



Holy Angels
CATHOLIC SCHOOL
A NOTRE DAME ACE ACADEMY

2017-2018 Family/Student Handbook

Table of Contents

ABOUT US.....	2
ADMISSION POLICY AND PARENTAL RESPONSIBILITY.....	3
ACADEMICS.....	3
ATTENDANCE.....	7
ARRIVAL AND DISMISSAL.....	8
DRESS CODE.....	9
DISCIPLINE PHILOSOPHY AND PROCEDURES.....	11
TUITION COMMITMENT.....	19
STUDENT HEALTH RECORDS.....	20
GENERAL PROCEDURES.....	21
SIGNATURE PAGE.....	24

2017-2018 Family/Student Handbook

ABOUT US

Holy Angels Catholic School is located on the Holy Angels Parish grounds and serves Pre-School 3-year-olds through 6th grade. A school in the Archdiocese of Indianapolis, Holy Angels Catholic School is a Notre Dame ACE Academy (NDAA).

Our Goals

- College
- Heaven

We, Holy Angels Catholic School, believe...

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

Our Core 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 goal 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 students.

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, in a partnership between the Archdiocese of Indianapolis and the University of Notre Dame's Alliance for Catholic Education, the Mother Theodore Catholic Academies became Notre Dame ACE Academies.

ADMISSION POLICY AND PARENTAL RESPONSIBILITY

Holy Angels non-discrimination policies for admission are in alignment with Archdiocesan policies. The school's recruitment efforts do not discriminate against students of a particular race, color, national origin, religion, gender or disability. All families receive a detailed admission, tuition, and financial aid policies overview at the time of enrollment.

Children entering Preschool must be three (3) years of age by August 1st and children entering Pre-K must be four (4) years of age by August 1. All students must be potty-trained. All new students seeking admissions to Holy Angels Catholic School will be evaluated based upon the student's academic and discipline history and other relevant information from the previous schools attended. This is to ensure we can meet all student's needs and is a good fit for that child and all children attending Holy Angels.

Parental Responsibility

Your personal relationship with God and others 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 with this relationship. During these formative years, your child(ren) will need constant support from 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. Other responsibilities are:

1. To encourage your child to meet behavior expectations
2. To support and cooperate with the school's discipline policy
3. To provide adequate places for study and encourage completion of assignments
4. To encourage the development of your child's individual talents and interests
5. To build religious celebration and family prayer into your daily life
6. To keep the school informed of the special needs of your child
7. To read all communication from the school and return requested information promptly
8. To attend conferences and to request additional information as needed
9. To ensure that your child arrives and is picked up from school on time
10. To ensure that your child is dressed according to the dress code
11. To ensure that your child gets enough sleep
12. To actively participate in school fundraisers
13. To meet all financial obligations of the school
14. To treat staff with respect and courtesy

ACADEMICS

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

Blended Learning

Students in grades K-6 will participate in our Blended Learning model in English/Language Arts and Math. The students work on their personal academic level and work toward mastery of standards at their pace using Chromebooks. This gives the students the ability to take control of their work and progress, which will help keep them motivated. Student/teacher relationships will

increase in this model by setting up intentional centers that hold each student accountable for their own learning. The teacher will use the daily data that is given to plan for the next day.

Technology

Every student in grades K-6 will have access to a Chromebook (laptop) while at school and will use this technology daily as part of the Blended Learning model. The Chromebooks are purchased by Holy Angels. It is each student's responsibility to take care of this technology, and a fee may be assessed to the student if damage occurs. We ask for parental support in making sure students show responsible and appropriate computer and online usage. All students and parents/guardians must sign an acceptable computer use policy and student access to technology release form by the first day of the school year.

Standardized Testing

Holy Angels Catholic School follows all state guidelines in the administration of ISTEP+ and IREAD testing. All students in grades 3-6 must participate in the ISTEP+ and IREAD testing. All students also must participate in NWEA testing, teacher assigned tests, and any 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.

Homework

One of the principle means of communication between parents and school is homework. It provides parents with an opportunity to follow how well their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process. Written work is not the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Planners will be provided to students in grades 2-6 and students are expected to utilize them. Students are allowed one school day per day of absence to make up missed work.

Field Trips

The teachers at Holy Angels strive to provide experiences which show that learning and growth can happen outside of the classroom. Field trips expose students 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 student will be required to return a written permission slip, signed by a parent or 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 field trips. Any fee must be paid in full before leaving for the trip in order for the child to participate.

Students should remember that participation in a field trip is a privilege earned by students, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny participation in any field trip due to, but not limited to, poor academic effort and/or poor conduct/behavior. If the field trip privilege has been lost, or the proper form and fees have not been collected, affected students will be asked to remain in a different classroom, or under the supervision of staff members for the duration of the trip. Students participating in a field trip must ride the bus to and from the field trip with their class. All monies collected for the field trip are non-refundable.

Religious Instruction

Holy Angels Catholic School is part of the Roman Catholic Archdiocese of Indianapolis. Catholicism is taught at each grade level and spirituality is part of everyday life. Students receive instruction in scripture, Catholic traditions, history, and sacramental preparation. The sacramental life of children of the Catholic tradition is an important component of our religion program. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parents of children who are Catholic are required to be active partners in the preparation of their children for these sacraments. Students plan and participate in weekly liturgies. The students will attend Mass each Thursday morning at 9:00 a.m. Parents are always invited to attend. Holy Angels Catholic School uses the Archdiocese proficiencies for religious instruction. Students 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 are 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 students. All students and staff will be reverent and respectful during prayer. It is a tradition in Catholic schools to place a high priority on service. The purpose of service is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Parents are invited to help any way they can in our service opportunities.

Non-Catholic Students

The school respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school with the exception of 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.

Title I and Special Education Programming

Holy Angels Catholic School students 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.

Library

Our school received funding from the Archdiocese of Indianapolis that allowed us to join 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. Students

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. Because reading is so important to the success of our students, the school does not limit the number of items students can check out. We ask students to take as many books as they can read between visits to the library. Students are responsible for the books, CDs and videos they check out on their library cards. Students should plan to keep all their library items in one place at home. If something is damaged or lost, students are required to pay for a replacement. Students may not check out any new items if they have something overdue or lost. We will add the cost of damaged or lost items to the family's bill that must be paid by the end of the year.

Evaluation of Student 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. We utilize the standard-based report card and the master/non-master grading system.

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

Parent and Teacher Communication

The parent and teacher relationship is extremely important as we work together to educate the children of Holy Angels. Teachers will contact a parent if he/she has concerns about your child. Please be sure that all phone numbers on file are current and update these as often as applicable. If you have a concern, or if a problem arises, parents are advised and encouraged to contact the teacher as soon as possible. Unannounced interruptions in the classrooms interfere with the learning process of our students; therefore, will not be allowed. 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 teachers often need this time to prepare for classroom instruction. Parents wishing a conference with the principal should make an appointment in advance through the school secretary. Teachers will return the contact as soon as they can. Due to issues which can arise, if you have not heard back from the teacher within an appropriate time frame, please contact the school again. 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 believe we are one family. Teachers may be contacted through the school office at 317-926-5211 or through the teacher's school e-mail address. The principal and every homeroom teacher will send out newsletters on Monday that will inform the families of what is happening in their classrooms. It is an expectation of the parent to stay current on all

communication that is sent out from the school.

Progress Reports and Report Cards

Progress reports are distributed to students at mid-quarter. This is done to help parents better assess their child's performance at school. If there are any academic or social problems, the progress report serves as a communication device. Report cards are distributed at the end of each quarter. These report cards have been designed and constructed by a committee formed through the Archdiocese of Indianapolis. Parents can use Jupiter to access their child's grades at any time during the school year.

Promotion, Retention, and Assignment

Students 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. If the need arises to assign a student to the next grade, it means that the student 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 will be notified and a conference will be held to discuss these reasons. If retention is being considered, parents 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 repeating the grade level. Social, emotional, 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.

Withdraw and 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. Records will not be transferred to another school until all financial obligations have been cleared with the school. Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

ATTENDANCE

Holy Angels finds it important to have an overall attendance rate above 95% for the year. In order for all students 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 the class material if they are not present during instructional time. The Indiana State Legislature requires the school to report each student's attendance. A student is considered absent in the morning if he/she misses two or more hours of the morning session. A student is considered absent in the afternoon if he/she misses two or more hours after lunch.

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 school interferes with the student's academic performance. If a student is absent ten days within a school year, a letter will be sent home notifying the parent. Twenty-five or more days of absence in a given school year may result in possible retention. Alternative solutions will be sought for

students with a doctor substantiated medical condition.

Parents should notify the school office (926-5211) before 9:00 AM each day the student is absent. This is for your child(ren)'s safety. Students are responsible for making up any work missed during an absence. Homework can be requested in the morning for pick up at the school office after 3:15 p.m. Students will be given one school day for each absence day to make up any missed work.

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.

Most tardiness is avoidable. Consistent tardiness teaches children to depend on others to accommodate their bad habit. Students should learn punctuality at an early age. A child is marked tardy if they arrive at school after 7:45 a.m. Students arriving after 7:45 a.m. must check in at the office before going to class. An excused tardy is one that is substantiated with a doctor's note.

Appointments and Early Release

Should a student need to leave school before the regular dismissal time, the parent should notify the teacher or office. This will be documented in the student's attendance record. Parents are required to sign a release book in the school office. Students will remain in the classroom until contacted by the office. At no time should a parent or visitor go directly to a classroom.

Absence Due to Vacation

Students 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 students. Students will be expected to make up any tests and missed work. Please make every effort to adhere to the school calendar.

ARRIVAL AND DISMISSAL

Morning and After Care

Both programs are offered for PK-6th grade students. A free morning care program is offered from 6:30 a.m.-7:30 a.m. 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. After care charges will be posted to your account and must be paid a month in advance. Any student not picked up by 3:30 p.m., will be sent to after care and the parent/guardian will be charged. Additional information concerning after care is available in the school office. In cases of a delayed school opening, or school cancellation due to weather, before care will not be in session.

Morning Drop Off

Students may be checked into before care by their parents beginning at 6:30 a.m. Before care meets in the cafeteria/gym of the school. Students will be dismissed to their classroom at 7:30am. The ideal arrival time for students is at 7:30. This allows the student time to get ready for the day and make it to morning assembly. The entire school gathers in the gym at 7:45 a.m.

for morning assembly and breakfast. Parents are invited to join us for morning assembly. Parents are asked to pull into the parking lot using Udell Street and park in an available parking spot to drop their child off. After dropping your child off parents are asked to exit the parking lot using the south drive and exiting onto Franklin Place/28th street.

Dismissal Procedure

Dismissal will be at 3:15pm. Students will be dismissed from their classroom and either go to aftercare, car rider area, or through the Parish Center to catch their carpool bus.

1. Approach the school heading east on Udell – towards MLK.
2. Pull onto the lot and drive along the school curb, pull up to the cone.
3. Put the vehicle in park and stay in your vehicle.
4. Teachers will put children in vehicles from the curb side.
5. Stay in the line and pull forward only when all the cars in front of you start to exit towards 28th St.

Students Going Home with Someone Else

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

After School Procedures

Students are not permitted to remain at school after hours prior to an activity unless attending the Holy Angels after care program.

Emergency Closings

The school will send out a mass text message via Jupiter to all parents 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 watch TV stations for updates. Every effort is made to notify the media by 6:00 am.

DRESS CODE

School polos with the Holy Angels Catholic School logo can only be purchased at School Zone: 5425 N. Keystone Ave., Suite #200, Indianapolis, IN

Girls

Shirts

White or burgundy polo style with collar. Must have the Holy Angels logo which can be purchased at School Zone. Short or long sleeved polos are acceptable. Must be purchased at School Zone. Long sleeved or short sleeved undershirts are allowed in the following plain colors: white, black, burgundy, or gray.

Jumpers, Skirts, and Skorts

Holy Angels plaid at mid-thigh or longer length purchased at School Zone. Should wear shorts under the jumper/skirt but shorts must not be able to be seen.

Dress Pants and Shorts

Burgundy, gray or black cotton twill (dress style no cargo). Shorts: same colors at mid-thigh or longer length. These can be purchased anywhere.

Sweatshirts and Sweaters

Solid gray, white, burgundy or black crew or v-neck sweatshirt free of wording or advertisement, or an official Holy Angels sweatshirt/sweater with school logo. No hoodies. Cardigans are allowed. These can be purchased anywhere.

Socks and Tights

Solid white, gray, burgundy, or black.

Shoes

Athletic or dress closed-toe shoe with a back. No sandals. Boots can be worn.

Boys**Shirts**

White or burgundy polo style with collar. Must have the Holy Angels logo which can be purchased at School Zone. Short or long sleeved polos are acceptable. Must be purchased at School Zone. Long sleeved or short sleeved undershirts are allowed in the following plain colors: white, black, burgundy, or gray.

Dress Pants and Shorts

Burgundy, gray or black cotton twill (dress style no cargo). Shorts: same colors at mid-thigh or longer length. These can be purchased anywhere.

Sweatshirts and Sweaters

Solid gray, white, burgundy or black crew or v-neck sweatshirt free of wording or advertisement, or an official Holy Angels sweatshirt/sweater with school logo. No hoodies. Cardigans are allowed. These can be purchased anywhere.

Socks and Tights

Solid white, gray, burgundy, or black.

Shoes

Athletic or dress closed-toe shoe with a back. No sandals. Boots can be worn.

Physical Education (Gym) Class**Grades PK-2**

Tennis shoes, no jewelry, shorts should be worn under skirts.

Grades 3-6

Students will change their clothes for class. T-shirts must be gray, white, burgundy, black, or Holy Angels spirit wear. Shorts/sweat pants must be white, black, burgundy, or grey. All shorts must be mid-thigh length or longer. Tennis shoes must be worn.

Other Items

- ◆ Nail Polish and makeup are not permitted. Chap Stick should not have a tint of any kind.
- ◆ Small hoop earrings or the stud variety can be worn. Should not be able to put a finger through the hoop while wearing it. Dangling earrings are not permitted.
- ◆ Necklaces must be tucked into shirt if worn.
- ◆ Hair styles, hair colors, and hair accessories should not affect the learning environment for any child.
- ◆ During dress down days, clothing which advertise alcohol, tobacco, drugs, contain inappropriate language, advertise inappropriate material, against our Catholic faith, or cause an interruption to the learning environment is not permitted. Sweatpants, yoga style pants, jogging outfits, corduroy pants, cargo pants, and jeans are only permitted during special dress down days.
- ◆ Grades K – 6 must have shirts tucked in.

Holy Angles faculty and staff will enforce the dress policy whenever students are in our care. Faculty and staff have the right to enforce our policy if the student's attire or accessory is impeding any student's learning environment. Violation of the dress policy could result in notification to the student's parent, student changing clothes, student staying out of class until parent brings in proper attire, confiscation of accessory, or other appropriate discipline actions.

DISCIPLINE PHILOSOPHY AND PROCEDURES

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 mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance will be provided.

We expect students at Holy Angels Catholic School to exemplify attitudes and actions which reflect Catholic values. Values such as seek, persist, excel, love, and serve are the actions which all students must exhibit. Both students and staff must expend constant effort in growth and development toward this end.

The school has school-wide expectations of ready to learn, respect, and responsibility. Individual classrooms set their own expectations based on these three. Disciplinary action is intended to be instructional and corrective, 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.

General Conduct

We value our belief of all of us will learn. Our goal is and always will be for students to remain in the classroom and ready to learn. We will do everything possible to make this happen. Students are expected to conduct themselves in an orderly manner at all times when in school or

at any school sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion.

Teachers assist students to make proper choices in all aspects of the school day. Each teacher is responsible to maintain order and create an atmosphere for learning for all students. If a student exhibits behavior that does not meet our expectations, the following procedures will be followed:

1. Non-verbal cues (proximity, gestures, looks)
2. Verbal redirection
3. Teacher/student discussion 1:1
4. Reminder discussion with teacher
5. Parent contact
6. Office referral

Search and Seizure

Holy Angels has the right to search any student's property at any time if a concern arises. The principal or teacher has the right to conduct the search and confiscate any item that is prohibited, causes harm, or concern.

In-School Suspension

In-school suspension will be a supervised situation in which the student is isolated from his/her classmates. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file. A conference with the parents may be required. In-school suspensions may last from one to three days. They are to be served as soon as possible. The student 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 student's responsibility. When serving a suspension, a student may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served until after he or she has completed a day of school after the suspension.

Major disciplinary violations may result in an in-school suspension. 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
- ◆ Academic dishonesty
- ◆ Truancy
- ◆ Repeated failure to follow directions of a teacher or administrator

Out of School Suspension and Expulsion

Suspension/Expulsion will be used only for extremely grave violations. All preventive efforts will be taken with the student, parents, and a member of administration before these policies are enforced. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation will be placed in the student's file. Out of school suspensions will

accumulate throughout the student's enrollment at Holy Angels Catholic School. Some infractions that warrant suspension/expulsion may include, but are not limited to the following:

- ◆ Stealing
- ◆ Verbal or physical intimidation of another student or staff
- ◆ Drug/alcohol offense
- ◆ Open defiance of school authority
- ◆ Physical aggression (as the aggressor or retaliator)
- ◆ Involved in a physical altercation with another student
- ◆ Harassment and bullying

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his or her actions.

A student 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
- ◆ Threatening any staff member, bus driver, parent, or student
- ◆ Failure to comply with the discipline policy

Expulsion is permanent, requiring immediate withdrawal. Consultations may occur prior to a decision being made.

Off-Campus Behavior

Any entanglement with civil authorities, or off campus behavior, (including Internet activity) that impugns the name of the school will also involve a school punishment.

Probation

A student placed on probation will be monitored closely. Any major violation could result in immediate expulsion.

Grievance Policy

The following is the proper procedure for addressing concerns.

Set a Conference with:

1. Teacher
2. Teacher & Administrator
3. Administrator
4. Superintendent of the Archdiocese of Indianapolis

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 has a grievance against a teacher, every effort must be made to settle the grievance at the lowest level (i.e. teacher and parent). If it is not settled at this level, the parent,

teacher and principal meet to settle the grievance. If the parent does not feel satisfied, it may be brought to the Superintendent of the Archdiocese of Indianapolis.

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

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 or staff at Holy Angels Catholic School.
- 1.4 **COMPLIANCE COORDINATOR:** School principal or designee.
- 1.5 **DIRECTOR OF SCHOOLS:** Superintendent of the Archdiocese of Indianapolis

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 schools to review the complaint.

- 3.2 The Director of schools 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 Schools.
- 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.

Weapon Policy

A student 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 student 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.

Guideline for Catholic Schools on Respecting Persons

The good name, reputation and personal safety of each student, staff member and adult volunteer is important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of 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, and pictures. 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.

Threats and Concerns about Students

Holy Angels School always takes concerns about any student seriously. Safety of all students is always on our priority when making decisions. Please be aware when any concern arises there is a protocol in place to ensure the fair treatment of all parties involved. Situations that can interfere with safety of self, students, 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 will be 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 students, communication will go out to all families of Holy Angels Catholic School.

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 students 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

Students 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.

Social Media

Engagement in online social media such as texting, Snapchat, Facebook, Twitter, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Bullying and Cyberbullying

Bullying is defined as a repeated action that causes physical, mental, or emotional harm to a student. 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.

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 to the appropriate people.

What will students do to prevent instances of bullying?

Students will recognize bullying when they observe it. Students will report bullying to a faculty member, to their parents, or to the school principal. If a student is bullied or knows someone who is, they will need to take the responsibility to talk to a teacher or the school principal.

What will parents do to prevent bullying?

If your child talks to you about bullying, take him or her seriously. Contact the school principal 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.

What actions will the school take?

The school takes bullying very seriously. When the school is informed that a student is being bullied, the principal 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.

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

Involvement in a Fight

A fight is defined as two or more individuals engaged in any physical contact that expresses anger. The consequence for fighting may result in a school suspension and/or possible expulsion. The instigator and retaliator fall under this consequence.

Assault or Intimidation of an Individual(s)

Assault 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. Assault or intimidation may result in a school suspension and/or possible expulsion.

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 student, 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 students, staff, and others. We have an obligation to keep our school safe. Therefore, we will take 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.

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
- ◆ Statements indicating hopelessness or desperation
- ◆ Suicidal thoughts or attempts
- ◆ Bizarre thoughts, hallucinations, delusions or paranoia
- ◆ Fighting or intimidating behavior
- ◆ 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 signs that cause you concern about safety at school

Reporting Procedures:

- ◆ Report indicators of potential problems/concerns to school administration immediately
- ◆ Ask questions if you are not sure about school safety.

Crisis Plan

Holy Angels Catholic School implements a crisis 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 an emergency, if the circumstances require it, the building will be evacuated and students will be moved to a secure location. If a lockdown is in effect NO ONE at any time is allowed to be let into or out of the school.

TUITION COMMITMENT

The Archdiocese of Indianapolis grants tuition assistance to families who qualify. Tuition is paid yearly (before school begins) or monthly through the Office of Catholic Schools supporting the Notre Dame ACE Academies in Indianapolis. 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. We also offer Tax Credit Scholarship Funds (SGO) from the Indiana for Quality Education Foundation and Archdiocesan aid for tuition assistance. Our intention remains to reasonably accommodate any family that desires and places a priority on Catholic education for their child.

Fundraising

We ask that each family participate in fundraising events. These events help offset cost for operating expenses of our building, field trips, etc.

Tuition Policy

All families must sign and agree to the Admission, Tuition, and Financial Aid Policies at the time of enrollment. We accept state OnMyWay PreK and Indy PSP student tuition vouchers. These programs are in pilot stages, so not all income-eligible students will receive awards. However, all income-eligible families are expected to apply. If a family begins school after the first month of the school year, the family is expected to pay from the month of entrance rather than the first day of the school year. The tuition amount will be prorated per month for accurate tuition amount. A family that withdraws during the course of a semester is obligated to pay the assigned tuition rate for the full semester. The two semesters (each made up of two grading periods) generally run August-December and January-May. All forms of tuition assistance are forfeited for the remainder of the school year in the event of withdrawal. This remains true even if a student is re-enrolled in the same school year.

We recognize families sometimes encounter hardships that limit their ability to pay their portion of school fees. Hardship cases are always taken into consideration, but the request for consideration must be sent **IN WRITING** to the child's school. Written communication must be sent to the Principal at the onset of the encountered hardship to be considered. If tuition is delinquent for any reason, you will receive a printed statement in your child's take home folder and the school will contact you. You will be required to bring the tuition current and/or make satisfactory arrangements with the school in order to avoid collection proceedings. If delinquency occurs and you have not made satisfactory arrangements for payment prior to Christmas Break your child(ren) shall not be permitted to return to school for the following semester. If delinquency occurs without satisfactory arrangements for the spring semester, your child(ren) shall not be permitted to return to school for the following semester. If tuition payments are not made and you have received tuition assistance, the amount of assistance granted shall be forfeited and the full undiscounted tuition shall be due and owed. If tuition payments are delinquent and/or consistently made in arrears, a family receiving tuition assistance may lose the opportunity to receive tuition assistance the following school year. In the event that legal proceedings are initiated, you agree to pay all costs of collection, including but not limited to: 100% of tuition, 100% of Archdiocesan financial assistance awarded, reasonable attorney fees, and all court costs.

STUDENT HEALTH RECORDS

All students entering Holy Angels Catholic School are required by state law to present records of immunization. All immunization records must be submitted to the school by August 31st.

Before entering preschool, a student must have

- ◆ At least two doses of MMR vaccine and both doses must have been administered after the first birthday
- ◆ 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 student must have

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

Before entering 6th grade, a student must have

- ◆ 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)

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.

School Nurse

Holy Angels Catholic School has an on-site school nurse provided by St. Vincent Hospital and Health Centers. Vision and hearing is screened in select grades during the school year.

Medication

In order to protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to students. 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. The medication must be labeled by name in the original prescription packaging and have the appropriate dosage label. By State law, we are not allowed to dispense aspirin or other medication without specific directions from the parents. Taking medication without authorization could result in suspension or expulsion.

Head Injuries

Any student who is known to have an injury to their head area will be taken seriously. Parents will always be notified if there is a head injury. The school will follow concussion protocol.

Counseling

Our school counselor is provided through Catholic Social Services. The counselor works with students, parents, and teachers to assist with issues that hinder academic achievement. Parents may also refer their child(ren) to the social worker. The school counselor may be reached by contacting the school office. A student can be referred to the counselor by self, parent, teacher, or administrator. If a counselor needs to meet with a child, parental consent will be received. A counselor can meet with a group of students without giving notification ahead of time.

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 notification will not happen due to the law. The school does not investigate the abuse/neglect, we let the CPS office do all investigations.

Accidents and Injuries

Injuries/accidents happening during the school day will be reported to the parents/guardians. A written report is kept and filed in the office. All children must have an updated emergency card.

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 students 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 brings in fast food to eat with their child, they will need to eat it in another location.
- ◆ It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations (ex: birthdays) must be approved in advance by the teacher.

GENERAL PROCEDURES

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.

Visitors and Volunteers

Anyone who will be in contact with students in our school setting will need to complete Safe and Sacred and a background check. 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 or visit the link below.

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

Cell Phone

If unusual circumstances require a student's need of a cell phone due to situations such as walking home from school, entering a house when no one is home, etc., he/she is to immediately bring the cell phone to the office upon arrival in the morning. The phone is to be in the off position for the duration of the school day. The cell phone may be picked up by the student at dismissal. At no time should a cell phone be in a student's backpack or in his/her possession during the school day. It is the student's responsibility to remember to retrieve the cell phone at the end of the day.

Breakfast/Lunch Program

Holy Angels Catholic School offers free breakfast and lunch program to all of our students. Students who want extra food will need to pay for the extra food that day during lunch.

Photo-Video Release

Recognition of students 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 students, educators, and adult leaders and a good opportunity to display their skills and accomplishments. However, caution is essential in this area. Parents and some adults may have serious concerns about the release of images and information. Some students and adults could be placed at risk if they are identified in the public domain, especially on the internet with its worldwide reach. All families are required to complete a photo release form for the University of Notre Dame and the Archdiocese of Indianapolis. This form is filed for all families and will be used from year to year. If you are wanting to change your status, please send a note to the office.

Recess

Recess is offered each day to students. 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 students to be social and give students 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 students 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 students are expected to adhere to the playground rules.

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 or student. 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.

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. Students who are not picked up before 3:30 p.m. will be sent to after care and the appropriate charge assessed. Charges are \$35/month for one child, \$50/month for 2 children, and \$60/month for 3 or more children. The monthly fee will need to be paid one (1) month in advance.

School Pictures

A professional photographer takes children's pictures at the beginning of the school year. All students 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.

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 or replacement. 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.

School Newsletter

A school newsletter is sent to families weekly (Monday) via Jupiter, school website, and a paper copy is given to each student. Parents and 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.

Right to Amend

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

By signing below, I acknowledge that our family has reviewed the 2017-2018 Family/Student Handbook and we agree to abide by the policies and procedures set forth by the Archdiocese of Indianapolis, Notre Dame Ace Academies and Holy Angels Catholic School.

Student Signature: _____ Grade: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____ Date: _____

Please return this signature page by Friday, August 25, 2017