

ST. BONIFACE SCHOOL
PARENT STUDENT HANDBOOK
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ST. BONIFACE SCHOOL

Parent Student Handbook



LAFAYETTE CATHOLIC SCHOOLS **MISSION STATEMENT**

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

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

He shepherds. We shape. They shine.

ST. BONIFACE CATHOLIC SCHOOL **STATEMENT OF PURPOSE**

St. Boniface School educates students to be good citizens of this world and guides them to fulfill their destiny to become saints in the world to come.



MISSION AND VISION

MISSION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

We are the people of God uniting in the heart of Jesus Christ.
We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity
for the salvation of all people. (Diocese 2015)

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

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next. (Diocese 2014))

ST. BONIFACE SCHOOL PHILOSOPHY OF EDUCATION

You, as a parent, have the primary moral responsibility of educating your child to adulthood. The Catholic Church offers help to families by establishing Catholic schools that ensure the integral formation of children. Here at St. Boniface, we are an extension of your family by providing a distinctive Catholic Franciscan education.

St. Boniface School is a place where faith, culture and life are brought into harmony. Your child is a unique image of God, and all dimensions of literature, art, math, music, science including spiritual, physical and social development are important to the wholeness of your child.

School is a place a challenges. Yet every child can enjoy success through the cooperation of parents, students, and teachers. It is our goal that your child delights in learning in order to be a good, intelligent citizen of this world and fulfills his/her destiny to become a saint in the world to come.

HISTORY OF ST. BONIFACE SCHOOL

In 1853, on Christmas Day, the building committee met to establish a congregation and erect a church. During this time, the Catholic Church in Lafayette was split into two factions: English speaking and German speaking. The Germans left Saints Mary and Martha Church so they could speak the German language and preserve their heritage. Fr. Philip Doyle was entrusted with organization of the German parish.

In 1858, two lots on Tenth Street between Main and Ferry were purchased for \$1,400. On the lots were erected a church, a schoolhouse, and a dwelling for the priest. Father Pinkers was the pastor.

Soon the congregation outgrew the modest church and in 1863 a larger St. Boniface Church was built on the corner of North and Ninth Streets. By 1865 the present St. Boniface Church was completed at the cost of \$7,000. Fr. Arnold was pastor.

Later in 1866, Bishop Luers placed the Franciscan Friars from Cincinnati Province in charge of the congregation. Fr. Venantius was named pastor.

In 1866, the Germans remodeled the first church, added a second story and the building was converted into St. Boniface School. For the next 42 years, the old brick school was filled with the sounds of children.

The Ursuline Sisters of Louisville, Kentucky were placed in charge of the school. Boys and girls attended school together. The Ursulines labored in Lafayette for nine years. Because of the distance to their motherhouse, eventually the Sisters withdrew.

In 1875, at the invitation of Bishop Dwenger, Mother Maria Theresia Bonzel, in Olpe, Germany, accepted his offer to send six sisters to minister to the German immigrants of his diocese. On December 14, 1875, they arrived by train in Lafayette with no money and no lodging. Fr. Accurius, pastor of St. Boniface, helped them to begin establishing St. Elizabeth Hospital. Then in August 1877, the Franciscan Sisters were asked to teach at St. Boniface School. The Franciscan Sisters continue to administer and staff the school to this day. The Franciscan heritage is still a major influence on the religious formation of the students.

In 1957, Central Catholic High School was constructed for students in grades 9 to 12. St. Mary and St. Boniface Schools were merged in 1975. St. Mary School taught students from kindergarten to grade 5, and St. Boniface took students in grades 6 to 8. A central business office was established. St. Lawrence remained with grades K to 8. Later in 1986, the students in grades 7 and 8 from both St. Lawrence and St. Boniface were moved to Central Catholic. This was done to encourage attendance to Central Catholic High School. This required a reorganization of the elementary grades.

St. Mary's School now houses students in kindergarten to grade 3 and St. Boniface has students in grades 4, 5, and 6. St. Lawrence has students from kindergarten to grade 6. Both St. Lawrence and St. Boniface graduate their students to Central Catholic for grades 7 to 12. All four schools share the services of a director, financial office, marketing and development office.

ADMINISTRATION

BISHOP

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

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

In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, women and men religious, clergy, and the diocesan staff. (Diocese April 11, B100)

PASTOR

The Pastor, as the representative of the juridic person and designated parish leader, has the following responsibilities:

- a) elicits and develops local leadership;
- b) collaborates with and supports the principal;
- c) assesses and appraises the principal's performance at least annually;
- d) contacts the Director of Education by March 1 if the principal is not going to be offered a contract;
- e) terminates, when necessary, a principal during a school year only for just cause and consults with the Director of Education and the Director of Human

- Resources before such termination is activated;
- f) selects a new principal (in accordance with recommended search procedures);
 - g) approves emergency expenditures apart from the budget and keeps the parish council and finance committee apprised of such expenditures;
 - h) works cooperatively with parents, teachers, school advisory board, home-school organization and other individuals charged with the direction of Catholic schooling in the parish or diocese;
 - i) enters into an agreement of commitment and financial support with other parishes without a Catholic school, who wish to send students to the parish school;
 - j) collaborates with the principal in the establishment of a school advisory committee;
 - k) facilitates the six month periodic asbestos surveillance with written records retained in the parish office;
 - l) ensures OSHA training for all employees; and
 - m) oversees the implementation of the Dallas Charter. . (Diocese April 11, B400)

DIOCESE SUPERINTENDENT FOR EDUCATION

The Bishop of the Diocese shares his responsibility for Catholic teaching through the appointment of diocesan staff and pastors of parishes.

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

BOARD OF TRUSTEES

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

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

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

BOARD OF DIRECTORS

The Board of Directors is a “Board of Limited Jurisdiction”, responsible to oversee the operation of the Lafayette Catholic School System. The Board will oversee the management of the affairs of the Lafayette Catholic School System Corporation and its affiliated schools.

EXECUTIVE DIRECTOR

The Executive Director shall be the person having overall responsibility for all functions and operations for the Lafayette Catholic School System, including but not limited to the approval, hiring, evaluation, and rehiring or termination of all Lafayette Catholic School System central office staff and the principals of all schools operated by the Lafayette Catholic School System. The Executive Director shall work closely with the Principals, Board of Directors, parent groups, and other groups within the school communities the comprise the Lafayette Catholic School System.

PRINCIPAL

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

PRINCIPAL DESIGNEE

Each principal must identify a teacher or other professional staff member to act as the principal's designee when the principal is out of the building. (Diocese B750 6/2014)

TEACHERS

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

SUPPORT STAFF

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

PERSONNEL

EMPLOYMENT PROCEDURES

All employees (including substitute teachers) and volunteers who work with minors are required to participate in safe conduct/protocol training and background checks **prior to any contact with youth**. Employment cannot be confirmed until the background check information has been received and cleared through the Diocesan Director of Human Resources. New employee forms (AC300A) should be sent to the Pastoral Office for Education within 30 days of initial employment. The principal (or other hiring agent) is also responsible for conducting other appropriate orientation for all new employees. (Diocese C300 2/2015)

CONFLICT RESOLUTION

It is the intent of the Diocese of Lafayette-in-Indiana to provide a means for the resolution of problems and complaints of individuals which may arise from the application or interpretation of staff and/or student personnel policies, practices, or procedures. This should be accomplished in an atmosphere of Christian charity and fairness, as well as mutual respect and openness to discussion. When this process is engaged, administrators must keep thorough written documentation including a log with days, times, and content of communications. Email is NOT to be used for written correspondence.

The following steps are recommended for staff, parents, and student personnel if they are having difficulty resolving disagreements.

STEP ONE: THE ORAL PROCESS

The individual must discuss the problem or complaint, as well as any proposed resolution/relief that he/she may be seeking with the principal within three (3) workdays after the problem or complaint arises. The principal will obtain pertinent information and provide the individual a verbal decision within five (5) workdays following the discussion.

STEP TWO: THE WRITTEN PROCESS

If the problem or complaint is not resolved to the satisfaction of the individual in Step One, the individual must present the problem or complaint in writing, as well as any proposed resolution/relief that he/she may be seeking to his/her Pastor or Chief Administrator within three (3) workdays after the completion of Step One. The Pastor or Chief

Administrator will obtain any additional pertinent information and provide the individual with a written decision within five (5) workdays following the submission of the individual's written complaint.

STEP THREE: REVIEW BY DEAN

If the problem or complaint is not resolved to the satisfaction of the individual in Step Two, then he/she may request a review of the process by the proper Dean. (In the event that the priest/pastor involved in the process is, in fact, the Dean of the area, then the process is referred to another Dean.) This request must be in writing and be given to the Dean within five (5) workdays of the receipt of the report from the Pastor or Chief Administrator. The Dean should request a copy of the written recommendation from the Pastor or Chief Administrator. In addition, he should meet privately with the aggrieved individual and then with the supervisor or the pastor to obtain any additional pertinent information in the matter. Within five (5) workdays of meeting the involved parties, the Dean is to provide a written recommendation to the individual. Copy of this written recommendation is also to be provided to the supervisor or pastor.

STEP FOUR: REVIEW BY DIRECTOR OF EDUCATION

If the problem or complaint is still not resolved to the satisfaction of the individual, then the individual may write to the Director of the Pastoral Office for Education. The written request must be sent to the Director within seven (7) calendar days of the receipt of the recommendation given in Step Three. The Director of Education may involve the Director of Human Resources in seeking to resolve the conflict. The decision of the Director of the Pastoral Office for Education will be final.

No person in authority should proceed with the grievance process unless each of the descriptive steps listed above have been followed completely.

These steps are designed to provide a prompt and fair means of resolving problems or complaints. Time limits provided in this policy may be waived or amended by mutual agreement of the individual and the person to whom the individual appeals in each step of the process. This process begins with the principal. In the case that there is a conflict between individuals under the jurisdiction of the principal, it is assumed that the local conflict resolution procedures have already been followed.

The principles which should be observed when resolving conflicts are:

- 1) Deal with the conflict constructively;
- 2) Strive for effective and honest communications; and,
- 3) Help the involved parties to feel better about themselves and the other person(s). (Diocese C750 2/2015)

VOLUNTEERS

Volunteers can be a valuable resource in the school as they demonstrate their stewardship responsibilities to the school community. All volunteers are to be screened **prior to beginning service** with children. Specific attention is to be given regarding an individual's relationship with children including the potential for abuse. All volunteers including school field trip drivers are to participate in the "Safe Conduct Protocol" program sponsored by the Diocese including the background check.

The signed forms of participants are retained either at the Parish or School Office. For purposes of accountability and safety, volunteers are to sign in and out each day service is given at the school. (Diocese C2100 2/2015)

ADMISSIONS

ADMISSION POLICY - NONDISCRIMINATION

Catholic schools are not to discriminate on basis of race, color, sex, national origin, or ancestry in the admission of students. Priority should be given to Catholic students. Non-Catholic families are welcome when space is available. Available space will be determined on an established registration date so that the school can fulfill its commitment to non-Catholic families who enroll. The schools reserve the right to grant or deny admission in their sole and absolute pastoral discretion.

A student should be at least five years of age on or before August 1st in order to enroll in the school's kindergarten. It is recommended that the school have an appeals process for parents who request early entrance. If a school chooses to use an assessment instrument as part of an appeal process, the decision is not to be based on a single test score or list of skills. Decisions regarding first grade enrollment are to be based on a variety of sources of information, not all of which will be objective. Entrance is not to be based on a single score or sole criterion. (Diocese D100 2/2015)

ADMISSION PRIORITY

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

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

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

Kindergarten applications will be accepted beginning Kindergarten Registration Day. Priority placement for kindergarten admission will be given to current LCSS families, and then St. Lawrence and St. Mary's preschool families. The above priority placement will be considered for applications received at Kindergarten Registration. After Kindergarten Registration, applications will be admitted first come, first served.

AID - FINANCIAL

The Lafayette Catholic School System provides a variety of Student Aid options to help fund your child's Catholic education including LCSS Tuition Assistance, the Indiana School Choice Scholarship (voucher), and SGO Grants. To apply for Student Aid, a Student Aid application is to be filed with Smart Tuition Aid by the deadline designated by the LCSS.

After Smart Tuition Aid processes the applications, Student Aid Awards are determined by the LCSS Admissions and Student Aid office, and families are notified of the award by this office. Additional paperwork may be required depending upon the type of award.

REGISTRATION

When parents apply for admission they must provide a birth certificate, health certificate, immunization record, and Baptismal Certificate, if baptized Catholic, unless the Baptism occurred in the parish where the student enrolls. When students are transferring from

another school, parents must arrange for the academic and health records to be sent before enrollment can be completed. (Diocese D200 2/2015)

RELEASE OF RECORDS

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD300) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged. (Diocese 350 2/2015)

SPECIAL NEEDS FOR CHILDREN

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

RELIGIOUS FORMATION

ENVIRONMENT

The Catholic school teacher is called, chosen, and committed to the total education of the students. The teachers strive to provide conditions favorable to effect excellence in the school and for the academic, moral, and spiritual achievement of the students.

INSTRUCTION

Knowledge, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, for sacramental preparations, for celebration of the liturgy, and for the observance of the liturgical season. Instruction is to be given to the effect that action on behalf of justice is a constitutive dimension of the Gospel. Instruction is to be in accord with the age and the development of the students. All students receive religious instruction as part of the academic curriculum of the school.

PRAYER

Traditional Catholic prayers are taught each year according to the curriculum guide and school guidelines. Students pray in the morning after the second bell, before eating lunch, after noon recess, and at the end of the school day. Praying should also be introduced at appropriate times throughout the school day. Prayers should include both formal and spontaneous types. *Appendix A*

COMMUNITY SERVICE

Students are guided to assist others less fortunate by prayers, sacrifices, visits, making articles, collections and fundraisers.

GRADES FOR RELIGION

Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. Therefore, a religion grade is to reflect the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as religious education.

LITURGICAL DEVOTIONS

The students will participate in various liturgical devotions according to the seasons and feast days of the Church such as: Advent, Lent, Holy Week, and Holy Days. Devotions may include the rosary, Benediction, prayer services, Stations of the Cross and adoration of the Blessed Sacrament.

Students attend Holy Mass every Thursday at 8:15 a.m. and on First Friday at the 12:10 Mass. Parents are always invited. Students may sit with their family during Mass. Classes are scheduled to participate in Mass with an introduction of the theme, readings, psalm response, alleluia verse, prayers of the faithful, and offertory gifts.

PROTECTING GOD'S CHILDREN

The United States Conference of Catholic Bishops published the revised *Charter for the Protection of Children and Young People* guidelines in 2005 which calls Catholic schools and religious education programs in each parish to comply with the *Charter* and implement age appropriate training programs for children and young people pertaining to personal safety. The curriculum promotes the dignity of the human person, personal safety, and the moral teachings of the Catholic Church.

The four goals are:

1. Recognize and appropriately respond to the lures of sexual predators;
2. Discuss, demonstrate, and examine behaviors that promote a safe lifestyle;
3. Recognize and respond appropriately to behaviors disrespectful to mind and /or body; and
4. Examine and evaluate proper conduct in the midst of today's societal pressures.

Parents who desire to teach a particular objective at home and withhold their child's participation at school, must notify the school in writing, that they "opt out" of the program.

ACADEMIC FORMATION

ACCREDITATION

Catholic schools in the Diocese of Lafayette are accredited through AdvancED/North Central Association Commission on Accreditation and School Improvement and the Indiana Department of Education. St. Boniface School complies with the requirements of both organizations.

ALTERNATIVE LEARNING PLAN

Administrators in the Diocese of Lafayette will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor adjustments can be made for their education. In some cases students with disabilities will not qualify for services from the public schools and an alternative service plan may be provided if the disability significantly limits the student's ability to learn. (Form AD650A)

ASSESSMENTS

The teacher assesses the students' work on a regular basis. Formative assessments are utilized to evaluate the ongoing growth of student such as ISTEP, formative and summative assessments are all used to evaluate progress. Progress reports are distributed mid quarter to children for their parents. Report cards are sent home quarterly. Teachers are encouraged to notify parents of possible academic problems by note, phone call, email and/or conference when the problem warrants attention.

ASSESSMENT POLICY FOR ISTEP STATE TESTING

All schools must adhere to the Indiana Department of Education's *Indiana Assessment Program Manual*, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity.

CALENDAR

The Lafayette Catholic Schools requires 180 days of student instruction with additional work days for teachers.

CURRICULUM

Schools in the Diocese of Lafayette will review curriculum and adopt textbooks and learning materials as required by the Indiana Department of Education. Although a textbook purchasing cycle is no longer required, schools review curriculum and adopt learning materials as indicated by the diocese (Diocese 450 6/2014)

GRADING PROCEDURE

The grading system is explained on the report cards and is determined by the Diocese.

94% to 100%	A excellent
85% to 93%	B good
75% to 84%	C average
70% to 74%	D below average
69% or below	U unsatisfactory

HOMEWORK

Homework is to supplement, complement, and reinforce classroom teaching. Each school is required by the Indiana Department of Education to have a homework policy.

AMOUNT OF TIME FOR HOMEWORK

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

Grade 4	30 to 45 minutes
Grade 5	40 to 55 minutes
Grade 6	45 to 60 minutes

ABSENCE OF CHILD FOR HOMEWORK

If a parent requests homework for an absent child, it must be done by phone or note before 12 noon. The teacher should send the homework to the office by 2:30 p.m. for parents to pick it up from the school office between 2:30 and 3:30 .

MISSING OR INCOMPLETE HOMEWORK

The children are required to list assignments in an assignment notebook . If students have missing or incomplete homework they will receive a homework notice. The parent signs this notice and sees that their child completes the missing homework so that it may be turned in the next day. If the child does not return the signed notice and the completed homework to the teacher the following day the teacher will notify the parent. A late assignment grade is reduced by ten percent.

POSTING OF HOMEWORK

Each child has an assignment notebook in which they are responsible to write down the assignments. The homework is posted by the teacher either on the assignment chart or on the smartboard. The homework is also posted on Harmony or the classroom website.

INTERNET

The Lafayette Catholic School System recognizes the value of computer and internet usage, as well as the risks involved. We strive to take full advantage of the educational opportunities while minimizing the risks to our students. Computer use is a privilege, not a right, and may be revoked at any time. Students and employees are obligated to inform school administration of violations of this policy or any threat to the security of the school networks. Users agree to abide by the guidelines of this policy. User agreements are updated annually as needed by each school principal or designee.

LEARNING DIFFICULTIES

Learning difficulties of students are diagnosed on a regular basis. Teachers or parents may request an educational evaluation through Greater Lafayette Area Special Services (GLASS) for learning difficulties. Referral forms are in the principal's office.

METHODS

A variety of instructional techniques and media are used to actively involve students in their own learning. The learning styles of individual students are addressed by the teacher's instruction so all will experience success.

MULTI-MEDIA

Educational films, computer programs, Discovery Education, internet and materials are available. Only approved educational videos and family rated videos (no PG rated videos) may be used in for student viewing unless approved by the principal. The USCCB website is a good source of ratings.

PROGRESS REPORTS

Progress reports informing the parents of their child's grades are given midway between quarters. The progress reports are put in an special envelope and the parents signs the envelope and returns it the next day. Teachers are responsible for collecting the envelope to be used for the whole year.

REPORT CARDS

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

- 1st quarter: report cards are given to the parent during a scheduled conference.

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

RETENTION/ PROMOTION/PLACEMENT

The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. Retention of a student is a difficult decision which should only be made after a lengthy assessment process. (Diocese D800 4/2011)

Principal and teacher(s) are to collaborate with parent(s) in a decision regarding the student's promotion, retention, or placement in special services. If the school recommends retention and parents do not agree, it may be necessary for them to enroll their child in another school the following year. (Diocese D800 4/2011)

The following process is used prior to making a recommendation to the parents.

1. Meet with the parents to discuss the lack of achievement at the beginning of the second semester of the school year.
2. Prepare a teaching plan to address the student's learning needs.
3. Prior to the third quarter report, meet with the parents to discuss the student's progress or lack of progress,
4. Present to the parents the positive and negative consequences if the student were to move into the next grade.
5. Present to the parents the positive and negative consequences if the student were to remain in the same grade.

After a parent, teacher, and principal conference, a letter summarizing the parent decision is to be signed by all parties indicating the parents' decision to have the child either retained in the present grade or placed in the next grade. This letter is retained in the child's records.

If the school is not able to meet the student's needs as indicated by the parents, it is an issue of justice not to accept the student's enrollment for the coming year.

SCHEDULE - DAILY CLASSROOM SCHEDULE

The classroom schedule is prepared by the teacher according to St. Boniface master schedule and the State of Indiana guidelines. The classroom schedule must be approved by the principal. A copy is kept in the school office.

SCHEDULE - DAILY SCHOOL SCHEDULE

7:45 a.m.	Teachers arrive
7:50	Bell rings and students go to their homeroom
8:00	Bell rings and classes begin
11:40	Lunch begins in the classroom
12:00	Bell rings for student recess and teacher lunch
12:30 p.m.	Bell rings to end recess
3:00	Bell rings to dismiss students
3:30	Teachers may leave

SPIRIT AWARD DAY

Once a month students are awarded for their good work and good behavior. The teacher may give them a N.U.T. pass or a homework pass if they have not received a behavior notice or homework notice.

TEXTBOOKS

Textbook recommendation is done by the combined faculties of the Lafayette Catholic Elementary Schools using the approved list of textbooks from the Indiana Department of Education. The textbook selection is up to the school principal since each textbook selected is to be aligned with the diocese and state and not be counter to Catholic Christian teachings to which Catholic schools are committed.

Students are expected to take reasonable care of all books entrusted to them during the school year. In the event a book is lost or damaged, the student will be expected to pay for the cost of a new book or pay for damages.

SUPERVISION OF STUDENTS

ATMOSPHERE OF RESPECT

To maintain an atmosphere of Christian respect, the teacher is firm, fair and consistent in disciplining the students. It is the responsibility of the entire faculty and staff to create such an environment. Ordinarily, problems are handled by the teacher. Serious problems are reported to the principal.

CELEBRATIONS/ TREATS

The PTO Room Parents provides treats to the students for the Halloween, Advent, and St. Valentine holidays. The teacher and the homeroom parent confer regarding celebrations. The times for the treats are at 2:20. Parents should notify teachers before providing other treats. Birthday treats are limited to small treats and are generally given out at lunchtime.

CODE OF CHRISTIAN CONDUCT

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. (Diocese D1975 2/2015)

CONDUCT OUTSIDE OF SCHOOL

Each school should have a policy regarding off-campus misconduct. Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Possible events that may be a cause of endangerment include:

- threats of violence to other students or teachers,
- off-campus use of addictive substances such as alcohol cigarettes, and drugs
- off campus fighting linked to school behaviors;
- internet activity that is threatening or offensive to others; or
- criminal activity. (Diocese D1900 2/2015)

DISCIPLINE: NO CORPORAL PUNISHMENT

Discipline measures used are to reflect respect for the individual and conform to the offense. Corporal punishment is not used. (LCSS Board # 119)

DISCIPLINE CODE

In guiding the child's growth in Christian values, it is better to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. The child will be guided in choosing one form of behavior over another and to accept the consequences of the behavior.

Students have the responsibility to show their love for God and one another by:

1. Speaking when appropriate
2. Using respectful language and actions
3. Moving quietly throughout the school
4. Following directions
5. Coming prepared for class

Supportive Feedback

- Verbal or written praise
- Weekly recognition of student
- Postive notes to student and/or home
- Monthly Spirit Award
-

Consequences

1. Verbal reminder
2. Recorded warning
3. Notice sent home to be signed by parent and returned next day
4. Phone call or email to parent
5. Severe disruption: Student is sent to the principal

DUE PROCESS

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents (or legal guardians) may be included in the discussion. Due process provides for a hearing, not a resolution. (Diocese D1200 5/2014)

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

1. Discuss it with the teacher
2. Talk with the principal
3. Confer with the pastor
4. Contact the Diocesan School Office

The pastor is the final recourse and may waive any disciplinary rule for just cause at his discretion. If a disagreement between the parent and the school results in the parent seeking civil litigation, the student will be excluded from class until the civil decision has been made.

DRESS CODE/UNIFORMS

Students wear the uniform as described in the appendix. Those who violate the dress code will receive a uniform violation form for the parents to sign. A student who continues to violate the uniform code may receive detentions or other disciplinary consequences.

Appendix B

FIELD TRIPS

The Lafayette Catholic School System recognizes that learning takes place in a variety of situations. When field trips are used in the educational process, the following guidelines are used.

1. Participation in field trips is a privilege, not a right, and may be revoked at any time. Students shall abide by the field trip guidelines or risk losing the privilege of participating in future field trips.
2. Field trips must be of an educational nature and enhance the curriculum. The educational purpose of the trip should be included on the permission form and any special conditions should be noted. Classroom follow-up before and after trips is important.
3. The required form for parent permission should be sent home at least two (2) weeks prior to the trip. A child may not go unless the written permission form is submitted. Only the original parent permission form will be accepted. Permission via phone calls or e-mail is never acceptable.
6. All field trips must have funding available for students who need funds for the trip.
7. Ordinarily trips should be made during regular school hours.
8. There should be one adult for every 7 to 10 students, keeping in mind the trip.

9. School uniforms are to be worn on all field trips unless approved by the principal.
10. Ordinarily, buses are used because of liability. When cars are used, the drivers must complete an insurance form to be on file in the school office prior to the trip.
11. Medical emergency forms must be taken by the teacher on the trip.
12. If the parent or guardian chooses to not permit the student to participate in the field trip, then the parent or guardian shall keep the student home from school or make arrangements with the school during the time of the field trip. Conversely, if the principal chooses to not permit the student to participate in the field trip, the principal will make other arrangements for the student to remain at school during the time of the field trip. (LCSS Brd. Educ. #124 2/2008) **Appendix C**

FIELD TRIP MEDICATION

Students with chronic conditions may require the administration of emergency medication while on a field trip. Any student who has an emergency health plan in which emergency medications are prescribed must have those medications available while on a field trip. Additionally, all students who have regularly prescribed medications normally administered during school hours must also have the medication(s) accompany them while on a field trip. Medications with documented instructions for administration must be given to school personnel who are accompanying students on the field trip. These medications, along with documentation related to their administration, must be returned to the school at the conclusion of the field trip. (Diocese E850 7/2013) **Appendix D**

GUM AND CANDY

Gum is never permitted on the school premises for maintenance reasons. Ordinarily, the eating of candy and other food is limited to the classroom during lunchtime. Candy is not allowed on the playground. This applies to teachers and students.

HARASSMENT OF STUDENTS

The school is to be free of discrimination, inappropriate and unlawful harassment and bullying as defined in school policy. Actions, words spoken, written or internet based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment either on the part of the staff or of the students. Each school is to uphold the dignity of all students, staff members, and include educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school. (Diocese D1500 5/2014)

INTERROGATION OF STUDENTS

In general, students are not to be interrogated by persons not connected with the school unless a parent or guardian is present. In the case of suspected abuse, a report must be made to the local social service agency. In such situations, a case worker(s) may need to interview the child without specific parental/guardian consent.

LEAVING SCHOOL GROUNDS

Students may leave the school grounds with the parental permission.

LUNCH TIME

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

N.U.T. DAYS (NO UNIFORM TODAY)

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

PRIVATE PARTIES

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

RECESS

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

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

VIOLATIONS OF PLAYGROUND RULES INCLUDE:

1. Doing activities that may be dangerous to self or others or damage property..
2. The use of improper, vulgar, or disrespectful language.
3. Leaving the playground to visit others or retrieve balls or other objects.
4. Playing near the cars or on other people's property.
5. Fighting or rough play.
6. Disobedient and/or disrespectful to the supervisor.
7. Entering the building only with the supervisor's permission.

ACTION TAKEN ON PLAYGROUND

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

Appendix E

SEARCH AND SEIZURE

Students are expected to comply with school regulations concerning items permitted on school property. School administrators and teachers have the right to inspect students' desks, lockers and articles carried upon their person and to seize any items judged inappropriate to be on school property. This is to safeguard the welfare of the student body and to maintain an environment conducive to the Lafayette Catholic School's educational mission. It is the policy at the Lafayette Catholic Schools to use these rights sparingly and in a manner that reflects fairness and respects the dignity of each student. The schools wish to emphasize that they operated from a position of trust and confidence in its students. (LCSS Board #120)

SECLUSION AND RESTRAINING POLICY

St. Boniface School has adopted a Seclusion and Restraining policy in accordance with State guidelines. (Diocese D1050 2/2015)

SERIOUS OFFENSES

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

1. reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
2. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
3. blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
4. setting fire to or substantially damaging school property or building;
5. possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
6. possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
7. unlawful selling of a controlled or abuse substance;
8. substantial instances disrupting classroom or educational function, or unlawful meeting on school property;
9. continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
10. stealing or attempting to steal school property or private property;
11. taking something of value from another person;
12. intimidating any student with the intent of bodily harm;
13. harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
14. any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
15. repeated violation of any rules; or
16. engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function. (Diocese D1400)

SUSPENSION

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

SUSPENSION - IN SCHOOL

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

SUSPENSION - OUT OF SCHOOL

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

TELEPHONE CALLS

Students need permission from their teacher and the principal/designee to use the classroom or office phone. Ordinarily a child is not allowed to call home unless there is a good reason.

RECORD KEEPING

ACCESS TO RECORD FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Federal law protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians & teachers (on a "need to know" basis) are to have access to the files;
- No original document is to be released. Photocopies are to be made in the school office;
- The principal is the only person empowered to release documents in a student's file;
- Parents may be given a copy of their child's file when transferring to another school;
- Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually;
- Schools shall comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student's records.
- Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request. (Diocese April 2011 D500)

ACCESS TO RECORDS WITH NON-CUSTODIAL PARENT

When parents are divorced, both parents have a right to access students and their records unless prohibited by court order.

Principals are advised to obtain court custodial documents. It is the responsibility of parents to inform the school of any changes in custodial arrangements. (Diocese D300)

ATTENDANCE RECORDS

Teachers submit attendance of students within 20 minutes after school starts. (8:20 a.m.) Daily absences are also noted on the student's permanent record.

A parent/guardian is to notify the school before 9:00 a.m. if a child is not able to attend class and the reason for the nonattendance. If a parent has not called before 9:00 a.m. the school personnel phones the parent within two hours after the beginning of the school day to make sure the student is accounted for.

ATTENDANCE NOTIFICATION

If a child is absent 15 days, notification will be sent to the parents or guardians informing them that the child's academic success is in jeopardy.

The academic performance of a student who has accumulated thirty (30) or more days of absence is to be reviewed to determine if the student is ready for the academic work of the next grade. If all reasonable strategies have been implemented to improve the situation, there may be reason to believe educational neglect is the cause. In this case, Child Protective Services must be contacted. School attendance is compulsory by law in Indiana (IC 20-33-27). In rare cases criminal charges may be filed if a student is chronically absent without excuse. (Diocese D660 6/2014)

ATTENDANCE - TRUANCY

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

1. Refusal to attend school in defiance of parental authority,
2. Accumulating ten (10) absences without justification over a semester;
3. Three or more judicial findings of truancy. (Diocese D700 6/2014)

ATTENDANCE - HALF DAY

A school instructional day is 5 1/2 hours long. If a student is absent from school for three (3) hours they are recorded absent a half-day.

ATTENDANCE – TARDY

A child is tardy if he/she enters the school after the 8:00 a.m. bell rings. School officially starts at 8:00 a.m. After 5 times the child is tardy, the student will remain in at recess according to the number of minutes tardy. The parent will be notified regarding their child's tardiness. Since the student is losing valuable academic time, after 10 times being tardy and each additional tardy, the student will stay after school for 1 hour on a predetermined date. Notification will be sent home regarding this date.

HEALTH RECORDS

All health records are to be maintained with the same safeguards for confidentiality as other student records as specified by the Family Education Rights and Privacy Act. Anyone violating this confidentiality subjects him/herself to disciplinary action. The permanent health record is available to parents/guardians and all school and/or medical personnel with a legitimate need for the information.

NAME CHANGE

In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. To change a name on a student's record it is required that there be a birth certificate or legal notification of change by court papers. (Diocese D400 4/2011)

PERMANENT CUMULATIVE RECORD

Permanent record files must include the following:

1. Academic transcript (academic grades for each semester);
2. Health and immunization forms;
3. Attendance records (including date when student enters);
4. Emergency information;
5. Standardized testing information;
6. Medical records may also be included if the student has any special medical needs;
7. If the student has special learning needs, records of educational or related testing.

If these last two items were generated by another agency (including the local public school) they cannot be transferred to another school. They can, however, be released to the parent. (Diocese D300 6/2014)

REQUEST FOR STUDENT RECORDS

If a parents of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child. (Indiana State Law 1189 April 2012)

SAFETY AND WELLNESS

ACCIDENT / ILLNESS

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

ABUSE

School personnel who have cause to suspect child abuse or neglect have a moral and legal responsibility to report such a case(s) to the principal. The principal should then, in the presence of the staff member, report the abuse to Child Protective Services in the county in which the child resides. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

ASBESTOS

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

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

EMERGENCY DRILLS AND PROCEDURES

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

EMERGENCY PLAN

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

EXPOSURE CONTROL PLAN

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

HEALTH AND NUTRITION POLICY

St. Boniface has a Health and Nutrition Policy in accordance with State guidelines

Appendix F

HEALTH RECORDS – IMMUNIZATION REQUIREMENTS

Health tests records, or reports required in Indiana include immunizations according to age level. They are:

- diphtheria;
- pertussis (whooping cough);
- tetanus;
- measles;
- mumps;
- rubella;
- poliomyelitis and;
- varicella (Chicken Pox vaccine);
- hepatitis B including grades 9-12; and
- meningococcal conjugate vaccine.

Schools are to notify each parent/guardian that the child must be immunized and that immunization is required for the child's continued enrollment and attendance at school. Parents/Guardians must be provided with information regarding the HPV vaccine, but the decision to immunize rests with the parents. (Diocese F1200 2/2015)

HEALTH RECORDS – IMMUNIZATION EXEMPTION

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

Indiana Code 20-34-3-3 requires a physician to certify that a particular immunization is or may be detrimental to the child's health. The requirements for that particular immunization are inapplicable until it is found no longer detrimental to the child's health. The Indiana State Department of Health policy requires that a written statement be verified by the school personnel each year until it is found that the particular immunization is no longer detrimental to the child's health. (Diocese F1300 2/2015)

HEALTH SCREENING

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

ILLNESS OF A STUDENT

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

ILLNESS - MEDICATION

A student who requires medication including aspirin, or such like compounds, during school hours is to bring the medication to the principal or designee upon arriving at school. The principal or designee is to dispense the medication only upon written permission of a parent/guardian as prescribed by the attending health care provider, an attending physician, or dentist.

All medications are to be properly labeled and secured in a locked place. At no time are students to give medication to each other. A student who violates this procedure subjects himself/herself to disciplinary action up to and including immediate dismissal.

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

- All medications are kept in the office,
- For a controlled substance, the number of pills are counted, recorded, and dated.
- An exception to this may be made when the student's health condition requires immediate dispensation of medication in an emergency (e.g. inhalers for students with asthma).
- Medications prescribed for a student must come in the original container/package with pharmacy label and student's name affixed.
- All prescription and non-prescription medication must be accompanied by a parent note and must include:
 1. Name of medication
 2. Dosage
 3. Time
 4. For what purpose.
- At the end of the school year, medications must be picked up by the parent. After two notifications from the school office, the medication will be disposed of.
- (Diocese F1700 2/2015) **Appendix D**

ILLNESS - COMMUNICABLE DISEASE

Those students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community. With such a certificate, a student is not to be denied attendance.

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. The principal is to contact the Superintendent of Catholic Schools who will provide counsel on notification to other persons. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher and classroom teacher.

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

INJURY OF STUDENT

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

MENINGOCOCCAL DISEASE

Indiana law requires parents/guardians be informed about meningococcal disease and its vaccine. This disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea and stiff neck, making the disease difficult to diagnose. The bacteria is transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine immunizations at 11 to 12 years old. For information refer to Indiana State Department of Health. <http://www.in.gov/isdh/healthinfor/miningococcal%20disease.htm>.

PEST CONTROL AND POTENTIALLY HAZARDOUS SUBSTANCES

St. Boniface has adopted safe procedures for applying pesticides, herbicides, fertilizers, and the use of potentially hazardous substances in school buildings and on school grounds. (Diocese F850 5/2014) Plan is available in the school office.

SECURITY

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

SMOKE FREE AND ALCOHOL FREE ENVIRONMENT

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

AGREEMENTS AND AMENDMENTS

The Faculty Handbook is considered part of the employment contract. All school employees are bound by the provisions found in the handbook. This document may be revised/updated as deemed necessary by the school administration. The handbook is intended to complement the Policies/Procedures issued by the Diocese of Lafayette and the Parent Handbook.

THE SIGN OF THE CROSS

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

MORNING OFFERING

1st and 4th Quarter

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

THE APOSTLES CREED

2nd Quarter

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. On the third day he rose again from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty, from there he will come to judge the living and the dead.

I believe in the Holy Spirit,
the holy Catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting. Amen.

Guardian Angel Prayer

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

PRAYER OF ST. FRANCIS

3rd Quarter

Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled as to console;
to be understood as to understand;
to be loved as to love.

For it is giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life. Amen.

GRACE BEFORE MEALS

Before Lunch

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

GRACE AFTER MEALS

After Lunch or Recess

We give Thee thanks for all Thy
benefits, Almighty God, who lives and reigns
forever. Amen.

May the souls of the faithful departed,
through the mercy of God, rest in peace.
Amen.

ACT OF CONTRITION

Before Dismissal

O my God, I am heartily sorry for
having offended You. I detest all my sins
because of Your just punishments, but most
of all because they offend You, my God,
who are all good and deserving of all my
love.

I firmly resolve, with the help of Your
grace, to sin no more and to avoid the near
occasion of sin. Amen.

OUR FATHER (Lord's Prayer)

Our Father who art in Heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in Heaven.

Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.

GLORY BE

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

THE ANGELUS

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary...

V. And the Word was made flesh.

R. And dwelt among us.

Hail Mary...

V. Pray for us, O holy Mother of God.

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

V. Let us pray:

R. Pour forth, we beseech thee O Lord, thy grace into our hearts; that we to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection.

Through the same Christ, our Lord. Amen

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful.

O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

PRAYER TO ST. MICHAEL

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the Devil.

May God rebuke him, we humbly pray.

And do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan, and all the evil spirits, who wander the earth seeking the ruin of souls. Amen.

ACT OF LOVE

3rd Quarter

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

ACT OF HOPE

3rd Quarter

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

Lafayette Catholic Elementary Schools Uniform Code 2016-17

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

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

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

Elderware: poly-cotton blue plaid keyhole jumper.

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

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

Every Day Uniform (non-All School Mass Days)

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

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

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

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

Options to Required Dress and Every Day Uniform:

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

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

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

Elderware: (Tom Sawyer) navy pleated dress pants.

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

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

Every Day Uniform (non-All School Mass Days)

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

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

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

Options to Required Dress and Every Day Uniform:

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

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

Socks Must be worn at all times.

Girls: Navy or white socks, or tights exclusive of decoration.

Leggings must be plain white or dark blue and come to the ankle (no lace!).

Boys: Navy, white, or black socks.

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

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

Boys: All black leather, plain sport shoe with no decorations; or a dark brown or a black leather dress shoe. No other colors are allowed.
Examples of approved shoes are available at Shoe Carnival.

Accessories

Girls: Jewelry and hair accessories must be plain.
Dangling or large size earrings or bracelets are not allowed.
Body piercings or permanent tattoos are not allowed.
Head scarves are not allowed.

Boys: Jewelry must be kept simple; no earrings may be worn.
Body piercings or permanent tattoos are not allowed.

Boys/Girls: Plain black, brown or navy belt must be worn with all clothing having belt loops. Belts are not required for kindergarten students.

Make-up No make-up may be worn.

Hair Styles

Outlandish, extreme hairstyles and colors are not permitted.
Hair should be kept clean and well groomed.

Boys: Hair bangs should be no longer than touching the eyebrows. Hair length is not to exceed any longer than the top of the collar and mid-ear.

Clothing for Gym

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

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

Scout Uniforms

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

Offenses to the Uniform Code

First Offense: Verbal warning is given to the child.

Second Offense: Notice is sent home to be signed by parents and returned to teacher.

Third Offense: Student calls home, a notice is sent home to be signed by parents and returned to teacher.

Fourth Offense: Student calls home, a notice is sent home to be signed by parents and returned and student may not participate in the next N.U.T. or Spirit Day.

Fifth Offense: Student calls home, a notice is sent home to be signed by parents and returned to teacher; student may not participate in the next N.U.T. or Spirit Day, and student stays in school office one day during recess.

**ST. BONIFACE SCHOOL
FIELD TRIP PERMISSION FORM**

Date _____

Dear Parent or Legal Guardian,

Your child will participate in a school-sponsored field trip requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of the teachers.

DATE _____

TIME _____

EVENT _____

LOCATION _____

LEAVING TIME _____

RETURNING TIME _____

TRANSPORTATION _____

COST PER STUDENT _____

Uniforms are required on this field trip.

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability to school by _____.

We, as parents/guardians of the undersigned minor, hereby consent and agree to hold harmless, St. Boniface School and the Roman Catholic Diocese of Lafayette-in-Indiana, Inc., and any and all employees or volunteers hereof, for any accident, injury or occurrence arising out of, or in connection with, our child's event and arranged transportation necessary to participate in the field trip. We understand that our child will be assigned to ride with a licensed adult driver.

I give my permission for my child, in case of an emergency, to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me. If I cannot be reached, I give permission to the physician selected by the person in charge to secure proper treatment for my child. I understand that the school will try to abide by the information given on the emergency medical form submitted to the school.

We, the parent or guardian of _____
(child's name)

Parent Signature _____ Date _____

ST. BONIFACE SCHOOL

STUDENT MEDICATION PERMISSION FORM

Please Print

Date received: _____

Information:

Students receiving or taking any medications at school must have a written order from a doctor or dentist licensed to practice in Indiana, as well as a parental permission form on file in the office of the School Nurse. If the Nurse does not know what medications a student may be taking, she/he cannot function effectively in the event of an emergency situation. In the absence of the School Nurse, a trained staff will be designated to administer medications. In the event that no school personnel is available to administer medications, the responsibility reverts to the parent/guardian. All medication must be in original manufacturers or pharmacy-labeled containers.

Name of Student: _____ Date of birth (age): _____

Grade: _____ Teacher/Classroom: _____

Name of medication: _____ Dose: _____

Frequency/Instructions: _____

Reason for prescribing: _____

Start Date: _____ Finish Date: _____

Side effects to watch for: _____

Is this a controlled drug? Yes _____ No _____

Physician/Dentist Signature (Telephone Number) (Date)

Parent/Legal Guardian Permission

I give to the School Nurse or designated school staff, my permission to administer the above-prescribed medication to my child. I understand that unused medication must be picked up no later than two weeks after the finish date, or the medication will be destroyed in accordance with the law. I hereby release (Name of School) and their agents and employees from all liability that may result from my child taking the prescribed medication.

(Parent/Legal Guardian Signature) (Date)

ST. BONIFACE SCHOOL PLAYGROUND RULES

RECESS

Two paid adult supervisors are on the playgrounds during the noon hours.

Students are expected to respect the rights of one another and to respect and obey the playground supervisors. The following are the playground rules:

- Ordinarily, students go outside to the playground area every day after lunch. The walk from the building in an orderly manner.
- On rainy days, one class plays in the gym, and the remaining classes stay in their classrooms for indoor recess.
- The area near the gym doors is off limits during noon recess.
- Students are reminded to dress appropriately according to the temperature and weather conditions.
- Permission from the supervisor is needed before leaving the play area.
- If a playground ball leaves the play area, the supervisor will retrieve it.
- Activities that are not permitted during noon recess are: use of bad language, name calling, gum chewing or eating, snow ball throwing, rough play, kicking of balls, or any other activities that may harm themselves or others.
- The students are not to talk to people outside of the playground area.
- No student is allowed on the grass of the small church between our town playground lots. However, the students may sit on the steps of the church.
- All students must share with any student who wishes to play in the game.
- No rough, physical games are allowed.
- The guard on the playground directly behind the school gym is in charge of keeping track of the time. At 12:30, a Sixth grader may ring the buzzer to signify the end of recess. (Supervisor chooses the student.) The buzzer is located on the maintenance garage next to the gym. Buzzer to ring only twice.
- No throwing or tossing of rocks or balls on ground or building roofs.
- No trying to put balls on gym roof or putting or kicking balls over roofs of any buildings.
- No kicking of basketballs
- No kicking any balls against any of the buildings
- No climbing on fences.
- All students must stay in their play area.

SAFETY PROCEDURES

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

DISCIPLINE

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