



**Saints Francis & Clare
of Assisi Catholic School Ministry**

Parent/Student Handbook 2020 – 2021

Parish Mission

We prayerfully serve others. We strive to grow in our holiness and Catholic faith by following our Lord and Savior Jesus Christ as exemplified by our patron saints, Francis and Clare.

School Ministry Current Mission Statement

Our Mission

**Saints Francis & Clare of Assisi school ministry prepares
children to be leaders in faith, academics, and character.**

**Our Catholic identity, academic excellence and nurturing
environment empower children to know, love, and serve God.**

**School Office Hours: 7:30 a.m. - 3:30 p.m.
5901 Olive Branch Road Greenwood, IN 46143
www.ss-fc.org/school
(317) 859-4673**

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Asbestos Notification

Following the guidelines of the Asbestos Hazard Emergency Response Act (AHERA): Saints Francis & Clare of Assisi School has complied with the procedures required in our report. To the best of our knowledge, no asbestos containing building materials was specified as a building material in any construction document for the building; therefore, our building is certified as asbestos-free.

Accreditation

Saints Francis & Clare of Assisi Catholic School is fully accredited by the state of Indiana and AdvancED. Teachers are highly qualified in accordance with the Indiana Department of Education regulations. Saints Francis & Clare of Assisi Catholic School is dedicated to the success of all students.

Attendance

During this year our attendance policy will take into account the nature of the current health threat that COVID-19 presents and we will work with each family on a situational basis.

Daily attendance at school is essential to the academic growth and well being of every child. Active participation in classroom activities and daily interaction with our staff and other students are critical components of your child's education. Good attendance positively affects the child's development and helps the child form a strong work ethic.

Indiana Code 20.8.1-3-5 requires children seventeen (17) years and younger to attend school during the time it is in session. To ensure that children attend school regularly, parents are asked to schedule appointments after school hours and to *avoid family vacations while school is in session*.

In the event that a child is unable to attend school, parents are to phone the attendance line - 317-215-2827— by 9:00 a.m. to report the absence.

Classes begin at 7:50 a.m. If a student enters his/her classroom after 7:50 a.m. he/she is considered “tardy” and must report to the school office for a tardy pass.

Daily records of attendance are maintained to satisfy state mandates. **In the event that a child is not at school, he/she is recorded absent, regardless of the absence being excused or unexcused;** however, students serving as a page for the Indiana General Assembly will not be counted absent when appropriate and timely notice (2 days) is provided to the school office, as provided by I.C. 20-8.1-3-18. SSFC must report to the state of Indiana each child's individual attendance record, noting the number of absences per named child.

Absences are reported in full and half day increments. A child must be present for 3.5 hours to be counted present for half of a day of school.

Medical appointments: When your child must leave school early for an appointment, please send a note to school that morning. The teacher can then have the child ready for the appointment when the parent arrives. Parents must sign the child out for the duration of the appointment in the “sign-out book” located in the school office (atrium during COVID) **All students are to have a note from the doctor/dentist or medical professional when returning to school from a medical appointment.**

SSFC School may not release a student at any time of the day, unless escorted by a parent. In the event that a parent is unable to pick up the child for early release, written consent from a parent must be provided to the school in order to release the child to another adult. Such adults will need to show picture

identification prior to the child being released.

Students that are signed out prior to 3:15 will not receive perfect attendance at the end of the school year. This includes when a teacher allows a parent to take a child home early. The goal of SSFC is for children to be present in school every day. We will work with parents of a student with a *chronic health condition* to determine an appropriate attendance program for that child.

Repeated absences: It is our policy that after a total of ten (10) absences the school may require a doctor's note for subsequent illness-related absences. In addition, the school is not required to issue grades for a quarterly grading period in which ten (10) or more absences occur. In the event two grading semesters are incomplete due to absences, the school may consider retaining the student at the present grade level for the following year.

Consequences for repeated absences are as follows:

Absence	Tardy
<p>5-9 Absences</p> <ul style="list-style-type: none"> ● A copy of this policy will be placed in the student's file. ● Once your child obtains a total of seven (7) absences, a letter may be sent to the Johnson County Juvenile Court and/or Child Protective Services for informational purposes only. ● If you have documentation of your child's absence(s), please send it in the office and your child's attendance record will be appropriately amended. 	<p>5-9 Tardies/Early Dismissals</p> <ul style="list-style-type: none"> ● A warning letter may be sent to the parent/guardian and a copy placed in the student's file.
<p>10+ Absences</p> <ul style="list-style-type: none"> ● A certified letter may be sent to the parent/guardian, Johnson County Juvenile Court, and/or Child Protective Services notifying them of the student's truancy. 	<p>10+ Tardies/Early Dismissals</p> <ul style="list-style-type: none"> ● A letter may be sent to the parent/guardian and a copy placed in the student's file.

Admission Requirements

Admission to Saints Francis & Clare of Assisi Catholic School is based on the following guidelines:

1. Applicants for Kindergarten must be five years old on or before September 1st.
2. Applicants for grades 1-8 are accepted into the grade in which their previous school promotes them, provided there is an opening. Admission is probationary and made final only upon receipt of proper records from the former school and successful performance at Saints Francis & Clare of Assisi Catholic School.
3. Students who are transferring to Saints Francis & Clare of Assisi Catholic School, along with his or her parents, may meet with the principal prior to enrollment. Eligibility for entrance will be based on academic and behavior records from all prior schools.
4. Students with special needs will be admitted as long as Saints Francis & Clare of Assisi Catholic School can meet those needs.

Admissions Policy

1. **Purpose.** It is the goal of the Saints Francis & Clare School of Assisi Catholic School to offer a Catholic education to any student who desires to attend. Because of the growth of the School Ministry since its inception in 2005, this Admission Policy has been established in the event that requests for admission exceed the capacity of the School Ministry in a particular grade level or levels. Mindful that the School Ministry is supported, financially and otherwise, by the parishioners of Saints Francis & Clare of Assisi Parish, priority for admission and continued

enrollment in the School Ministry will be given to children of Stewardship Families of Saints Francis & Clare of Assisi Parish. The School Commission and the Pastor have approved this admission policy. Once recommended by the School Commission and ratified by the Pastor, revision of this policy shall supersede any prior admission policy of the School Ministry.

2. **Class Size.** The School Ministry currently limits its class size as follows:
 - a. Preschool – a total of 20 per class (this number may be made up of full-time students or the equivalent number of part-time students who make up one full-time slot; 1:10 student to teacher ratio);
 - b. Kindergarten through Eighth Grade – a cap of 25 students per class.
3. **Accommodation of Students with Special Needs.** The School Ministry strives to accommodate students with physical, emotional, social, or learning challenges; however, families must fully disclose the nature and known extent of such challenges at the time of registration. The School Ministry has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.
4. **Definitions.**
 - a. Returning Family: A family is considered a Returning Family if the family has a student currently enrolled at Saints Francis & Clare School of Assisi Catholic School (Infant through Eighth Grade) and who has met the responsibility of paying school tuition charges for the current year in full and on time as prescribed by the School Ministry. In addition, the re-enrolling student(s) must have a satisfactory disciplinary record (according to the standards established by the School Ministry).
 - b. New Family: A family is considered a New Family if the family does not have a student currently enrolled in the School Ministry.
 - c. Stewardship Family: A family is considered a Stewardship Family if the family is a registered family with the parish and meets the criteria for Stewardship membership in Saints Francis & Clare of Assisi Church as defined by the Board of Consulters in conjunction with the Pastor. Because true stewardship involves the giving of time, talent, and treasure for the overall good of our parish community, Stewardship membership is defined as follows:
 - (i) Sharing in Eucharist with the parish community through attendance at weekend Mass;
 - (ii) Sharing Time and Talent with the parish community by committing to a certain amount of service hours a year for the overall good of the parish;
 - (iii) Sharing Treasure through the Sunday collection as a measure of giving back to the Lord for the blessings we have received.

The Pastor will have the final decision as to whether a family's stewardship obligations are current.

- d. Active Non-Parishioner Family. A family is considered an Active Non-Parishioner Family if the family is registered in another Catholic parish or church and provides a letter from the Pastor of the family's church indicating that the family is in good standing with the church.
5. **School Registration Process.**
 - a. Returning Families. Returning Families must complete the online registration and submit the enrollment fee by the last day of the current family re-enrollment period in order to ensure priority placement.
 - b. New Families. New Families must complete the online registration and submit the enrollment fee by the last day of the end of the new family enrollment period.

6. **Enrollment Prioritization.** When requests for admission exceed the capacity of the School Ministry, the order of enrollment will be determined by the following prioritization until each applicable classroom is filled:
 - a. Priority One. You are an SSFC employee enrolling a student.
 - b. Priority Two. You are a Returning Family and a Stewardship Family re-enrolling an existing student in infants or higher.
 - c. Priority Three. You are a Returning Family re-enrolling an existing student in infants or higher.
 - d. Priority Four. You are a Returning Family and a Stewardship Family enrolling a sibling of a child presently attending the School Ministry.
 - e. Priority Five. You are a Returning Family enrolling a sibling of a child presently attending the School Ministry.
 - f. Priority Six. You are a New Family and a Stewardship Family enrolling a child or children for the first time in infant or higher.
 - g. Priority Seven. You are an Active Non-Parishioner Family enrolling a child or children for the first time in infant or higher.
 - h. Priority Eight. You are a New Family enrolling a child or children for the first time in infant or higher.
 - i. Priority Nine. You are enrolling a child who is receiving a state voucher or IQE scholarship for the upcoming school year who does not meet the criteria in Priorities One through Five.

The School Commission shall determine the priority classification of a family and recommended admission status for all families who submit complete online registration by the above deadlines. In cases where prospective students have identical ranking based upon the priority and there are insufficient openings in a particular grade to accommodate those families, the determining factor will be the date the family joined Saints Francis & Clare of Assisi Parish for Stewardship Families, if applicable. If not, the priority will be determined by lottery. This lottery, if needed, would take place on the first Monday after the new family enrollment period ends. This lottery, if needed, would take place during a public meeting to be announced. In the event a particular grade is filled from the applicants who submitted timely and complete on line registration, all remaining prospective students will be placed on a waiting list in order of the priority established under this policy.

Any online registration that is not complete or not submitted by the above deadlines is not considered according to the priority established under this policy but is considered on a first come, first-served basis as of the date of submission of the complete online registration. If there are more complete online registrations submitted on a particular date than there are openings in a particular grade, the remaining openings will be determined by lottery.

Saints Francis & Clare of Assisi Catholic School reserves the right to un-enroll a family if at the end of the current school year, has a delinquent balance. This balance includes, but not limited to tuition, enrichment, cafeteria, or CYO fees.

The Pastor will have final authority on admission(s).

8. **Transfer Students.** Students in good standing from another school will be considered for transfer admission after the following has been accomplished:
 - a. Enrollment/Admission forms are completed.
 - b. A conference with the principal, parents, and student may be held to discuss the goals, religious mission, and expectations of the School Ministry.
 - c. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School Ministry.
 - d. Previous educational records have been supplied to the School Ministry including, if available and applicable: current grade transcript or report card, most recent standardized

testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).

- e. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
- f. Updated immunization records have been received.
- g. Applicants for admission to grades 6, 7, and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school.

NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the principal in consultation with the Pastor.

The student may be admitted either on a probationary basis or without restriction under the following conditions: if the principal determines through the above procedures that the family and student have philosophies, goals, and levels of preparation compatible with the religious mission and educational programs offered by the School Ministry, the student is likely to be successful in a Catholic educational setting, and an opening exists. Prioritization of placement of transfer applicants will occur in the same order and by the same criteria as defined in the Enrollment Prioritization structure defined above.

Before/After School Enrichment Programs

Our Enrichment Programs provide a safe, structured environment and are open to children in grades Preschool through 8th grade.

Morning Enrichment. Program hours are from 6:50 a.m. – 7:30 a.m. daily in accordance with the school calendar. Preschool will be in the ECM opening at 7:00.

Afternoon Enrichment. Program hours are from 3:15 p.m. – 6:00 p.m. daily in accordance with the school calendar. Preschool will be located in the ECM.

ALL STUDENTS, PS-8, WILL BE PICKED UP AT THE ECM BUILDING FROM AFTERCARE. K-8 STUDENTS WILL BE WALKED TO THE ECM BUILDING WHEN STAFF CALL FOR THEM.

Birthdays and Parties

Celebrations are welcomed at Saints Francis & Clare of Assisi Catholic School. If your child wishes to share his/her birthday with classmates, simply notify the classroom teacher so that the appropriate arrangements may be made. Appropriate arrangements include reading your child's favorite story to the class, distributing pencils, prayer cards, or appropriate non-food items. **For the safety of our students, SSFC prohibits distribution of snacks, treats or food to celebrate students' birthdays, as stated by our Wellness Policy.**

In the event that additional parties are to be held outside of school time, common courtesy dictates that invitations be distributed via mail or off school property unless the entire class is invited. Students may not distribute invitations at school for outside parties unless everyone is invited.

Bullying

Bullying in Indiana Code 20-33-8 is defined as "overt (intentional), repeated acts or gestures, including verbal or written communications transmitted, physical acts committed and/or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student." Saints Francis & Clare of Assisi Catholic School does not tolerate

bullying in any form at any time, whether during the school day, or at a school event, or disrupting the school environment. Such acts include those submitted online or after school hours if they negatively influence the school's climate, and/or disrupt relationships among students while at school.

All staff in conjunction with The Threat Assessment Team are responsible for the following beliefs, guidelines, and procedures related to reports of bullying:

At Saints Francis & Clare of Assisi Catholic School we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful, gestures, making hurtful written comments), etc.
 - d. Through the use of technology (such as cyber bullying - using technology to hurt others through any communication device such as email, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked

The goal of Saints Francis & Clare of Assisi Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

Roles and Responsibilities

Saints Francis & Clare of Assisi Catholic School students have a responsibility to:

- Promote a positive environment by respectfully treating each other as they would like to be treated
- Refuse to bully others or to be a bystander to acts of bullying
- Actively participate in schoolwide and classroom anti-bullying initiatives and social skills programs
- Report all acts of bullying they may encounter or observe to appropriate school personnel

The bullied are expected to:

- Honestly and accurately report bullying behaviors to staff in a timely manner
- Learn and apply appropriate strategies to counter bullying behaviors

Bystanders are expected to:

- Honestly and accurately report bullying incidents
- Support the bullied in positive ways such as saying stop and going with them to report incidents

Staff Members are expected to

- Provide leadership that models the gospel values and promotes positive relationships between students, staff, and parents
- Implement the school's anti-bullying initiatives and reinforce the school's code of conduct
- Investigate and document reports of bullying, apply interventions, and follow-up
- Encourage and teach students to report incidents of bullying and to understand the difference between bullying and conflict
- Communicate with parents about bullying incidents
- Assist the bullied after an incident is reported

Parents/guardians, parish, and community members are encouraged to

- Inform the school if bullying is suspected and document behavior
- Work with the school to resolve and prevent further incidents of bullying
- Familiarize themselves with the definition and consequences of bullying
- Be active contributors to our school community while we strive to create a safe, caring, and respectful school environment.

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents that may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Parents will be notified.

Cell Phones

Students may carry cell phones to school if they have after school activities. Phones must be turned completely off during the day and remain in the student's locker or book bag until after school. If this rule is violated, phones will be confiscated in the school office. Parents may pick the phone up from the principal. Repeated offenses may require a conference with the parents and teacher/principal.

Discipline

Disciplinary Actions

- 1) Teachers are in charge of their respective classrooms and will set, explain, and enforce classroom procedures that encourage discipline that is consistent with our mission, guidelines, and family handbook.
- 2) Upon weighing the circumstances, results of the conduct, and the severity of the incident, the teacher and school administration will determine the appropriate consequences listed below.
 - a) Warnings
 - b) In-class consequences
 - c) Parent notification
 - d) Behavior plan
 - e) Detention or after school community service
 - f) Conferences with all concerned

- g) Suspensions
 - 1) In-school suspension is defined as 1 to 2 days served in the office doing classroom work.
 - 2) Out-of-school suspension is defined as 1-5 days served off school premises doing classroom work. It is the parent's responsibility to arrange for proper adult supervision on these days.
- h) Expulsions
 - 1) Expulsion is defined as dismissal from school for the duration of the school year with conditional re-entry for the following year.
 - 2) In most cases, the parents will be contacted for a conference prior to an expulsion. The student may not return to school while such conference is being scheduled.
 - 3) The school administration will confiscate any unauthorized items, weapons and/or substances and notify the necessary authorities (police and/or parents).
 - 4) If a suspicion arises that a student has any unauthorized items, weapons and/or substances, the school administration may search the student's belongings or clothing.

Offenses Warranting Disciplinary Action

- 1) Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved by the teachers and/or administration in a manner consistent with the behavior guidelines.
- 2) Offenses inappropriate to the learning environment:
 - a) Disrespect to others through language or actions
 - b) Failure to follow school procedures
 - c) Disruptions to the class
 - d) Lack of preparation for school or class
- 3) Offenses that may warrant suspension
 - a) Bullying or threatening another child physically or emotionally
 - b) Fighting or causing harm to another student or teacher
 - c) Stealing
 - d) Cheating
 - e) Lying or dishonest behavior
 - f) Foul language
 - g) Vandalism of parish property or another student's property
 - h) Leaving school grounds without the permission of school administration
 - i) Being under the influence, possessing, using or passing any unauthorized substance at school or school-sponsored events.
 - j) Any incident deemed serious in nature by the school principal
- 4) Offenses that may warrant expulsion and notification of authorities
 - a) Having a gun, knife, or any other weapon on parish property or at school functions
 - b) Possessing, passing, using or being under the influence of drugs, alcohol and/or tobacco products on parish property or school functions
 - c) Physical action or threats with malicious intent toward a student, staff member, or any other person at school
 - d) Repeated offenses or any incident deemed serious in nature by the school principal

Conflict Resolution

In the event that a parent does not agree with a disciplinary action, he/she is asked to adhere to the following procedure:

- 1) The parent is to set an appointment to speak with the faculty member who enforced the disciplinary action.
- 2) If this session does not result in mutual agreement, parents may request an appointment with the principal. If appropriate, both the parents and the teacher will be present to discuss the concern.
- 3) If no resolution is made at this session, the parents may request a meeting with the pastor, whose decision is binding.

Emergency Drills

Fire, tornado, and other emergency drills are required exercises as precautions to inclement weather or emergency situations. Drills will be practiced throughout the school year. To promote safety, students are to move quietly and orderly to designated areas as directed by their teachers. Any person in the building during the time of a drill is to participate in the drill.

It is imperative that these procedures are followed for the safety of our students. Please adhere to these procedures to ensure safety.

Entering/Leaving School - Morning Drop Off/Afternoon Pick Up

Morning Drop Off

- The cafe entrance will be an entrance only between 7:30–7:50 a.m.
- All traffic will exit past the Early Childhood Ministry building to the Goldenfield Drive exit.
- Traffic approaching from the east will enter and stay in the eastern most lane, the current right turn lane.
- Traffic approaching from the west will enter and stay in the middle lane, the current left turn exit lane.
- Both lanes will turn left and move parallel to the football field until they reach the eastern end of the parking lot.
- The northern lane will turn right after the light post and proceed to the south.
- The southern lane will turn right and enter the first lane between parking spots and proceed west.
- When pulling in, if either lane is much shorter than the other, please merge to the shorter lane to keep traffic moving.
- The northern and southern lanes will merge at west end of the parking lot.
- Students can exit cars in the drop off zone. Approximately the church sidewalk to the end of the gym. Staff members will assist in directing traffic pattern.
- **FOR THE SAFETY OF OUR STAFF AND STUDENTS, PARENTS ARE NOT ALLOWED TO WALK THEIR STUDENTS IN THE SCHOOL OR ECM BUILDINGS.**

Afternoon Pick Up

Our Kindergarten – 8th Grade school day ends at 3:15 p.m. The office staff cannot guarantee phone messages will be forwarded to teachers to notify a student of changes in pick up plans, so **please plan ahead**.

Dismissal/Pick-Up Procedures:

- All vehicles must have their engines off prior to dismissal of students.
- Cars turn in from Olive Branch Road and proceed to the parking lot on the EAST side of the building.
- We will have a staggered dismissal starting at 3:00PM for K-8 to limit the number of students in the hallway. All students will be out of the building by 3:15PM. Students are to find their vehicle in their grade's row. (Families go by youngest child's grade.)
- Once all students are safely loaded, teachers will dismiss cars by row – beginning with the row closest to Calvert Farms which will exit via Olive Branch Road and those nearest the gym which will exit via Goldenfield Drive
- For the safety and timeliness of the pickup procedure, please keep all siblings in the vehicle.

Late Line: When classes are proceeding to the carline at 3:00 p.m., all late cars will be directed to the front of the school building (near the flagpole). **DO NOT PULL INTO THE FIRE LANE. THE LINE BEGINS BEHIND THE FIRE LANE.** Late line students will be walked to the front of the building after cars are dismissed from the parking lot.

Preschool Afternoon Procedure

Preschool students are dismissed at 2:50 p.m. Preschool parents are asked to line up in front of the ECM in two lines if only picking up a preschool child. Teachers have a designated spot for each class, and parents are asked to pick up from that teacher's area. Once all students have been released to their parents, the line will exit. Parents with older siblings will be released to the pick up line for the school dismissal at 3:15 p.m. Parents with only preschool students will exit the parking lot.

Enrollment

Registration is an important process for the school that enables us to determine requirements for the following school year. Therefore the following steps must be taken:

1. Parents of students previously enrolled at Saints Francis & Clare Saints Francis & Clare of Assisi Catholic School are to enroll for the following year on a specified date via an on line registration form.
2. Parents of transfer students must fill out the appropriate on line forms and may meet with the principal before enrollment may ensue.
3. Incoming new students will be registered following the current family enrollment period with the on line registration form.

Please note that birth certificates, baptismal certificates (if applicable), and immunization records must be presented at the time of registration if they are not already on file, along with the required non-refundable enrollment fee.

Faith In Action Activities

Several outreach and Faith in Action activities occur in our parish and school. Our goal in providing such activities is to teach the students the value of service, just as Jesus provided and modeled. Please encourage your child to participate in the various activities, emphasizing our call as Christians to serve one another.

Grades and Reporting

Assessment of student performance is continually monitored by the teaching staff of Saints Francis & Clare of Assisi Catholic School and reported to parents several times throughout the year.

The purpose of the report card is to communicate with parents and students about the achievement of specific learning goals. It identifies students' levels of performance with regard to those goals, areas of strength, and areas where time and effort are needed. - Guskey & Bailey, 2010, p. 36

For kindergarten through 8th grades, parents have access to Jupiter Grades, our online parent grade portal. User-name and passwords are issued to new families at the start of each school year. If, at any time, you have a concern about your child's performance, please contact the teacher directly.

Health Services

Required Forms

The following are the health forms due for the current school year. ***Indiana code and/or Saints Francis & Clare of Assisi Catholic School requires that all of these forms be on file in the school office prior to the first day of school.***

- Birth Certificate
- Student Immunization Health Record
- Baptismal Record *(if applicable) If student was baptized at SSFC Church, the record is on file and not needed.*

- Emergency Form

As needed forms:

- PERMISSION FOR PRESCRIPTION MEDICATION *Any student that requires prescription medication during school day*
- PERMISSION FOR NON-PRESCRIPTION MEDICATION *All students that require non-prescription medication during the school year.*
- ACTION PLAN AND CARD *Any students with any condition (allergy, asthma, etc.) that requires/may require medication or treatment during the school day.*

It is recommended that each child have an annual medical physical, dental check-up, as well as a regular eye exam conducted by a professional.

Medication Policy

- No medication shall be administered to a student without the written and dated consent of the student’s parent/guardian. The consent of the parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current school year.
- Only trained staff, another employee, or substitute nurse that will be designated by the principal will administer any oral or topical medication.
- Only trained staff, substitute nurse or the student’s parent may interpret blood sugars and calculate or administer insulin dosages. Exceptions to this are made only on individual basis and only with the full cooperation of the student’s physician.
- Any unused medication which is unclaimed by the parent will be destroyed by school personnel when a prescription or non-prescription medication is no longer to be administered or at the end of the school year.
- The school must be notified if a student is taking any medication or if there is any change in the medications the student has been prescribed. **This information is vital in emergency situations.**

Non-Prescription Medication

- All medication must be brought to the school in its *original* container with the student’s name printed on the label, current date printed on the label, and the exp. date.
- All medication will be administered according to the manufacturer’s instructions. If an amount is needed that is not age/weight appropriate (i.e. not a safe dose as indicated on the label), a doctor’s order is required.
- Parents may come in to the school office to give their child the needed medication. Please inform the office beforehand. ***SEE APPENDIX 1 REENTRY PLAN***

Prescription Medication

- All prescription medication to be administered to a student must be accompanied by a physician’s order and signed by the student’s parents/guardians.
- All medication must be brought to the school nurse in the pharmacy bottle that is labeled with student name, date, exp. date, medication, dose, and frequency to be given.

If the medication is to be terminated, the written order of the parents is required and will be kept on file. If the medication is to be changed, the written order of the physician and of the parents is required and will be kept on file.

Student Possession and Self-Administration of Medication in School

In accordance with IC 20-8.1-5.1-0.5, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition IF the following conditions are met:

- (1) The student’s parent has filed an authorization with the student’s principal and trained staff for the student to possess and self-administer the medication. The authorization must include the statement

described in subdivision (2)

(2) A physician states in writing that:

- (A) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- (B) The student has been instructed in how to self-administer the medication; and
- (C) The nature of the disease or medical condition requires EMERGENCY administration of the medication.

The authorization and statement described in subsection (2) must be filed with the student's principal and school nurse annually.

Transportation of Medication

In accordance with IC 20-8.1-7-22, medication that is possessed by a school for administration during school hours for a student in grades infant through grade 8 may be released and signed out only to the student's parents/guardians, or an individual who is:

- (A) At least 18 years of age and
- (B) Designated in writing by the student's parent to receive the medication.

In addition to the above guidelines set forth for the release of medications, all medication both prescription and non-prescription must be transported and signed into the nurse's office by a parent or guardian, or an adult appointed by the parent or guardian.

Student Medical Information Email Consent

Upon signing the Parent/Student Handbook, you the parents/guardians, agree to the following: I give Saints Francis & Clare of Assisi Catholic School staff permission to send my child's medical information to me through electronic mail (email) or text as a valid, simple convenient mechanism for communication and can aid in the healthcare delivery process. The email used will be provided by parents on registration/emergency forms. The types of information that can be communicated via email or text to the parents include, but are not limited to, health care plan updates, medication clarifications or updates, answers to parent medical questions, and an update or status report concerning a child's medical condition. Parents will be called using all numbers listed on the Emergency Health Sheet during an emergency or urgent care situation. If phone contact fails, then email could be used in an attempt to contact parents.

Transmitting student information by email has a number of risks that are to be considered including email can be circulated, forwarded, or stored. Email senders can type in the wrong email address. Email can be intercepted, altered, forwarded or used without authorization through their systems. Email can introduce viruses into the computer system. Email can be used as evidence in court. Security measures are taken at Saints Francis & Clare of Assisi Catholic School through a secured server and regular security updates to prevent viruses and/or interception of electronic communications. Staff/parent emails would only be shared with staff members on a "need to know" basis as student medical information would be kept confidential.

Immunizations

When a student enrolls in school, the student's parent/guardian must provide proof that the student has been immunized. **The parent/guardian must provide the school corporation with complete immunization records prior to the beginning of the school year.** (Reference is made to Indiana Code 20-8.1-7.)

Immunization State Registry Permission

The Indiana State Department of Health maintains an immunization registry entitled Children and Hoosiers Immunization Registry Program (CHIRP). CHIRP allows all health care providers within the state of Indiana to enter immunization data as a method of electronic documentation. CHIRP ensures that the most up-to-date record of immunizations is available to all health care providers. The Indiana Department of Education mandated that all schools within the state of Indiana utilize CHIRP to document annual immunization reports. Schools are required to submit these immunization reports to maintain the

school's accreditation. Parents/guardians within our diocese are being notified of this change in immunization reporting, and your permission is requested to submit the immunization status of your child in this new format.

Upon signing the Parent/Student Handbook, you the parents/guardians, agree to the following:

I give Saints Francis & Clare school staff, permission to release the following information concerning my child to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP):

Child and parent's name, address, phone number, immunization dates, date of birth, information as required by the Indiana Department of Health listed on the child's immunization record.

I understand that the information in the registry may be used to verify my child's immunization status or that an immunization is due according to recommended immunization schedules.

I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or from the Indiana State Department of Health.

Screenings

The following health services are provided to students as required by Indiana state mandates:

- Vision Screenings—grades 1, 3, 8 and any teacher or parent referral (far acuity)
- Hearing Screenings—grades 1, 4 and 7

Illness

The Indiana Department of Health policy states that students may be excluded from school for the following reasons:

- **A temperature of 100.4 degrees or higher- the temperature should be below this level for 24 hours (without the aid of medication) before returning to school.**
- Conjunctivitis (pink eye)- if considered contagious
- Impetigo- until treatment has begun
- Scabies- until treated
- Vomiting or Diarrhea- with or without fever
- Ringworm- until treatment has begun
- Undiagnosed rash- if fever is present
- Chicken pox- until all vesicles have scabbed
- A positive culture for Streptococcal throat infection, until has been on antibiotics for 24 hours.
- Head lice- until treatment is started.

If a child is sent home during the school day, he/she will not be permitted to return to school that same day, nor may they participate in extracurricular events that day or evening. If the parent or guardian cannot be contacted and there is serious injury or illness requiring the exclusion of the student, the school will send the child home with the person whom the parents have indicated previously in writing, or the school will secure emergency medical services to transport the child to the hospital.

The school office must be informed of children who have special health problems that may require special attention when an injury or illness occurs (allergies, diabetes, epilepsy, hemophilia).

Injury

In the event of a serious accident during the school hours, the school will attempt to notify the parents before medical care is given. The student will be transported by ambulance, if necessary. If such an accident was to occur while on a study trip, the student will be transported to the nearest medical facility. At any time a student must be transported to a hospital via ambulance, a staff member will accompany

him/her. Additionally, the school will attempt to contact parents via phone in the event of injury to the head (bumps, hits, falls, etc.) and/or if a student faints at school.

Homework

Homework is one component of the learning process as it provides additional practice and reinforces what is taught in school.

Homework should provide:

- An extension of classroom activities;
- A positive learning experience that emphasizes quality as opposed to quantity.

Typically, an average day's homework will not exceed these guidelines:

Grade K and 1	20-30 minutes
Grades 2 and 3	30-45 minutes
Grades 4 and 5	45-60 minutes
Grades 6, 7 and 8	60-90 minutes

If your child frequently takes longer than the above indicated times, please speak with the classroom teacher.

The following expectations ensure a good learning experience for our students:

Teachers will:

1. Provide assignments that are relevant to class work.
2. Evaluate or use assigned homework in some manner.
3. Consider the age and capabilities of students when preparing assignments.
4. Consider the time required to complete assignments and be aware of other demands of the students' time.
5. Provide clear instruction and be sure the students clearly understand the expectations of the assignment. Timely academic feedback will be provided for the student.

Parents will:

1. Provide adequate time and a suitable place for the student to complete homework.
2. Be available for questions, but realize that the assignment is the child's responsibility.
3. Communicate with the teacher when a child is consistently having difficulty completing the assignments.

Students will:

1. Clarify homework instructions with the teacher.
2. Take home the appropriate materials essential to complete the assignment.

ILEARN

Students in grades 3 through 8 participate in the ILEARN test given each year. Results of this test assist the school in program evaluation and aid the teacher in planning for the students. Reports of student performance are shared with parents as quickly as possible.

According to the Indiana Board of Education, students falling below the Indiana Academic Standard likely require remedial assistance to be successful in the child's current grade level.

Lunch Program

Students may purchase lunch from the cafeteria, which includes milk. A student may also bring lunch and purchase milk separately. Students have several choices for lunch. The hot lunch menu is posted on

the website. Lunch counts are taken daily in the morning. Students may bring their own lunch and drink. The school does not provide microwaves or refrigeration.

Each student is given a student ID and must accompany them to lunch if they are purchasing lunch. A charge of \$5.00 will be assessed for a replacement student ID. An online lunch payment account may be set-up prior to the start of each school year. Parents may add money to their child's account anytime. Once the child goes through the lunch line, the account is deducted the appropriate charge for the day's purchase. This account may also be used to purchase extra entrees or snack items. If you choose not to use the online system to purchase lunch, you may send in a check or cash in an envelope for your child. Please have your child give it to his/her teacher during lunch count in the morning. Checks should be made out to Saints Francis & Clare School. One check may be written for multiple siblings. Please mark each envelope with the following information: Student's name, grade, and teacher.

If your child has a food allergy, a diet prescription from your doctor must be provided to the school and cafeteria. The cafeteria manager tracks and accommodates these special needs once a doctor's form is provided from your doctor's office.

If you wish to have lunch with your child in our cafeteria, we ask that you do not bring fast food. This becomes disruptive to other students and conflicts with our Wellness Policy. Please understand that students will not be able to trade lunch with another student or share food for sanitation and nutritional reasons. We also want to ensure students are eating the lunch that parents intended. Lastly, we ask parents who pack lunches for students not to pack sodas for your child's lunch; such drinks will be replaced with a more appropriate substitute for school. These drinks become disruptive and lack nutritional value.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Saints Francis and Clare School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.

Students may put money on accounts by bringing a check or money directly to the café manager, school office or depositing in My School Bucks.

Elementary K-8: Students can give their payment to their teacher. Payments can also be given to the cashier in the lunch line.

- A student may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$30.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charges in excess of \$31.00 may not charge or purchase "a la carte" item(s), including extra main entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper

authorities may be contacted.

- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.

The school will provide an alternative meal which complies to the USDA student lunch program guidelines to a student who pays reduced or full price and who does not provide the required payment for that meal.

- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- All accounts must be settled at the end of each semester. Letters will be sent home approximately 5 days before the semester to students who have any negative balances.
- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 5 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the General Fund.
- Any family having negative balances at the start of a new school year, will not receive their opening packets until the balance is resolved. Students that withdraw with a negative balance will not have their records forwarded to other schools until the balance is resolved.

Faith In Action Activities

Several outreach and Faith in Action activities occur in our parish and school. Our goal in providing such activities is to teach the students the value of service, just as Jesus provided and modeled. Please encourage your child to participate in the various activities, emphasizing our call as Christians to serve one another.

Notice of Nondiscriminatory Policy as to Students

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Non-Custodial Parents

Occasionally non-custodial parents or other relatives request permission to take a child from school or obtain academic information. The legal guardian must provide Saints Francis & Clare of Assisi Catholic

School written permission before such information will be revealed. A copy of the legal custody arrangements must be on file at school. If the school has not been given the legal forms required, the school will assume each parent has equal custodial rights.

Parent Expectations, Responsibilities and Communications

A child's best hope of reaching his/her potential is when parents and educators work as partners for success. Below is a list of expectations of all school parents.

As parents, you are the primary educators of your children . . .

- Families will attend Sunday church services and be active in our faith as an example for their children.
- Families will be involved in school and parish events as well as service opportunities in the community.
Families will stay informed of school and church events through *The Wolf Report*, teacher newsletters, and the parish bulletin.
- Families will provide the school with all medical, dental, psychological, and other pertinent information teachers need to help their children function successfully both academically and socially.
- Families agree to support Saints Francis & Clare of Assisi Catholic School through prayer, positive relationships, and the giving of their time, talent, and treasure. They will pay their tuition in accordance with timelines established by the school.
- Families will do their best to plan medical appointments and family vacations around the school calendar in order to avoid missing any instruction.
- Families will avoid gossip and be supportive of the school, teachers, and principal in front of their children and parish community.
- Families will contact their child's teacher to schedule a conference as soon as we feel a problem exists. They will withhold judgment until speaking with the teacher, whom they will always contact first before the principal.
- Families will regularly review school-provided devices to ensure appropriate and safe interactions with others.
- Families agree that any communication with their child during the school day will always go through the school office.

We value meaningful partnerships with parents and commit to open communication and cooperative interaction with our families.

How to contact teachers:

1. You may phone the school office and leave a message for any staff member, or you may opt to leave a voicemail for any staff member.
2. Parents may email the teacher at his/her school email address.
3. Parents **may not** disrupt instructional time by going to the classroom unannounced. Instead, phone the teacher to arrange an appropriate meeting time.

When volunteering at school: ***SEE APPENDIX 1 REENTRY PLAN***

1. **Any parent or volunteer working with children must have Safe & Sacred Training, a background check, and it must be current.**
2. All visitors to the school, including parents, must sign in at the school office. This is a safety precaution so that we can identify visitors and so we get accurate counts in the event of an emergency.
3. While visiting the school, all visitors will wear a badge.
4. Before leaving the school, please sign out in the school office and return your badge.

To resolve an issue or concern:

1. Schedule an appointment with the teacher or staff member with whom you need to speak.

2. If this session does not result in mutual agreement, parents may request an appointment with the principal. If appropriate, both the parents and the teacher will be present to discuss the concern.
3. If no resolution is made at this session, the parents may request a meeting with the pastor, whose decision is binding.

Parent/Faculty Organization

Membership in the PFO is open to all parents and teachers at Saints Francis & Clare of Assisi Catholic School. An executive committee oversees the PFO. The PFO supports the mission of Catholic education in many different ways through volunteerism and fundraising. The service provided is social and supportive in nature. PFO meetings are conducted quarterly and various social events are held throughout the year which are published in the school *Wolf Report*.

Pesticide Notification

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school to receive such advance notice.

Photo Release

We reserve the right to use the photographs and likeness of our students engaged in school activities for the marketing of our school and parish unless otherwise advised. Advisement must be written and submitted to the school and parish with student name, grade and signature of parent/guardian along with a photo of your child.

Religious Education

Our Catholic faith is an integral part of our curriculum. Religion classes are taught daily, and students in grades kindergarten through 8th also attend Mass weekly. Parents are always welcomed to join the student Mass celebrations. We require students to sit with their homerooms during Mass. Full participation (singing, responding and paying attention) is expected of all students.

Because parents are the primary teacher of the faith, traditional prayers, conversation about God, and Christian behavior should be modeled and encouraged at home.

Sacramental preparations are also provided through the school and parish. Students receive the sacraments of First Reconciliation and First Holy Communion during their second grade year and Confirmation in the eighth grade.

School Commission

The School Commission provides advice to the pastor and principal regarding policy and procedures of the school. Meetings are conducted monthly. To facilitate open discussion and deliberation of matters under consideration, commission meetings are not open forums. The commission does however acknowledge the right of non-members to address commission members.

School Day

Our school day runs from 7:50 a.m. to 3:15 p.m. The general day-to-day schedule is as follows:

6:50 a.m.	Doors open for Morning Care Enrichment
7:30 a.m.	Bell rings and students may enter classrooms
7:50 a.m.	Instruction begins; students should be in their seats ready for class.
3:15 p.m.	Students are dismissed to home or after school care

School Jurisdiction

Saints Francis & Clare of Assisi Catholic School reserves the right to search anything brought on to school property.

Should Saints Francis & Clare of Assisi Catholic School administration become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation of him/herself or others when the student is not directly under the jurisdiction of the school, the parents will be notified. If there is knowledge of such behavior, not directly under the jurisdiction of the school, but having a negative impact on the operation and/or reputation of the school, Saints Francis & Clare of Assisi Catholic School reserves the right to take appropriate action.

Snow (Make-Up) Days

Snow make-up days are noted on the school calendar. Snow make-up days are built into the calendar to be used as make-up days. The decision to utilize a snow day as a regular "school" day or a "no school" day will be made at least one week prior to the scheduled snow day. **Please do not schedule snow days as vacation days.**

Tobacco Policy

Tobacco products are strictly prohibited in the school or on school grounds by parents and students. Authorities will be contacted if any person under the age of 18 is found in possession of tobacco or tobacco products.

Sports and Extra-Curricular Eligibility Policy

The principal may, at her discretion, ask that a student not participate in a sporting or extra-curricular activity due to circumstances with the student. These circumstances are, but not limited to, grades and/or conduct. The principal will advise the athletic director of her decision and consequences for the student in regards to sports and/or extracurricular activity.

Standardized Assessments (In Addition to ILEARN)

Our additional assessment tools include NWEA and AIMSWeb.

Student Records

Student records are maintained by the faculty and staff at Saints Francis & Clare of Assisi Catholic School and deemed confidential. In accordance with the Family Educational Rights and Privacy Act of 1974, Section #5513 of Public Law 98-380 we adhere to the following:

- The parental rights to examine any student record until the student is 18 years of age; thereafter, only the student himself has the right to examine the record. Requests to examine should be submitted in writing.
- The parental right to examine the student record at a reasonable time arranged with the principal or secretary..
- The parental right to have the record corrected if it is "in-accurate, misleading, or is otherwise in violation of the privacy or other rights of students."
- A record must be kept with each student record showing who examined it, the date it was examined, and the purpose for the examination. The parent or 18-year-old student will sign the record of examination and request for examination.

- Certain people may examine student records without a parent’s consent. These include school officials, counselors, office staff, and teachers who have “legitimate educational interests,” officials of other school systems where transfers are made and certain representatives of the Federal Government with various limitations.
- Any person may receive the records if the parents specify the records to be released, the reasons for such release, and the person to whom they are to be released. The parents may also request and receive a copy of the record forwarded to another system with the transfer.
- A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice. This act became effective November 21, 1974.
- Student and health records will be kept for seven years and destroyed according to FERPA and the Indiana Department of Education guidelines.

Study Trips

SEE APPENDIX 1 REENTRY PLAN

Study trips are wonderful opportunities for learning to occur outside the boundaries of our building and property. Study trips are encouraged as long as they are educational in nature and approved by the principal. Teachers have the responsibility of communicating the details to parents, who in turn, must provide permission for students to attend. Students who do not attend study trips scheduled on school time are expected to report to school as usual.

Students who do not have the written consent of a parent on the school permission slip will not be released from the building.

Additionally, study trips may be denied to students who do not display the expected appropriate behavior regularly. The principal will make such decisions.

Parent drivers must be Safe and Sacred trained, background check and have a current valid driver’s license and proof of automotive insurance. A copy must be given to the school office, which will be kept on file for the school year.

Chaperones are frequently required and welcome for study trips. During study trips the students require the full attention of the chaperone; therefore, siblings may not attend. No exceptions are permitted.

Support Service Policy

Student support services are in place at Saints Francis & Clare of Assisi Catholic School to support the success of every child. Once a concern surfaces, either from a parent or teacher, an individual assessment will begin and include the school support staff and parents. If services are required, then a plan is developed, which outline services to be implemented and defines each person’s responsibility.

If the initial strategies and interventions do not yield the intended results, it may be necessary to seek additional outside assessments. Should the school staff arrive at this decision, such assessments will be recommended to the parents. The following steps are expected by the school and foster a cooperative working relationship to better meet the child’s needs:

1. All testing/assessment reports are shared with the school and parents in their entirety.
2. Once the information is shared and reviewed, a conference will be held with the parents and necessary school staff (which may include home school staff) to amend the child’s education plan. This plan will include goals, strategies, and necessary resources to address the areas of concern.
3. A determination will be made as to the school’s ability to provide the necessary resources. If it is determined that the child is in need of a different learning environment in order to be successful, the school staff in conjunction with the parents will facilitate appropriate academic placement. Please note that the following are considered when seeking appropriate placement

for the child:

- a. The student's academic progress
 - b. The student's positive interactions with peers
 - c. The student's ability to perform within the expectations of the school community
 - d. The parent's cooperation/willingness to act within the policies of the school, including the implementation of the support services plan.
4. Follow-up conferences and re-evaluations will be held throughout the year to assess progress and the effectiveness of the student plan.

Technology

Technology devices and the internet can provide great educational benefits to students. Access to this technology is considered a privilege, and involves both risks and responsibilities. Some material accessible via the internet may contain items that are illegal, offensive, or inappropriate for children. Saints Francis & Clare of Assisi Catholic School (SSFC) devices, including access to the internet, are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of SSFC. All students and parents/guardians must read, accept, and sign off on the rules outlined in this Responsible Use Policy (RUP) before they may use the devices.

Uniform Code

We believe a uniform code is appropriate for our school environment. Student dress has a direct influence on attitude and behavior. A dress code eliminates competition of student dress and allows emphasis to remain on the learning process.

There are two distinct uniforms in our code: Mass day uniform and daily uniform. We collaborate with Lands' End for school uniforms. Students are required to purchase only certain uniform items from the uniform company. Those items are indicated with an asterisk in the descriptions below. This ensures a uniform look among our students. Lands' End makes it convenient for Saints Francis & Clare of Assisi Catholic School students to shop online at www.landsend.com (Preferred School Number: **900144692**)

Mass Day Uniform *SEE APPENDIX 1 REENTRY PLAN*

All items denoted by a single asterisk (*) must be purchased from Lands' End.

Girls in grades K – 5 are required to wear all of the following:

- Either pleated skirt/skort* with crosstie or pleated side-buckle plaid jumper*
- Crosstie (crossties can be purchased in the school office)
- White oxford blouse* (short or long sleeve)
- Fine gauge navy cardigan sweater* (*not required when wearing the jumper*)
- White/navy knee length socks or tights
- Black dress shoes

Girls in grades 6 – 8 are required to wear all of the following:

- Plaid skirt/skort*
- White oxford blouse* (short or long sleeve)
- Plaid tie* purchased from Lands' End or the school office
- White/Navy knee length socks or tights
- Black dress shoes
- Fine gauge navy cardigan sweater*

Boys in grades K – 5 are required to wear all of the following:

- Khaki pants
- Navy sweater vest*
- White oxford shirt* (short or long sleeve)

- Black or brown dress shoes (non-white soles) and socks
- Black or brown belt (for those in grades 3-5)
- No shorts are allowed for the formal uniform

Boys in grades 6 – 8 are required to wear all of the following:

- Khaki pants
- White oxford shirt* (short or long sleeve)
- Black or brown dress shoes (non-white soles) and socks
- Black or brown belt
- Navy tie* purchased from Lands' End or the school office
- No shorts are allowed for the formal uniform.

Daily Uniform

Shorts may be worn from August – Fall Break and after Spring Break – May.

Girls and Boys K-8:

- Khaki uniform pants, khaki shorts, khaki/plaid skirts* or khaki/plaid skorts* with a navy blue or white polo shirt
- Navy uniform pants, navy uniform shorts, navy/plaid skirts* or navy/plaid skorts* with a white polo shirt

Special notes:

- Navy polo may not be worn with navy pants.
- The daily uniform, including skorts and skirts, can be worn with tennis shoes.
- Daily uniform pants can be purchased at any retailer.
- Mass day uniform pants must be from Lands' End.
- All pants and shorts must be of uniform style including a zipper and button.
- Cargo pants, shorts and leggings are not approved.
- The Mass day uniform may be worn instead of the daily uniform.

Accessories

- Belt required for all students in grades 3 - 8
- Black or brown belt for boys
- Black, brown, or navy belt for girls
- White/black above the ankle socks or white/navy tights

Sweaters/Sweatshirts:

All daily approved uniform fleece/sweatshirts must be purchased through our online site. The link to the online store can be found on our website at: www.ss-fc.org/fleece

- Official ¼ zip SSFC logo sweatshirt
- Official fleece or wick fleece SSFC logo wear jacket ¼ zip or full zip
- Official crewneck sweatshirt
- Fine gauge cardigan sweater* (the formal wear sweater from Lands End-NO LOGO)

General Appearance Guidelines

- Shorts and skirts must follow guidelines of modesty and not be more than 2 inches above the knee. The measurement is taken when the child kneels and the hem is measured from the floor.
- Clothing- Free of designer monograms, insignias, symbols.
- Jewelry – One earring in each ear, no large hoops, dangling, or distracting jewelry is allowed. Boys may not wear earrings.
- Makeup – Students are not allowed to wear make-up. Girls may wear clear nail polish. Colored nail polish or false nails are not permitted.
- Tattoos – Visible tattoos are not permitted.
- Boys' Hair – Must be off the collar, above the eyebrow and above the ear. Patterns, cut-in design, color streaks, or colors are not permitted. Facial hair is not permitted. Hair must be neat, clean, groomed in style suitable for school.

- Girls' hair – May not be streaked, highlighted or frosted. Extra accessories such as feathers or beading are not allowed.
- Outerwear – Sunglasses, hats, jackets, coats, or other outerwear is not permitted in the classroom other than the sweaters/sweatshirts outlined above.

Spirit Day/Faith In Action Day

One day each month will be dedicated to a Faith In Action Day as a way to display pride in our school and build our community. Students may also wear Catholic high school attire on Faith In Action Days. CYO team shirts may be worn on spirit days. The days will be announced on the Wolf Report.

Uniform Notice

Because the uniform code is about self-discipline and structure in the school environment, children not wearing proper uniform attire will be given a uniform notice. The notice serves as communication between home and school regarding uniform code infractions. These include but are not limited to: un-tucked shirts, improperly styled uniform pieces (shirts, pants, shorts, belts), no belt, incorrect socks, and incorrect Mass day uniform articles. Notices will be sent through Jupiter. Repeated offenses will be handled in the school office.

The principal or designated staff person reserves the right to determine appropriate and inappropriate school dress and appearance. In the event that inappropriate attire is worn or a child is not dressed according to the dress code and/or guidelines presented for “out of uniform” days, parents will be contacted via telephone and requested to bring appropriate clothing.

SSFC Physical Education Uniform Requirements K-8

Due to COVID-19 SSFC will NOT be requiring PE uniforms to start this year, so students WILL NOT be changing clothes for class. Instead, we will only be REQUIRING the following articles of footwear and RECOMMENDED clothing for the students on the days they are in gym class. When the situation with the virus changes, I will make you aware of any changes to the PE uniform requirements during the school year.

K-8

- Gym shoes (REQUIRED) Daily School uniform shorts/skorts (RECOMMENDED)

I highly recommend that you keep track of which days your student(s) have gym class because a vast majority of our classes to start the school year are going to be outside. The student should wear their gym shoes and since we know it can be very hot in the months of August to October, they should be wearing their school uniform shorts/skorts and NOT PANTS.

Visitors

SEE APPENDIX 1 REENTRY PLAN

Parents and all other visitors must report to the school office upon entering the building. You will be asked to sign in and out of the building and wear a visitor badge during your visit. This allows the staff to monitor the safety of the students and the security of the building. Please do not open doors for anyone else wanting to enter the school. Allow each visitor and parent to be “buzzed” in from the school office staff. Parents and visitors that enter through the church doors, must re-enter the building by the School Office and sign in the School Office before entering the school portion of the building.

Weather Closing and Delays

The decision to close or delay school will typically be made prior to 6:00 a.m. by the school principal.

Criteria for closing and delays will be based on road and weather conditions as well as any facility failures (heat, water, etc.) We will communicate such decisions through an automated Jupiter email, text message alert system. Parents will receive information on subscribing to the text notification system in the fall. It is the parent's responsibility to subscribe to text notifications every year.

In the event of a 2-hour delay, the school doors open at 9:30 am and classes begin at 9:50 am. Students may not arrive at school before 9:30 am, as no supervision is available.

For those families who live in less traveled or rural areas, please exercise your best judgment as to whether or not you can make it to school safely during times of inclement weather.

In the event of an E-Learning Day, parents will be notified via Jupiter email and the text message alert system. All required assignments should be turned in as directed in a timely manner. Homework expectations will be provided by teachers.

Wellness Policy

Saints Francis & Clare of Assisi Catholic School follows the Archdiocese "Wellness Policy" to promote good nutrition, health and overall well-being for our students, in accordance with the WIC Reauthorization Act of 2004. A comprehensive copy of the Wellness Plan may be viewed on the Archdiocese website.

We ask that parents DO NOT send in treats for birthdays that are food related. This helps avoid sending the treats back home if they do not adhere to the guidelines of the policy. In addition, this protects children who have a specific food allergy. If a parent wants to send in something for a birthday, alternatives that are non-food will be allowed.

Archdiocese School Wellness Policy

The Archdiocese of Indianapolis shall adopt and promulgate an Archdiocesan Wellness Policy for the Catholic schools that takes into account the recommendations made by the Wellness Policy Task Force, whose members have addressed the areas of nutrition, nutrition education and physical activity, in relation to the current laws and research.

The Wellness Policy and accompanying materials will service as a model for local adaptation.

The Archdiocese of Indianapolis Catholic schools are committed to providing school environments that promote and protect children's health, wellbeing, and ability to learn, by supporting healthy eating and physical activity. Therefore it is the policy of the Archdiocese of Indianapolis Catholic Schools that:

- Schools will engage students, parents, teachers, food service staff, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Schools participating in the National School Lunch and/or Breakfast Programs will meet the guidelines set forth by USDA for all foods sold at school, including the Smart Snacks in Schools Standards.

- Schools will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs.

In June of 2004, the Child Nutrition and WIC Authorization Act was signed into law. This made it MANDATORY for schools that participate in the National School Breakfast Program or the National School Lunch Program, to have a written School Wellness Policy by July 1, 2006. The Healthy Hunger Free Kids Act of 2010 further strengthened School Wellness Policies with expanded requirements and increased transparency.

The areas of Wellness-Policy include:

I. NUTRITION EDUCATION

II. STANDARDS FOR USDA CHILD NUTRITION PROGRAMS & SCHOOL MEALS

III. NUTRITION STANDARDS FOR OTHER FOODS & BEVERAGES SOLD OR OFFERED

IV. PHYSICAL EDUCATION & PHYSICAL ACTIVITY

V. FOOD AND BEVERAGE MARKETING

VI. STAFF WELLNESS

VII. IMPLEMENTATION, EVALUATION, & COMMUNICATION

I. NUTRITION EDUCATION

The schools within the Archdiocese of Indianapolis will follow health education curriculum standards and guidelines as stated by the Indiana Department of Education. The goal is to provide the knowledge and skills necessary for healthy eating and a lifetime of good health to both student and care-giving adults.

A. Classroom Nutrition Education

Nutrition education will be taught in grades K-12 as part of a sequential, comprehensive, health curriculum designed to provide students with the necessary knowledge and skills to promote and protect health. Nutrition education will be designed to help students learn:

- Nutrition knowledge, including but not limited to, the benefits of healthy eating, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, safe food preparations, handling and storage, caloric balance between food intake and energy expenditure and foods important for good health: fruits and vegetables, whole grains, low

fat dairy, healthy fats and oils and a variety of protein sources.

- Nutrition related skills, including but not limited to, planning a healthy meal, understanding and using food labels, critically evaluating nutrition information, misinformation, and food advertising.
- How to assess one's personal eating habits, and how to set and achieve goals for improvement.

Teachers are encouraged to integrate nutrition education into core curriculum in areas such as math, science, social studies, and language arts. Tools will be available through health curriculum resources and suggestions through professional development. The staff responsible for nutrition education will participate in professional development if needed so as to be adequately prepared to deliver current nutrition education topics specific to their grade level.

B. Nutrition Promotion and Wellness Activities

Food service staff will participate in nutrition promotion. Students will be educated through new food experiences and exposed to a wide variety of food choices including ethnic foods. Encouragement should be given to children to try new foods.

The cafeteria will serve as a learning lab for healthy eating and be used to display nutrition promotion posters and food facts, and provide education opportunities to encourage interest in healthy foods. Schools where after-school programs are offered will provide opportunities for nutrition education (with life skills formation).

Partnerships and collaborative education interventions will be encouraged between schools, nutrition assistance programs, and/or other community organizations (i.e. public health programs, government designed programs, health care providers, or other related groups).

Nutrition promotion and wellness education will be offered to students, parents, and staff through activities such as health fairs, healthy eating and wellness seminars, newsletters, handouts, links to credible websites, and other information consistent with the current USDA Dietary Guidelines for Americans.

School faculty and staff should encourage healthy eating behaviors by being role models to students during school hours. Faculty and staff will have the opportunity to be involved in wellness programs and/or efforts to build effective school health initiatives.

II. STANDARDS FOR USDA CHILD NUTRITION PROGRAMS & SCHOOL MEALS

Nutritional integrity should be used as a basis for establishing the nutrition guidelines for foods offered in the school. The School Nutrition Association defines nutritional integrity as a level of performance that assures all foods and beverages available in schools are consistent with the U.S. Dietary Guidelines for America. Therefore, schools should provide all students access to high quality foods and beverages such as fruits, vegetables, low-fat dairy and whole-grains, and a variety of protein sources wherever and whenever food is sold or otherwise offered at school during the normal school day. Meals served through the National School Lunch and Breakfast Programs will meet, at a minimum, the nutrition requirements established by the USDA for

federally funded programs.

A. School Lunch and Breakfast Programs will:

- Serve as a model for healthy eating.
- Emphasize a variety of fruits, vegetables, whole grains, and low-fat dairy foods and a variety of protein sources.
- Be appealing and attractive to students.
- Be served in clean and pleasant surroundings.
- Provide students with adequate time to eat. The School Nutrition Association recommends twenty minutes for lunch from the time a student is seated.
- Promote school meal participation with taste tests, themed lunches, engaging signage, celebrity guests, etc.

B. School Food Service Personnel

- Are responsible for adhering to the wellness policies the school has in place.
- Will be provided continuing staff development that includes training programs for child nutrition and appropriate training on any nutrition updates or revision to the policy.

III. NUTRITION STANDARDS FOR OTHER FOODS & BEVERAGES SOLD OR OFFERED DURING SCHOOL HOURS

Foods and beverages SOLD outside the Child Nutrition Program such as a la carte and vending machine items will meet the Smart Snacks in Schools Standards. USDA recently published practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. **For the purpose of this policy, a school day is defined as 12:00AM to thirty (30) minutes after schools end.* The standards, required by the Healthy Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food.

Smart Snacks in School also supports efforts by school food service staff, school administrators, teachers, parents and the school community to instill healthy eating habits in students.

A. Nutrition Standards for Snack and Ala Carte Foods*

Any food SOLD in schools must:

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable

Foods must also meet several nutrient requirements:

- Calorie limits:
 - Snack items: ≤ 200 calories
 - Entrée items: ≤ 350 calories
- Sodium limits:
 - Snack items: ≤ 200mg
 - Entrée items: ≤ 480mg
- Fat limits:

- Total fat: $\leq 35\%$ of calories
 - Saturated fat: ≤ 10 of calories
 - Trans fat: zero grams
- Sugar limit:
 - $\leq 35\%$ of weight from total sugars in food.

B. Nutrition Standards for Beverages*

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternative permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for water.

Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.

- No more than 20-ounce portions of
 - Calorie free, flavored water, (with or without carbonation); and
 - Other flavored and /or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

*Taken from United States Department of Agriculture's “Smart Snacks in School”

C. Fundraising Activities

- The sale of food items that meet nutrition requirements are not limited in any way under the Smart Snacks in School standards.
- The Smart Snacks in School standards do not apply during non-school hours on weekends and at off-campus fundraising events.
- The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards. Indiana allows two exemptions per school per school year for fundraisers occurring during the school day involving the sale of food and/or beverages not meeting the Smart Snacks in Schools Standards.

D. Food as a Reward

- It is strongly recommended that schools not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior.

E. Classroom Celebrations

- **At the local level, school wellness policies must include a statement that addresses the types of food provided to students during classroom or school wide celebrations.**
- Classroom celebrations will focus on activities (e.g. giving free time, extra recess, music and reading time,) rather than food.

F. School Sponsored Events outside of school hours such as, but not limited to, athletic events, dances, performances

- It is recommended that an effort be made to offer or sell foods and beverages that meet good nutrition guidelines as set forth in this policy.

IV. PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A. Physical Activity

Schools are encouraged to develop and implement a comprehensive school physical activity program that provides physical activity throughout the school day and addresses the needs of students, staff, and the school community.

- Staff should be provided with opportunities for professional development about physical activity.
- Integrating Physical Activity into the Classroom Setting – For students to receive the nationally recommended amount of daily physical activity, (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

B. Physical Education

All students in grades K-12 will participate in physical education in order to meet the Physical Education Standards.

- The physical education program shall be provided adequate space and equipment to ensure quality physical classes for students.
- All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.
- All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive regular physical education.
- A certified physical education teacher in grades that are departmentalized will teach physical education. In self-contained classrooms, teachers holding an appropriate license may teach their own physical education, as well as other required subjects as their license allows.
- Student involvement in other physical activities (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement in grades K-8. High school students must earn two credits in physical education. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

C. Daily Recess

All elementary school students (K-5) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

D. Physical Activity Opportunities Before and After School

Elementary, middle, and high schools are encouraged to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. High schools and middle schools, as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interest, and abilities of all students.

E. After School programs

After school child care and enrichment programs will provide and encourage, verbally and through the provision of space, equipment, and activities, daily periods of moderate to vigorous physical activity for all participants.

F. Physical Activity and Punishment

Teachers and other school personnel will not arbitrarily use physical activity as punishment (e.g., running laps, push-ups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

G. Safe Routes to School

The school will assess and, if necessary, and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the school will work together with local public works, public safety, and/or police departments in those efforts,

V. Food and Beverage Marketing in Schools

School-based marketing will be consistent with nutrition and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals and foods and beverages sold individually (Smart Snacks in Schools guidelines).

- The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy is encouraged.
- Marketing unhealthy foods is prohibited.
- Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that

promote healthy options in ala carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

VI. STAFF WELLNESS

The Archdiocese of Indianapolis Catholic Schools values the health and wellbeing of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

VII. IMPLEMENTATION, EVALUATION, & COMMUNICATION

A. School Wellness Committee

Each school in the Archdiocese of Indianapolis will form a School Wellness Committee to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. This committee will consist of a group of individuals representing the school and community and may include:

- Parents/Guardians and Students
- Food Service Staff and the Physical Education teacher
- Members of the School Commission
- One or more teachers and administrators.
- One or more health professionals such as a Registered Dietitian, nurse, etc.
- General public

B. Monitoring

- Each school will identify at least one person responsible for monitoring the local Wellness Policy and reporting compliance matters to the school administrator/principal.
- The School Administrator/Principal is responsible for ensuring compliance with the local Wellness Policy.

C. Wellness Policy Implementation and Evaluation

To help with the initial development of the local Wellness Policy, each school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of that assessment will be used to identify and prioritize needs and establish goals for nutrition education, nutrition promotion, physical activity, and other activities that promote wellness.

At least every three years schools will use the Indiana Department of Education Wellness Policy Evaluation Checklist (<http://www.doe.in.gov/sites/default/files/nutrition/evaluation>) (or other Evaluation Tool) to review policy compliance, assess progress, and determine areas in need of improvement. The school will, as necessary, revise the Wellness Policy and develop work plans to facilitate their implementation.

D. Communication

Each school will communicate annually to parents, students, staff, and the community the content and implementation of the local Wellness Policy. This should be accessible to

stakeholders though published school handbooks and the school's website.

Withdrawal and Transfer

If you plan to move or withdraw from Saints Francis & Clare of Assisi Catholic School, please notify the school office as quickly as possible. You will be asked to complete and sign "The Student Withdrawal". The new school will issue a formal request for records, and records will be promptly forwarded upon receipt.

In the absence of parent notification, the request for records from the new school will serve as that notice, and school positions will be filled from our wait list at SSFC, if applicable.

*****APPENDIX - 1*****



**ARCHDIOCESE
OF INDIANAPOLIS**
The Church in Central and Southern Indiana

Saints Francis & Clare of Assisi School
Greenwood, IN

***COVID-19 HEALTH AND SAFETY
RE-ENTRY PLAN
2020-2021 SCHOOL YEAR***

Saints Francis & Clare of Assisi School Ministry prepares children to be leaders in faith, academics, and character. Our Catholic identity, academic excellence and nurturing environment empower children to know, love, and serve God.

“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....”

-Pope Francis Strong in the Face of Tribulations: A Sure Support in Time of Trial

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;

- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

Saints Francis & Clare of Assisi School will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

2020-2021

SAINTS FRANCIS & CLARE OF ASSISI

RE-ENTRY PLAN

July, 2020

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. Saints Francis and Clare of Assisi School will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as priority. A committee of educators, commission members, parents, medical personnel, etc. was formed to address and create protocols for the return of students in the fall. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and Center for Disease Control was used to create a plan that speaks to the local subsidiarity of Saints Francis & Clare of Assisi School. At all times Saints Francis & Clare of Assisi School leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the Saints Francis & Clare of Assisi School community.

DOMAIN: LOGISTICS AND PLANNING

SCHOOL ENTRANCE PROTOCOLS

- Upon arrival students will pass through 4 open doors in the café. Students are

expected to wear masks at arrival. All doors will be open to building wings and students will travel to their wing. Staff will guide preschool students into the building at The Early Childhood Ministry building (ECM). Students will report directly to their homeroom upon arrival after 7:30. Students may not stand outside of the school or ECM prior to 7:30.

- Students(K – 8) arriving after the bell will check in at the main office or the office. Preschool students arriving after the bell will report to the ECM vestibule.
- All students and staff will monitor their temperature daily PRIOR to coming to school. All students and staff with a temperature of 100.4°F or greater, or with a new onset of COVID-19 symptoms (cough, shortness of breath or difficulty breathing, loss of taste or smell, body aches or muscle pain, congestion or runny nose, diarrhea, nausea, sore throat, chills) must stay home that day. It is strongly encouraged that they seek medical evaluation to determine the reason for the fever and/or symptoms and whether testing for COVID-19 is warranted.
- Students are expected to arrive at school with hands washed and hand sanitizer will be used upon entering the classroom in the morning. The teacher will administer the hand sanitizer at the classroom entrance.
- Parents will be required to fill out a health form for each child prior to the start of the school year.

MORNING CARE

- Morning care enters the cafeteria at 6:50am for K – 8 and 7:00am at the ECM for preschool.
- Cafeteria tables will be grouped by households.

VISITORS

- Parents will not be allowed to come into the school.
- School visitors deemed essential will complete a health screened before being permitted into the school building. All essential visitors will wear face masks and visitor badges.
- Visitors to the parish offices will not be allowed into the main school building or ECM.

SCHOOL DISMISSAL

- Student dismissal will be staggered to establish social distancing. Preschool dismissal will begin at 2:50, followed by a 3:00, 3:05, 3:10 and 3:15 dismissal in the main building. Classrooms will be dismissed via the loudspeaker.
- Students and staff(K – 8) will wear their mask in the hallway and travel in straight lines (airplane arms/circle of grace) on the right side of the hallway. Designated exit doors will be used for each grade. Students are to go directly to their cars.
- After-school care will be provided at the ECM for preschool, in the Science Lab (4 – 8), and music room (K – 3).
 - Children will be intermingled and will follow social distancing guidelines.
 - All will dismiss from the ECM. K – 8 from the ECM porch, preschool from the ECM vestibule.

SOCIAL DISTANCING IN THE CLASSROOM (K-8)

- Students will have assigned seating in their classrooms. Proximity of tables will be maximized with all students facing one direction. Facemasks will be worn in hallways and transition areas. Café tables will have 4 students at lunch. Table mates in the café will be assigned with the same seating as in the classrooms.
- Teachers will have seating charts available and document any seating changes with a date they were made. Students materials will be placed in an organizer easily accessible to their seats. Student movement around the classroom will be limited to personal space.
- Teachers will provide frequent movement breaks for their homerooms within the classroom.
- Classrooms may hold class outdoors if the weather is nice and social distancing is practiced.
- Directional arrows will be placed on the walls in the hallway.
- Masks will be worn at arrival, dismissal, in the hallway, and in the restroom.
- Classroom furniture will be minimized so that tables and chairs can face one direction and be spaced apart, allowing for the teacher to circulate at a distance.

SOCIAL DISTANCING IN SHARED SPACES(K-8)

- Directional arrows will be placed on the walls in the hallway and students will travel in lines on the right side of the hallway.
- Students are to social distance (airplane arms/circle of grace) while walking through the hallways.
- School lockers will be visited in the morning for students that do not have hooks in the classroom. All materials for student use will be in the classroom easily available to the student.
- Children will wash hands before going to recess, lunch and returning to the classroom after lunch.
- Hand washing can be done in the Art Room and Science Lab as well as restrooms.
- Restroom breaks will be scheduled. The classrooms where a restroom is attached will use their classroom restroom. Other classrooms will have a designated restroom to use to keep numbers of children to a minimum.

Cafeteria/Lunch Procedures(K-8)

- Students will wash hands and/or use hand sanitizer before and after lunch.
- Four students will sit at lunch tables apart from each other and in grouping with same students as classroom.
- Marks on the floor will promote social distancing while lining up for lunch service.
- No food will be shared.

- Condiments will be individually packaged.
- Salad bar is closed (no self-serve food items).
- All café employees will wear masks & gloves.
- No parents or visitors are allowed in the building.
- Teachers will dismiss students from tables.
- Volunteers and available staff will sanitize all tables and chairs in between each lunch period.

SPECIAL AREAS & EXTRACURRICULAR ACTIVITIES/CLUBS/RECESS(Preschool – 8)

- Special area teachers will travel to the classrooms. Physical Education classes education will be held outdoors when possible, and in the gym when possible. Physical education activities will consider activities that do not require using shared equipment.
- Any shared equipment for recess or physical education will be sanitized between each use.
- Students will continue to have recess. Play areas will be designated for each grade level and rotated.
- Each recess area will have its own equipment. Balls will be sprayed with the sanitizing spray after recess by the supervising staff member.
- Students will use hand sanitizer and/or wash hands after recess.
- Extra-curricular school related activities will not be conducted during the first quarter. Each quarter we will reassess the situation.

DISINFECTING & HYGIENE

- Students will be educated, and frequently reminded, of the proper hand-washing methods. All classrooms will have gloves, hand sanitizer, and sanitizing spray.
- Students will clean their hands frequently, including, but not limited to entering the classroom each morning, after using the restroom, before lunch/snack, before and after recess.
- Teachers will be encouraged to take their classes to the restroom, art room or science lab to wash hands frequently (K-8).
- Parents will be encouraged to wash and disinfect masks, water bottles, bookbags, etc. on a regular basis.
- Each school and parish room will have hand sanitizer and gloves at the table or bookshelf closest to the entry into the room
- Students will need to have a water bottle each day. It should be full of water when arriving to school. Drinking fountains will not be accessible. Students will be able to fill bottles if necessary during the day with staff assistance. All water bottles need to be labeled with the child's name.

DISINFECTING & DEEP CLEANING

- Custodial staff and maintenance staff will order all cleaning supplies and sanitizer as needed.
 - Additional hours will be added to custodial staff to assure frequency of sanitizing and cleaning.
 - Staff members will be responsible for cleaning their classroom/work space frequently.
 - The custodial staff will be responsible for cleaning shared spaces and high touch areas (handrails, doorknobs, restrooms) frequently throughout the school day
 - Classrooms will be cleaned each night by the janitorial service.
 - All shared materials and P.E. equipment will be disinfected immediately after use.
 - Deep cleaning is done annually and after any confirmed positive case of COVID-19.
 - Restrooms will be sanitized frequently during the day and cleaned thoroughly at the end of each day.
 - Playground equipment will be cleansed routinely with a fogger. PE equipment will be cleaned in between classes if used by multiple classes, otherwise, the teacher will spray all equipment used with sanitizer at the end of the day, allow to dry overnight and use the next day.
 - Staff and volunteers' will clean pews after each Mass.

EVIDENCE OF A POSITIVE CASE IN THE BUILDING

- Students and employees will be trained to recognize COVID-19 related symptoms.
 - If a student or family member tests positive for COVID-19, parents are asked to report the positive case by calling the school office. If it is after hours, please call the attendance line and leave a message. 317-215-2827.
 - If we have a confirmed case of COVID-19 the local health department and the Office of Catholic Schools OCS will be contacted by the principal, assistant principal, or school nurse.
 - The administration will follow the health department directives on how to proceed regarding notification and closure.
 - Any decisions regarding quarantine, closure, etc. made by the local health department or school administrators will be communicated to families via Jupiter Ed (Preschool – 8) and Tadpoles(infant and toddlers).
 - Should any media contact the school regarding a positive case, they will be directed to contact the Johnson County health department.
 - Our school nurse and health center personnel will wear appropriate PPE equipment to assist any student in an isolated room until their parent is able to pick them up from the school office.

General Recommendations for Monitoring and Detection

- All students and staff will monitor their temperature daily PRIOR to coming to school. All students and staff with a temperature of 100.4°F or greater, or with a new onset of COVID-19 symptoms (cough, shortness of breath or difficulty breathing, loss of taste or smell, body aches or muscle pain, congestion or runny nose, diarrhea, nausea, sore throat, chills) must stay home that day. It is strongly encouraged that they seek medical evaluation to determine the reason for the fever and/or symptoms and whether testing for COVID-19 is warranted.
- Students and staff that undergo testing for COVID-19 must remain out of school until a negative result is confirmed.
- Students and staff with symptoms that may suggest COVID-19, including fever, chills, cough, shortness of breath, decreased sense of taste or smell, etc. are encouraged to seek medical attention to determine whether testing for COVID-19 is warranted. During cold season, most cases of mild respiratory symptoms will not be due to COVID-19, so no formal requirement to seek medical evaluation should be imposed.
- During the school day, any students who report respiratory symptoms, chills, or feeling feverish will immediately put on their facemask and be separated from the rest of the class until they can go to the health center. If they have a confirmed fever, or health center personnel otherwise suspects possible COVID-19, parents will be contacted to pick them up from school. While awaiting the arrival of a parent, the student will be placed in an area separate from other students.

Guidance for Exposure to COVID-19

- Exposure is defined as close proximity (within 6 feet) for at least 15 minutes to a person with a laboratory-confirmed case of COVID-19. Exposure may occur after the COVID-19 patient develops symptoms or up to 48 hours prior to the onset of symptoms. All household contacts are considered to meet this definition.
- In keeping with CDC guidelines, students and staff that are exposed to COVID-19 should remain out of school until 14 days have elapsed since the exposure. During this time, they should monitor for symptoms of COVID-19, including checking temperature daily. Every effort should be made to avoid contact (within 6 feet) with the COVID-19 patient during this time.
- Students and staff that develop fever or other symptoms during the 14-day quarantine period should seek medical evaluation and COVID-19 testing.
- Students who are feeling well enough to participate in remote learning (K – 8) during the 14-day quarantine period should do so.
- A substitute teacher will be arranged to handle classroom instruction for staff who are being quarantined. If the quarantined teacher feels well enough to assist in remote learning activities or in-class lesson plan implementation, he or she should do so.

Protocol After a Student Contracts COVID-19

- Students who are diagnosed with COVID-19 should notify school administration as soon as possible. School officials will then notify the Johnson County Health Department and the Office of Catholic Schools.
- An email will be sent to all students in the child's classroom to inform them of a confirmed case of COVID-19 in the class. Students will have the option to begin a

period of quarantine and initiate remote learning for the next 14 days. Any teachers or other staff members who have been in contact with the affected student will also be given the option to begin quarantine. Students who sit within 6 feet of the affected student will be notified. Students and staff who have health conditions that increase their risk of COVID-19 complications (age 65 or greater, diabetes, respiratory conditions, immune disorders, etc.) may want to begin quarantine instead of coming back to school. There will not be an attendance penalty for quarantining as long as parents and staff have communicated this to administration.

- The classroom will undergo thorough cleaning with products capable of destroying COVID-19 virus particles. The classroom will be off-limits to students and teachers until the cleaning can be completed. Any classroom items that cannot be thoroughly cleaned (books and paper materials, play-dough, etc.) will be off-limits for 72 hours, which is the longest documented survivability for COVID-19 on surfaces.
- Students and staff in classes who have had a COVID-19-positive student are allowed to wear facemasks in the classroom. Frequent hand hygiene will be scheduled and encouraged. Classroom furniture will be rearranged and staff will make extra efforts to maintain 6-foot distancing. Frequently touched surfaces in the classroom will be cleaned with a viricidal cleaning solution at the end of each school day for 14 (calendar) days. During lunch, students from an affected classroom will not sit at tables with students from unaffected classrooms.
- Students and staff who remain at school will have their temperature recorded and logged daily by their homeroom teacher at the beginning of each school day for the next 14 (calendar) days. Symptoms (cough, shortness of breath, headache, rash, loss of taste/smell) will also be assessed. If students are old enough, they can be asked directly. For younger students, the parents can provide a report, or the teacher can be vigilant for these symptoms during the school day.
- Any students who are noted to have a temperature of 100.4°F or who report symptoms will immediately put on their facemask and be separated from the rest of the class. They should report to the health center and have their temperature measured with an ear thermometer. If they have a confirmed fever, or the health center personnel otherwise suspects possible COVID-19, parents will be contacted to pick them up from school. While awaiting the arrival of a parent, the student will be placed in an area separate from other students. This area will be cleaned and disinfected after the student is taken home.
- Students or staff in a class with a confirmed case of COVID-19 who develop fever or symptoms should seek medical evaluation and COVID-19 testing.
- Students who are diagnosed with COVID-19 should remain out of school until the following criteria are met:
 - At least 10 days have elapsed since symptoms started. If the student never has symptoms, at least 10 days have elapsed since the date of their positive test.
 - Temperature has been less than 100.4°F for 72 hours without the use of fever-reducing medications.
 - All respiratory symptoms are improving.
- All household members (siblings, parents, etc.) of the student with COVID-19 are considered to have exposure to COVID-19. They should follow the above guidelines regarding a 14-day quarantine period.

- Once 14 days have elapsed since identifying a COVID-19-positive student, the class may return to usual operation. If additional students test positive, the 14-day timer restarts each time.

Protocol After a Staff Member Contracts COVID-19

- Staff members will notify school administration immediately upon learning of his or her diagnosis. School officials will then notify the Johnson County Health Department and the Office of Catholic Schools.
- For a teacher with COVID-19, an email will be sent to all students in the teacher's classroom(s) to inform them of the confirmed case of COVID-19. Students will have the option to quarantine and initiate remote learning for the next 14 days. For administrators or other staff that may have had contact with a large portion of the student body, a school-wide email will be sent. Any staff who have been in contact with the affected staff member will also be given the option to begin quarantine.
- The classroom, office, or other affected workspace will undergo thorough cleaning with products capable of destroying COVID-19 virus particles. The room will be off-limits to students and staff until the cleaning can be completed. Any items that cannot be thoroughly cleaned (books and paper materials, play-dough, etc.) will be off-limits for 72 hours, which is the longest documented survivability for COVID-19 on surfaces.
- Students in classes who have had a COVID-19-positive teacher will be allowed to wear facemasks in the classroom. Frequent hand hygiene will be encouraged, required and scheduled. Classroom furniture will be rearranged and extra efforts will be made to maintain 6-foot distancing should be encouraged. Frequently touched surfaces in the classroom will be cleaned with a viricidal cleaning solution at the end of each school day for 14 (calendar) days.
- Students in a class whose teacher contracted COVID-19 who remain at school will have their temperature recorded and logged daily by a staff at the beginning of each school day for the next 14 (calendar) days. Symptoms (cough, shortness of breath, headache, rash, loss of taste/smell etc.) will also be assessed. If students are old enough, they can be asked directly. For younger students, the parents can provide a report, or the teacher can be vigilant for these symptoms during the school day.
- Any students in an affected classroom who are noted to have a temperature of 100.4°F or greater, or who report symptoms will immediately put on their facemask and be separated from the rest of the class. They will report to the health center and have their temperature measured with an ear thermometer. If they have a confirmed fever, or staff otherwise suspects possible COVID-19, parents will be contacted to pick them up from school. While awaiting the arrival of a parent, the student will be placed in an area separate from other students. This area will be cleaned and disinfected after the student is taken home.
- Students or staff in a class with a confirmed case of COVID-19 who develop fever or symptoms should seek medical evaluation and COVID-19 testing.
- Staff members who are diagnosed with COVID-19 will remain out of school until the following criteria are met:
 - At least 10 days have elapsed since symptoms started. If the staff member never has had symptoms, at least 10 days have elapsed since the date of the positive test.
 - Temperature has been less than 100.4°F for 72 hours without the use of

fever-reducing medications.

- All respiratory symptoms are improving.
- All household members (spouse, children) of the staff member with COVID-19 are considered to have exposure to COVID-19. They should follow the above guidelines regarding a 14-day quarantine period.
- Once 14 days have elapsed since identifying a COVID-19-positive teacher, the class may return to usual operation. If additional students or staff test positive, the 14-day timer restarts each time.

EMERGENCY CONTACTS

- Emergency contact forms are in back to school packets and need to be updated as soon as possible.

TUITION AND FINANCIAL CONSIDERATIONS

- Godparent tuition assistance and SGO grants are available to families struggling to meet financial obligations.
- The 2020-21 school budget is impacted by the additional costs associated to purchase additional cleaning supplies, foggers, water bottle fillings stations, dividers, etc...

HANDBOOK

- Added to the 2020-21 handbook: Archdiocesan Mission Policy, Remote Learning Policy, COVID Symptoms list & Evidence of a Positive Case in the Building from the Re-Entry Plan

EDUCATION AND TRAINING

- Employees will be trained to recognize the COVID-19 related symptoms.
- Signs will be placed on the entry doors to convey the symptoms of COVID-19 and request non-entry if these symptoms are present.
- All deliveries will be made to the entry area of the school and parish offices. Delivery personnel are not permitted into the educational portion of the building.
- Students will be educated and reminded of the importance of social distancing, cleaning, and proper hygiene. Teachers will be providing ongoing instruction and reminders on a daily basis.
- All substitute teachers and volunteers will be provided training on the procedures and protocols prior to subbing in the classroom or volunteering in the school.

DOMAIN: CREATING AND MAINTAINING COMMUNITY

CREATING COMMUNITY AND CONNECTING WITH STUDENTS

- Teachers will build time at the beginning of the school year to connect with students in their homerooms. Postcards were sent out to students prior to school starting from their teachers.

- Teachers will be finding creative ways to welcoming students back to school.
- The school wide theme will be used to unify our common goals.

FACILITATING COMMUNITY AND CONNECTION WITH FACULTY AND STAFF

- We will use our school wide theme to implement into opening staff PD days.

COMMUNICATING WITH PARENTS

- Weekly classroom newsletters will be sent home via email or a classroom link.
- School wide updates will be shared via Jupiter Ed, the Wolf Report or email.

SOCIAL OPPORTUNITIES FOR STUDENTS AND FAMILIES

- The school Facebook page will continue to be updated with highlights of students returning to school.
- Various other social media methods will be utilized by teachers to highlight classroom activities

SOCIAL EMOTIONAL LEARNING SUPPORTS

- The Character Strong Curriculum will be purchased for students in K – 8.

MARKETING PRACTICES

- The school website will be updated regularly.
- Discover Catholic Schools Week will be celebrated in the fall and highlighted to promote Catholic Schools.

DEVELOPMENT AND INSTITUTIONAL ADVANCEMENT

- The school commission, principal/faculty, and pastor will continue to monitor the 2019-21 Strategic Plan.
- The school improvement plan will be updated to reflect revisions for the 2020-2024 goals.

EDUCATION AND TRAINING

- Videos will be made to help guide parents on use of technology and the tools students use for remote learning.

DOMAIN: CURRICULUM AND INSTRUCTION

INSTRUCTIONAL PLANS

- Step One: Students will be learning new safety procedures.
- Step Two: Students will be assessed to determine current education level.
- Step Three: Curriculum paths will be implemented based on the needs of the child.
- Vertical teacher meetings will occur to help facilitate curriculum paths for students.
- Instructional plans will be flexible leveraging the tools that work best; both, in-person and for

remote learning environments.

- Curriculum will be designed with the end in mind. Teachers will have common time to plan units that can transition between in-person and virtual instruction.
- Staff meetings will be used to train teachers how to use Google Classroom and other tools that can assist in classroom and remote learning.

ASSESSING STUDENTS

- Students will be assessed with IREADY three times a year in all grades.
- All students will be assessed with AIMS Web + to determine need for intervention strategies.

REMOTE INSTRUCTION

- Remote Learning Option (RLO) to any parent who does not feel that it is safe for their child to attend school in person because the child is ill, a family member is ill, they are under isolation or a quarantine, or for any other medical or mental health reason.
- Parents will notify the administration if they are choosing RLO prior to the start of the school year.
- Parents wanting the RLO may choose this option on a quarterly basis if this is a case other than quarantine or illness during the school year.
- Parents will be responsible for picking up any materials and bringing them back to school.
- Teachers will record direct instruction mini lessons and share through Google Classroom in Grades 2nd-8th or through Email in kindergarten and 1st. Lessons will be placed in google classroom at the end of each school day.
- Teachers may live stream certain lessons and connect the remote learners with the classroom via Zoom or Google Meet. Remote learners will be notified of the live stream session the day prior to classroom return.
- Students are expected to turn in all classwork assigned by the assignment day.

ACCOMMODATIONS AND MODIFCATIONS FOR STUDENTS WITH DISABILITIES

- At this time, there has been no waiver of the requirement to convene the case conference committee. If possible, the Annual Case Conference meetings will be held virtually.
- WOLF team process will continue to be in place to identify students needing extra academic support.
- School staff will document the special education and related services being provided to students with disabilities while monitoring and tracking individual student's progress.

PROFESSIONAL LEARNING COMMUNITIES

- Teachers will continue to meet in Professional Learning Communities once a week.
- In the event that we are in an eLearning environment similar to the spring teachers

will meet virtually in PLC every other week.

SPIRITUAL AND PROFESSIONAL DEVELOPMENT

- Teachers will participate in the Catechetical Formation program as required by the Archdiocese of Indianapolis.

DOMAIN: MAINTAINING OUR CATHOLIC IDENTITY

OPPORTUNITIES FOR SCHOOL-WIDE MASS

- Monday, grades 5, 6, 7 and 8th grade will attend Mass. Thursday, third and fourth grade will attend Mass. Friday, kindergarten, first and second grade will attend Mass.
 - All students will wear masks and sit apart for social distancing (airplane arms/circle of grace).
 - Teachers will administer hand sanitizer as students leave the pews to take communion.
 - Students will wash hands/hand sanitize before returning to the classroom.
 - Volunteers will clean and sanitize the church after each Mass.

VIRTUAL PRAYER OPPORTUNITIES

- Special prayer services such as The Living Rosary may be recorded and shared with other classrooms that are unable to attend.

SERVICE ACTIVITIES

- Monthly Faith In Action projects will continue to be implemented and led by different grade level teams.

PASTOR ENGAGEMENT

- Father will advise, and approve the publishing of the re-entry plan and will approve of necessary purchases for safety measures.

DOMAIN: TECHNOLOGY

CONTINUOUS LEARNING PLANS

- The plan has been submitted to the Indiana Department of Education and is posted on the school website.
- The plan will be updated if a school wide closure is mandated due to COVID-19.

POSSIBILITY OF TRANSITIONING TO REMOTE LEARNING AFTER SCHOOL STARTS

- The Remote Learning Plan will be updated to reflect any additional information or changes.

SYNCHRONOUS AND ASYNCHRONOUS APPROACHES TO INSTRUCTION

- Synchronous = happens at the same time. Students receive immediate feedback

- Asynchronous = doesn't happen at the same time. Participants can learn at their own pace.

DEVICES AND SUPPORT

- Students in grades 2 – 8 will each have their own Chromebook.

FAMILY ACCESS TO TECHNOLOGY REMOTELY

- Teachers will survey parents regarding the connectivity and devices available for remote learning.

SAFETY AND SECURITY

- Parents are expected to read and sign the Responsible Use Policy that is sent home in opening packets.

NO TECH OPTIONS

- We are currently looking for additional funding through grant opportunities to provide all students with a chrome book for future school closures due to COVID-19.

EDUCATION AND TRAINING

- Google Classroom will be utilized.
- Faculty and staff will attend training offered during June/July of 2020.
- Additional training will be scheduled on the professional development days prior to school opening for the 2020-21 school year.
- On-going support will be available throughout the year by our technology coordinator and outside resources when necessary.

*****APPENDIX - 2*****



**ARCHDIOCESE
OF INDIANAPOLIS**

The Church in Central and Southern Indiana

ARCHDIOCESAN “MISSION” POLICY

Policy Statement

The language below is to be shared with families when enrolling to ensure that they understand the benefits of Catholic education and formation and to encourage all to embrace the mission. The language is to be placed in the Parent/Student Handbook and a signature of each parent/guardian is required, acknowledging that they have read and understand what it means to be a part of a Catholic school.

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

Dated on this _____ day of May, 2020.

Most Reverend Charles C. Thompson, D.D., J.C.L.
Archbishop of Indianapolis

Annette "Mickey" Lentz
Chancellor