantness (consequence) in order to effectively understand the fact that they have made a poor choice. Despite the situation, we work hard to avoid negatively charged teacher-to-scholar interactions. Instead, we believe in consistently and calmly teaching and emphasizing choices and consequences. This approach helps the scholar to maintain focus on owning their specific behavior and/or



attitude that was problematic rather than personalizing the disciplinary situation on the adult who is delivering the consequence.

(5) We believe we are children of God; we are wonderfully made. In addition to emphasizing the Gospel in encouraging scholars to be proactive in positive behavior, the Holy Angels staff also strives to incorporate the Gospel through word and action, as part of the conclusion of each disciplinary incident with scholars. The wonderful promise of God's forgiveness drives all that we do and is an essential element to any interaction with scholars. This action is particularly crucial when a scholar has done wrong and has repented.

#### **D. Behavioral Intervention Steps**

Teachers assist scholars to make proper choices in all aspects of the school day. Each teacher is responsible for creating a safe and loving atmosphere for all scholars to learn in. If a scholar exhibits behavior inconsistent with the expectations the classroom or school, the following procedures will be followed:

##### **(1) Proximity in the classroom (K-6)**

- When a scholar needs a behavior modification the teacher moves closer to the scholar.
- If the behavior continues, the teacher speaks quietly to scholar and asks them to make a better choice.

##### **(2) Cool down area (K-6)**

- When proximity has had no affect or the behavior is consistently repeated the teacher asks scholar to relocate to an area of the classroom or another classroom and wait for the teacher to address them and invite them back to class.
- Clearly explain the behavior that is being corrected and invite scholar return to classroom or assigned seat. Remember, we are here to love and minister to our scholars, if they need more time to redirect allow for that.
- Teacher must contact (call / email) home explaining behavior and next step if behavior is not corrected.

##### **(3) Recharge (K-3) / Processing (3-6)**

- When steps 1 and 2 have been used and the behavior has not been corrected teacher asks scholar (quietly and calmly) to Recharge him/herself (K-3) or complete a "Processing" form (3-6) either in a secluded area of the classroom or with the Social Worker. Once again explain the behavior that the scholar is exemplifying to be removed from class.
- Scholar (3-6) will receive a Redirection Form with PROCESSING initialed from the teacher and complete the questions on the form and return it to the teacher once they have it completed (if not completed appropriately, the scholar will receive an automatic detention).
- Teacher immediately contacts the OSL with a brief description of the incident.
- Repeated "Processing" sessions will lead to further disciplinary action.

- The teacher will initial and submit the Redirection Form to the Director of Scholar Life mailbox after reviewing the responses.
- Teacher must email or call home explaining why scholar was issued Redirection Form and record the information in Jupiter.

(4) Detention (3-6)

- When steps 1-3 have been attempted to correct classroom behavior(s) and are unsuccessful the teacher issues a Redirection Form with DETENTION initialed and scholar is sent to the Main Office to complete their task until they speak with the Director of Scholar Life. The scholar will then return to class.
- Teacher immediately contacts the OSL with a brief description of the incident.
- Scholar will receive a detention to be served immediately that day during lunch/recess or after school or an agreed upon time. If not served scholar will receive a 1-day in-school suspension.
- Teacher must email or call home explaining why scholar received the detention and record the information in Jupiter.

(5) Referral (3-6)

- When steps 1-4 have been exhausted on behavior(s) a teacher completes a Redirection Form recommending a referral be issued by initialing the REFERRAL line. This is only a Recommendation and the administrator will make the final decision. The scholar is sent to the Main Office to complete their task until they speak with an administrator.
- Teacher immediately contacts the OSL with a brief description of the incident.
- Scholar will begin the referral process, which includes completing the Redirection Form, having a conversation with an administrator about the decision and repentance, and then speaking with and making an apology to the issuing staff member at an agreed upon time during lunch/recess or before/after school.
- Teacher must call home explaining why the scholar received the referral recommendation and record the information in Jupiter; the referral process is not complete until this occurs.
- An administrator will contact home to discuss the referral and expectations.

**E. Cell Phones**

We understand that for some of our scholars and their specific situation a cell phone is a necessity for safety, transportation and/or communication purposes. Unless it is an absolute necessity we ask that cell phones and all other electronics NOT be brought to Holy Angels. Cell phones and other electronics that are brought to school must be given to the administrative assistant or administrator immediately upon arrival. The device will be returned when the child is leaving the building for the remainder of the day.

**(1) Consequences:** If a scholar takes a picture/video on school property, cell phone is visible on the scholar, cell phone goes off in class or anywhere in the building, or the scholar is using the phone in any way, the device will be confiscated. The expectation is that the scholar immediately surrenders the device. The cell phone will be returned to the parent/guardian as follows:

- **First Offense:** Phone is confiscated and given to an administrator. Phone is only returned to a parent/guardian. This is considered the “Warning”
- **Second Offense:** Phone is kept for 2 weeks. Parent/Guardian has a \$50 immediate buy back option.
- **Third Offense:** Phone is kept for a semester. Parent/Guardian has a \$50 buyback option after two weeks.

**(2) Refusal to Follow Policy:**

- Inappropriate behavior using a cell phone and/or refusing to give the cell phone to a Holy Angels adult will result in phone is kept for 2 weeks. Parent/Guardian has a \$50 immediate buy back option.

**(3) Lost or Damaged Electronics:** Please be advised that Holy Angels is not responsible for lost or damaged cell phones or other electronic devices.

**F. Uniform Policy:** The uniform policy of Holy Angels is updated on a yearly basis. Please see the administrative assistant in the main office for the most recently updated version. The current policy can also be found on the school website.

**G. Acceptable Usage Policy:**

(1) Scholars acknowledge their rights and responsibilities while using school technology:

- All communication and information accessible via the network is the property of Holy Angels Catholic Schools and Notre Dame ACE Academies and should be used appropriately.
- Scholars are expected to respect the privacy of other users.
- Scholars are expected to respect Copyright Laws and the Intellectual Property rights of others.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- The computer and network remain the property of the school. The school reserves the right to open any file or folder, including e-mail, stored on the network as it deems necessary. Furthermore, the school reserves the right to monitor, both physically and electronically, all activities on the network.
- Scholars shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks.
- No use of the networks shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, network and/or damage the software components of a computer, computing system, or network is prohibited.
- Use of any HACS technology for illegal activities, commercial purposes, advertisement or political lobbying, or sexually explicit or pornographic purposes is strictly prohibited.

- Only authorized persons may install hardware and software on any HACS computer or networks.
- Only authorized persons may connect a computer or other electronic equipment to the school's network.

(2) Scholars acknowledge their rights and responsibilities while using school Internet access:

- Scholars have access to the World Wide Web on the Internet for educational purposes via school-installed software.
- Unauthorized attempts to access another person's e-mail, or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications is prohibited.
- All other Internet access will be at the discretion of the Director of Technology and school administration.
- Scholars may not use the Internet to share or misrepresent their own, or others', personal contact information such as, address, phone number or credit card information.
- Scholars may not use the Internet to access websites or advocate values that are different from the goals of HACS.
- Scholar abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school administration:
  - Scholars will face suspension or revocation of computing and other technological privileges.
  - Scholars will face disciplinary action assigned by the Dean of Students, including a conference with the scholar's parents/guardians.
  - Scholars will be required to make full restitution to HACS for resources consumed.
  - Scholars will face other legal action including action to recover damages.
  - Scholars will face referral to law enforcement authorities.

## V. SCHOLAR HEALTH

### A. Immunization Requirements

All students entering Holy Angels Catholic School are required by State law to present records of immunization.

Before entering **Pre-K**, a scholar must have:

- Four DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- Three Polio vaccines
- One MMR (Measles, Mumps, & Rubella)
- Three Hepatitis B immunizations
- One Varicella (Chicken Pox)

Before entering **kindergarten**, a scholar must have:

- Two MMR (Measles, Mumps, & Rubella)
- Three Hepatitis B immunizations
- Four Polio vaccines

- Five DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- Two Varicella (Chicken Pox)

Indiana Health laws state that all scholars entering **sixth grade** in Indiana schools are required to show proof that they have received:

- Two MMR (Measles, Mumps, & Rubella)
- Three Hepatitis B immunizations
- Four Polio vaccines
- Five DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- Two Varicella (Chicken Pox)
- One Tdap (Tetanus & Pertussis)
- One MCV (Meningococcal)

At least two doses of MMR vaccine and both doses must have been administered after the first birthday. The second dose may have been administered any time during the child's life, as long as there were 30 days between doses. All immunization records must be submitted to the school by August 31<sup>st</sup>.

### **B. Emergency Contacts**

The school keeps emergency contact information for each family. We ask your assistance in keeping this information up-to-date. Any time you have a change of doctor or daytime telephone number, please notify us immediately. When you are out of town, please leave a number of a relative or friend whom we may contact if needed. Please be sure to advise the office immediately of any address/phone number changes.

### **C. School Nurse**

Holy Angels Catholic School has an on-site school nurse, Monday-Friday 7:30 am-3:30 pm, provided by St. Vincent Hospital and Health Centers. The School Nurse is a Health Care Assistant (HCA) who does not prescribe medication or diagnose disease, but will see scholars in the office for assessment of acute problems (like an injury, severe pain or wheezing) that occur while at school. Children need a written pass from their teacher in order to be seen.

(1) Sick or Injured Scholars: When a child is sick during the day the nurse will help determine if he/she needs to go home or be seen by a healthcare provider. Once this determination is made immediate arrangements must be made to have the child picked-up from school. The School Nurse will always try to contact the parent/guardian if any treatment or follow up is needed for the illness or injury.

(2) Yearly Screenings: Vision and hearing is screened in select grades during the school year. Parents/guardians are informed of any abnormal findings and referrals.

(3) Health Education: Health literacy is very important for children and families in order to promote healthy lifestyle habits. The School Nurse communicates with parents/guardians and teachers, making sure that our staff is aware of any ongoing health issues with scholars and how to manage them. She insures that plans of care and medications are on hand so that a child is safe and at their best health at school.

## **D. Medication**

In order to protect the health and welfare of scholars and staff members, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to scholars. All medication including cough drops, and inhalers must be delivered to and picked up from the school by an adult. Children may not transport medication. All medication will be kept and dispensed from the clinic. By State law, we are not allowed to dispense aspirin or other medication without specific directions from the parents/guardian. Taking medication without authorization or sharing of medication could result in suspension or expulsion.

### **(1) Prescription Medication Expectations**

- (a) A Prescription Drug Authorization Form must be on file in the office. The form is available in the school office. A Physician or other healthcare provider's signature is required.
- (b) Each medication must be in the original prescription packaging, labeled with the scholar's name, birth date, current expiration date, and administration directions. Inhalers must have spacers.
- (c) A new form is filled out each school year or if there is an adjustment to the medication (i.e. a change in dosage or frequency).
- (d) Medications must be taken home at the end of each school year.

### **(2) Non-Prescription Medication Expectations**

- (a) Parental permission is required for the administration of any non-prescription medications.
  - (i) Having permission in writing prevents delaying treatment when parents/guardians are unavailable to give phone consent.
  - (ii) The form is available in the school offices or from the School Nurse. A new form must be filled out each school year.
- (b) If preferred, the School Nurse or the student's teacher will call the parent/guardian each time medication is necessary. The teacher or school nurse must speak to the appropriate adult; consent may not be transmitted by the scholar.
- (c) Medications such as acetaminophen (Tylenol), ibuprofen, hydrocortisone cream and antibiotic ointment will be dispensed from the Holy Angels supplies. If a parent/guardian has specific non-prescription medications their child needs the medication must be labeled with the scholar's name, birthdate & instructions and brought to the School Nurse Office.
- (d) The administration of medication will be documented by the School Nurse.

## **E. Accidents & Injuries**

Injuries and accidents happening during the school day will be reported to the parents/guardians. A written report will be filed in the Nurses Office and kept on file. It is important that each child has an updated emergency card on file.

- (1) Head Injuries- Any scholar who is known to have an injury to their head area will be

taken seriously. Parents/guardians will always be notified if there is a head injury. The school will follow concussion protocol.

#### **F. Social/Emotional Learning**

Our school social worker is provided through Catholic Social Services. The social worker works cooperatively with scholars, parents/guardians, and teachers to help with issues that hinder academic achievement. The social worker may assist the scholar in the following areas: family changes, developing organizational skills, work habits and problem solving techniques, improving self-concept, developing appropriate social skills, and understanding emotional growth. As a parent/guardian, you have the right to examine the materials used by the Office of Scholar Life and to communicate with your child's social worker regarding their individual progress or concerns. A scholar can be referred to the social worker by self, parent, teacher, or administrator. The school social may be reached by contacting the school office at 926-5211. If the social worker needs to meet with a child one on one they will receive parental consent beforehand. A social worker can meet with a group of scholars without getting notification ahead of time.

#### **G. Child Abuse/Neglect**

Holy Angels School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported by teachers or administrators to Child Protected Services. Parent/guardian notification will not happen due to the law. The school does not investigate the abuse/neglect, we let the CPS office do all investigations.

#### **H. Wellness Policy**

It is the policy of the Archdiocese of Indianapolis that, whenever available, schools will participate in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All scholars in grades PreK-6 will have increased opportunities and encouragement to be physically active on a regular basis. Each of the schools within the Archdiocese of Indianapolis will actively engage their school community in following steps that will enable school wide wellness:

- Fast food meals may not be brought into the school cafeteria. If a parent/guardian brings in fast food to eat with their child, we will do everything we can to let the eating happen in another location.
- In light of the information available regarding childhood nutrition, school will discontinue the practice of using candy, soft drinks, or food snacks as rewards for academic performance, or good behavior.
- It is recommended that schools limit celebrations, which involve unhealthy food choices. Any celebrations (ex: birthdays) must be approved in advance by the teacher.

(1) Breakfast/Lunch/Dinner Program: Holy Angels Catholic School offers free breakfast, lunch and dinner program to all of our scholars. Scholars who want extra will need to pay for the extra food.

## **I. Dinner Meal Modification Procedure**

(1) Requests: To request a meal modification, a child's parent, adult participant, or participant's guardian shall submit the below information to:

The NDAA 504 Coordinator (information provided in Main Office)

(a) For a request related to a medical special dietary need, submit a medical statement to the 504 Coordinator that includes:

- A description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

\*The medical statement must be signed by a licensed physician, physician's assistant or nurse practitioner

(b) For a request related to a special dietary need that is not medical, submit the following to the 504 Coordinator, signed by a parent/guardian:

- A description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

(c) Updates to an existing accommodation require a new request

(2) Determinations:

- All requests for reasonable accommodations that relate to a disability will be approved as required by USDA regulation. Prior to denying any request related to a disability, the request will be reviewed by the Indiana Department of Education and United States Department of Agriculture's Regional Civil Rights Director.
- While requests that are unrelated to a disability are not required to be accommodated, our institution will consider them on a case by case basis to provide accommodations to the best of our ability.
- A prompt written final decision will be provided to the child's parent, adult participant or participant's guardian.

## **VI. GOVERNANCE**

### **A. Suspension/Expulsion Procedures**

At times, when a scholar's behavior is particularly disruptive or disrespectful, it becomes necessary to remove scholars from the academic environment. Such removal is based upon our belief that behavioral and moral development of the individual and the classroom as a whole is of primary importance and crucial for scholar growth and behavioral improvement. Therefore, we firmly believe in utilizing both in-school and out-of-school suspensions.

(1) In-School Suspension: ISS will be a supervised situation in which the scholar is isolated from his/her classmates. The scholar's parents/guardians will be notified by phone and documentation of the offense will be documented in the student management system. A conference with the parents/guardians may be required. In-school suspensions



may last from one to three days. The scholar will be given assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the scholar's responsibility. When serving a suspension, a scholar may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served until after he/she has completed a day of school after the suspension.

Major disciplinary violations may result in an ISS. Violations may include, but are not limited to:

- ◆ Profane, abusive, offensive, disrespectful language or threatening language (verbal, written, or social media/text)
- ◆ Damaging private or school property
- ◆ Causing physical or psychological injury to others
- ◆ Harassment and bullying
- ◆ Repeated failure to follow directions of a teacher or administrator

(2) Out of School Suspension/Expulsion: These options will be used only for extremely grave violations. All preventive efforts will be taken with the scholar, parents/guardians, and a member of administration before these policies are enforced. The suspension period begins at the time of the violation. The parents/guardians will be notified by phone and documentation will be documented in the student management system. Out of School suspensions will accumulate throughout the scholar's enrollment at Holy Angels Catholic School. Some infractions that warrant suspension/expulsion may include, but are not limited to the following:

- ◆ Stealing
- ◆ Physical aggression (as the aggressor or retaliator)
- ◆ Involved in a physical altercation with another scholar
  - \*A physical altercation is defined as two or more individuals engaged in any physical contact. The instigator and retaliator fall under this consequence.
- ◆ Verbal or physical intimidation of another scholar or staff
  - \*Intimidation is defined as any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.
- ◆ Drug/alcohol offense
- ◆ Open defiance of school authority
- ◆ Excess tardiness

(3) Expulsion: A scholar who has been suspended two times in a school year may be expelled at the next violation. Immediate expulsion may result from the following actions or any other action as deemed appropriate by the administration:

- ◆ Possession, use/selling of drugs on school grounds, or at a school related activity
- ◆ Dangerous behavior
- ◆ Threatening any staff member, bus driver, parent/guardian, or scholar

- ◆ Failure to comply with school policy

\*Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, administration may consult teachers, pastor, and parents/guardians.

(4) Probation: A scholar placed on probation will be monitored closely. Any major violation could result in immediate expulsion. All transfers will be placed on probation for one semester.

(5) Off-Campus Behavior: Any entanglement with civil authorities, or off campus behavior, (including Internet activity) that impugns the name of the school will not be tolerated. Scholars are expected to show respect for parents/guardians, teachers, staff members, other scholars, visitors and school property. We represent Holy Angels, our family, and our community in and out of the walls of this school building. Any scholar that deviates from this expectation will be subject to school consequences.

(6) Weapon Policy: An individual who possesses a weapon on school property or at a school-sponsored event may be expelled immediately. The police may also be notified as this is a Class D felony. (IC35-47-9-2) An item viewed in the eyes of the school administrator as a weapon\* shall be confiscated, and the scholar will be subject to disciplinary action and/or expulsion from school.

\*A weapon could be any instrument, tool, device or body part that can cause bodily harm to an individual and/or cause damage to personal property.

The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school sponsored activity, regardless of where held. Examples include but are not limited to: belts, combs, pens, pencils, scissors, and bats.

(7) Search and Seizure: Holy Angels has the right to search any scholar's property at any time if a concern arises. School administration, teachers or instructional aides have the right to conduct the search and confiscate any item that is not allowed, causes harm, or concern.

## **B. Grievance Policy**

The following is the proper procedure for addressing concerns.

Set a Conference with:

1. Teacher
2. Teacher & Administrator
3. Administrator
4. Director of NDAA/Superintendent

**(1) Rules for Grievance Procedures:** The administrator's decision cannot be appealed in this process, but his/her adherence to appropriate processes, rules, etc., may be appealed. The principal must carry out all provisions of the process. If a parent/guardian has a grievance against a teacher, every effort must be made to settle the grievance at the

lowest level (i.e. teacher and parent/guardian). If the grievance is not settled at this level, the parent/guardian, teacher and principal meet to settle the grievance. If the parent/guardian does not feel satisfied, it may be brought to the Superintendent.

This same process will be followed if the grievance is between a teacher and parent, teacher and scholar, a substitute and parent or scholar, a volunteer and parent or scholar. Good communication practice must be operative to avoid situations leading to grievance procedures. Confidentiality should be practiced by all parties involved.

## **(2) Grievance Procedure:**

### Article I. Definitions

- 1.1 GRIEVANCE: an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.
- 1.2 STUDENT: any person enrolled as a student in Holy Angels Catholic School.
- 1.3 EMPLOYEE: any full-time or part-time teacher, secretary, clerk custodian, cleaner, administrator, or other person receiving compensation for services rendered in Holy Angels Catholic School.
- 1.4 COMPLIANCE COORDINATOR: School principal or designee.

DIRECTOR OF SCHOOLS: Director of the Notre Dame ACE Academies

### Article II. Level One Procedure

- 2.1 The student or employee who has a complaint and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.
- 2.2 The Coordinator's responsibilities:
  - (a) Investigate, within seven school days, the circumstances of the complaint;
  - (b) Render a decision within ten school days after receipt of complaint and notify the complainant in writing;
  - (c) Provide the complainant seven school days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - (a) Accept the decision, in writing, addressed to the Compliance Coordinator within seven days. A level two procedure will be initiated.

### Article III. Level Two Procedure

- 3.1 The Compliance Coordinator requests the Director of the NDAA to review the complaint.
- 3.2 The Director of the NDAA will schedule a meeting within seven school days of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Director of School
- 3.3 The Director of Schools will make a decision within ten school days, which shall be final. The complainant and the coordinator will receive copies of the decision.

### **C. Withdraw/Release of Records**

Notify the school office if you are moving, or withdrawing from the school, in order to provide adequate time to prepare withdrawal records. All financial obligations must clear with the school so records can be transferred. Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

### **D. Non-Catholic Families/Scholars**

The school respects the personal consciences of individual scholars and their families. The Catholic Church recognizes this freedom. 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. All scholars will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy or against our Catholic beliefs.

### **E. Guideline for Catholic Schools on Respecting Persons**

The good name, reputation and personal safety of each scholar, faculty, staff member and adult volunteer is virtually important. In order to protect scholars, employees, volunteers, and the school/archdiocese itself, each scholar is expected to treat the good name and reputation of other scholars, 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 scholar 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 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.

## **F. Harassment**

The Archdiocese of Indianapolis and Holy Angels Catholic School are committed to providing and maintaining a learning and working environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious, or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age, or socioeconomic status. We have an obligation to provide an environment that is free from intimidation and harassment based on any of these factors. An important element to this issue is the silent bystander to bullying/harassment. All scholars are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered “tattling”, rather, it is considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment.

Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, shunning, intimidation, assault
- Direct or indirect threats
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or jokes

Scholars found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at the parent’s expense), detention, suspension, or expulsion. If the investigation results determine that criminal action has taken place, the information will be turned over to the proper authorities.

(1) **Bullying and Cyberbullying:** Bullying is defined as a repeated action that causes physical, mental, or emotional harm to an individual. At Holy Angels School, we believe that children learn best in a nonviolent community. Faculty, children, and parents are committed to a school environment in which they are treated like Jesus would treat others. We, therefore, do not accept any sort of bullying behavior. Bullying is when someone is subjected to behavior that is hurtful, threatening or frightening. It often is a conscious, planned, and repeated act. It can cause distress at the time or has the potential to be a threat in the future. It can take a number of forms: physical, verbal, telephone or email, extortion, exclusion, or a person with more power using his/her superior position to belittle, frighten, exclude, or harm another student.

### **(a) What will the faculty do in regard to bullying?**

The faculty will not ignore bullying behavior. They will intervene when they observe bullying behavior or it is brought to their attention. The faculty will take appropriate steps to stop bullying, including communicating it to appropriate people.

**(b) What will scholars do to prevent instances of bullying?**

Scholar will recognize bullying when they observe it. Scholars will report bullying to a faculty member, to their parents/guardians, or to the school administration. If you are bullied or know someone who is, you will take responsibility to talk to a teacher or the school administration.

**(c) What will parents/guardians do to prevent bullying?**

If your child talks to you about bullying, take him or her seriously. Contact school administration or teacher immediately. Tell your child that it is everyone's responsibility to protect him or herself and that adult involvement in matters of bullying is necessary. If your child is the bully, seek the school's help.

**(d) What actions will the school take?**

The school takes bullying very seriously. When the school is informed that a scholar is being bullied, administration and teacher will investigate. They 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.

**(e) Levels of Action:** The following levels of action will be taken if it is determined that bullying has occurred. Each incident will determine what level it is based on the following categories: severity, how many it people it affected, and how many times it occurred.

- **Level 1:** Administration or teacher will talk to the all scholars involved and discuss different ways of responding or treating others. The school will give the scholars the knowledge and power on how to fix the problem.
- **Level 2:** Administration will talk to the scholars involved and the parent/guardian will be notified. A discipline action will take place.
- **Level 3:** Administration will set a conference with the parents/guardian and child. The child will be required to talk to the pastor/social worker. The child may be suspended.
- **Level 4:** Administration will confer with the pastor/social worker, teacher, and/or others to determine if the scholar should remain in the school.

**G. Crisis Plan**

Holy Angels School has implemented a “crisis plan” or emergency preparedness plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, if the circumstances require it, the building will be evacuated and scholars will be moved to a secure location. If a lockdown is in effect NOONE, at any time, is allowed to be let into or out of the school.

**(1) Identification of Potential Threats of School Violence**

We at Holy Angels Catholic School in the Archdiocese of Indianapolis have an emergency preparedness plan in place as well as other policies and procedures that help ensure that your child is safe at school. However, we need your help. We ask you to help

us identify any situation where a scholar, staff member, family member, neighbor, or any other person might present a threat to the safety of our school.

Today, for obvious reasons, airport security checkpoints do not permit any behaviors by passengers of a threatening nature. Similarly, at school we cannot allow any behaviors by individuals that might pose a threat to the well-being of our scholars, staff, and others. We have an obligation to keep our school safe. Therefore, we will take any and all threats, threatening behavior or other behavioral indicators seriously. The school is not a place where we can allow people to make threats, offhanded comments or practical jokes about violence, or to possess weapons of any type. Nor, can we ignore behavioral signs that might indicate the potential for school violence. We will thoroughly investigate all potential concerns and take appropriate action.

### **(2) Threats and Concerns about Scholars**

Holy Angels School always takes concerns about any scholar seriously. Safety of all the scholars is always on our mind when making decisions. Please be aware when any concern arises, there is a protocol in place, that we follow, to ensure the fair treatment of all parties involved. Situations that can interfere with safety of self, scholars, teachers, and staff are taken very seriously and are investigated thoroughly by a team of professional personnel. If deemed necessary advice and consultation is sought from appropriate professionals. Once all data is gathered and analyzed an individualized action plan is determined and implemented.

With respect to all persons in all situations, it is only appropriate for us to discuss each situation with the parents/guardians of the children involved. When determined there is a risk to all scholars, communication will go out to all families of Holy Angels School.

### **(3) Recognizing Potential Problems**

We ask that you look for clues that may indicate that your child, another child you know, or an adult associated with you and/or the school poses a potential threat of violence. These are generally situations where something “is just not right” -- the behavior appears to be inappropriate for the person’s age, extreme or out-of-character, and the person may need some immediate attention or intervention. This list is not exhaustive, but it does illustrate some behavioral indicators that *may* highlight a potential problem:

- Direct or indirect threats made against others
- Assignments or writings with violent themes or fantasies expressed (including suicidal themes)
- Statements indicating hopelessness or desperation
- Suicidal thoughts or attempts
- Bizarre thoughts, hallucinations, delusions or paranoia
- Fighting or intimidating behavior
- Missing or stolen weapons
- Possession of weapons
- Angry and emotional outbursts
- Signs of depression
- Obsession with weapons and violence, violent media, music, etc.

- Thoughts of death
- Deep grudges and resentments against particular individuals or groups
- Restraining orders that may involve someone trying to get access to persons at the school
- Any other warning sign that causes you concern about safety at school

(a) Reporting Procedures:

- Report indicators of potential problems or your concerns to the school administration – do not wait.
- Please ask questions if you are not sure about school safety.

## **H. Volunteers & Visitors**

(1) Volunteers: Anyone who will be in contact with scholars in our school setting will need to complete Safe and Sacred and a background check, this includes chaperones. This ensures safety of all of our children. Parents/volunteers who want to be in an area past the school office will need to have this complete and on file. To complete the process, click on the link below:

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

(2) Visitors: To help us accommodate the volume of visitor requests and ensure that guests have a positive an experience as possible, we ask that visitors observe the procedures outlined below. These guidelines are designed to support scholar learning and teaching in action:

- Our hallways are silent. Adults can whisper, but we ask that visitors do not carry on conversations in the hallway with each other or with scholars. Please ask a member from the office if you would like to speak with a scholar.
- All cell phone conversations should take place in a conference room, office, or outside. If you need a space to take an extended call, please ask a member of the main office team for assistance. Please ask a member from the office if you would like to speak with a scholar.
- Visitors can take photos (community meetings, bulletin boards, scholar work without student names, etc.). We do ask, however that visitors do not take pictures of our scholar's faces. Taking photos from the back of the classroom that do not show any scholar front-on is allowable. Visitors may not take videos.
- You may observe scholars working, but please do not ask questions or disturb their learning unless you are asked to be engaged in the lesson.
- If visiting in a large group, please do not visit classrooms in groups larger than 4 or 5 people.

## **I. Classroom Access**

Parents/Guardians are welcome and encouraged to be engaged in each child's education, including school activities and observing in the classroom. Parents/Guardians must sign in at the front office and wear a guest pass. Cell phone use in the classroom and hallways is prohibited. Parents/Guardians may visit their children's classes provided that the visit



is scheduled in advance or the parent has received permission from an administrator.

The school administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as an added security measure and courtesy to teachers, but also to ensure that the educational process is not disrupted.

In order to ensure a smooth dismissal and to enable school staff to organize scholars, assign growthwork, get children out on time, and ensure that every child is signed out, parents/guardians may not collect their children from the classroom or in the hallway but must wait until the class is dismissed from Closing Assembly.

Parents/Guardians may be denied the opportunity to visit a class if the school administration has determined that the parents/guardians' presence has had, is having, or may have a negative impact on the educational process. When parents/guardians are denied the opportunity to visit a class, they may request to meet with the principal for clarification.

## **VII. FINANCIAL COMMITMENT**

### **A. Tuition Commitment**

- (1) The Notre Dame ACE Academies grant tuition assistance to families who qualify. Tuition is paid yearly (before school begins) or monthly through the NDAA office.
- (2) Recognizing the impact of our tuition costs, the NDAA schools utilize the state supported Indiana Choice Scholarship (Voucher) as a means of financial support for families meeting the income and state enrollment requirements.
- (3) We also offer Tax Credit Scholarship Funds (SGO) from the Indiana for Quality Education Foundation and Archdiocesan aid for tuition assistance.
- (4) Our intention remains to reasonably accommodate any family that desires and places a priority on Catholic education for their child.
- (5) Parents/Guardians are highly encouraged to work towards a positive balance of \$100 by the beginning of each school year.

### **B. Tuition Balances**

If a family has a balance that is not current at the semester, a child may not be able to continue the following semester until the balance is current. If a family is having a hard time staying current communication with the principal is a must. If a plan is in place, the child may continue to be enrolled.

- (1) SmartTuition is the billing and payment service used for tuition management. Once your registration is complete and your fee is paid an email will be sent with directions on how to set-up and manage your account. If you have questions about account set-up, billing, fees, etc. please contact SmartTuition at 1-888-868-8828.

### **C. Aftercare**

For the convenience of our families, after care is provided for a nominal fee on school days until 6:00 p.m. Parents/guardians will be billed 1 month in advance thru SmartTuition for aftercare charges. The following rules apply to aftercare usage:

- (1) If your child remains in the care of the Holy Angels After-School Program past 6:00pm there will be one warning.
- (2) There will be a \$10 charge for every additional 5 minutes he/she remains after 6:00 p.m. Children need to be picked up by 6:00 p.m.
- (3) If a child is still in the care of Holy Angels for over one hour after the close of the after-school program, we are required to call Social Services. Therefore, please let us know if you are going to be late.
- (4) Parent's/Guardian's account balance (amount owed) must be below \$100 to use aftercare for their children. This includes outstanding accounts from prior school years.

#### **D. Uniform Costs**

Per the Holy Angels Covenant, parents/guardians are expected to ensure that their child arrives at school in a clean, proper school uniform. **Please review the current school year uniform policy.**

- (1) Uniform polo shirts, sweaters, and jumpers must be purchased from School Zone, which is located at:  
5425 N Keystone Ave #200  
Indianapolis, IN 46220  
1-317-253-7889
- (2) White long-sleeved button downs can be purchased at any retail store as long as they have no symbols or manufacture marks.
- (3) Pants and/or shorts can be purchased at any retail store as long as they are of the correct color(s) and style.

#### **E. School Property**

Parents or guardians of a child who carelessly destroys or damages furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repair and labor or replacement. No writing in textbooks is permitted. A fine will be assessed to replace damaged or lost texts. Any such fees will be collected before the school releases any final reports, transcripts, or diplomas.

### **VII. GENERAL PROCEDURES**

#### **A. Non-Custodial Parents**

Holy Angels Catholic School abides by the provisions of the family education Rights and Privacy act of 1975 with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order which details the custodial section. This is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

#### **B. Photo-Video Release**

Recognition of scholars and adults through photographic images and personal

information used in school, parish, or agency publications, on the internet or released to the news media can be motivating for scholars, educators, and adult leaders and a good opportunity to display their skills and accomplishments. However, caution is essential in this area. Parents/guardians and some adults may have serious concerns about the release of images and information. Some scholars and adults could be placed at risk if they are identified in the public domain, especially on the internet with its worldwide reach.

In general, *passive consent* is needed from parents/guardians for the parish/school to use scholar images without personal identification in school or parish publications or on websites. That is, parents/guardians should have an opportunity to object to the use of photos with their child(ren). Parents/guardians who do not wish their child(ren) to be in such photos, publications, websites or videos, must notify the office by returning the form attached to the handbook. This cannot apply to “crowd shots” of large groups of people in public situations where it would be virtually impossible to find and remove individual images (i.e. news photograph or TV image at a football game or youth rally where there is no reasonable expectation of privacy). Nor can it apply to random images taken by other persons in such settings that may eventually become public.

### **C. Recess**

Recess is offered each day to scholars. It is an opportunity for the children to develop social skills and be active in the middle of the day. It is viewed as an opportunity for scholars to be social and give scholars a “break” from the educational day. It is important to teach children acceptable behavior both in and out of the classroom setting. Cooperation and competition are encouraged. Behaviors that endanger the safety of other scholars will result in removal from the playground. Games allowed are based on the safety of the activity. Areas of the playground are sectioned off for various activities. This is also done to reduce the possibility of conflict or minor injury. All scholars are expected to adhere to the playground rules.

### **D. Items Brought to School**

Personal Toys, games, cards, electronic devices and equipment, or other items which have no specific educational purpose will not be allowed in the educational setting. These items may be confiscated and may not be returned to the parent/guardian or scholar. The school, administration, and/or staff are not responsible for these items if lost or stolen. Investigation of lost or stolen items that are not school appropriate will not happen.

### **E. School Hours**

The school office is open from 7:30-4:00. Before Care is available from 6:30 a.m.-7:30 a.m. with no charge. After Care is offered from 3:30 p.m.-6:00 p.m. with a nominal charge. The month fee will need to be paid 1 month in advance. Scholars who are not picked up before 3:30 p.m. will be sent to After Care and the appropriate charge assessed.

### **F. School Pictures**

A professional photographer takes children’s pictures at the beginning of the school year. All scholars must wear school uniforms. No causal clothes allowed. Participation is

optional. A school composite will be on display in the main corridor of the school.

### **G. School Newsletter**

A school newsletter is sent to families monthly (first Monday of the month) through the school's electronic communication system, posted online, and families can request a paper copy. Parents/guardians are encouraged to read the newsletter to gain valuable information about events and activities occurring in the school. Classroom teachers will also send home weekly communication as well.

### **H. Right to Amend**

The administration of Holy Angels Catholic School reserves the right to amend this handbook. The most up-to-date edition will be posted on the school's website.

### **ATTACHMENTS**

- Uniform Policy
- Do NOT use Personally Identified Photographs, or Likenesses
- Handbook Signature Page