

2020-2021

**CENTRAL CATHOLIC
STUDENT AND FAMILY
HANDBOOK**



Central Catholic School
A NOTRE DAME ACE ACADEMY

**Notre Dame ACE Academies
Central Catholic School
Family/Student Handbook**

MISSION STATEMENT

The Notre Dame ACE Academies will provide the highest quality education and a strong spiritual base that prepares students of all faiths to be positive members of society through continuing education and achievement. Please see Appendix A for the Archdiocesan Mission Policy.

VISION STATEMENT

The maximum potential of our students will be achieved through school partnerships with our families, parishes, and communities.

ACCREDITATION

Central Catholic School is fully accredited by the Indiana Department of Education and AdvancEd.

SCHOOL HISTORY

Central Catholic School, a Notre Dame ACE Academy, is located on the campus of Good Shepherd Parish. We serve students in PreK – 8th grades. Central Catholic School serves the parishes of Sacred Heart, Holy Rosary, Saint Patrick , and Good Shepherd.

ADMISSIONS POLICY

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

Children entering PreK must be four (4) years of age by August 1st of the current school year. All new students seeking admissions to Central Catholic School will be evaluated based upon current standardized testing, report cards and other relevant information from the school last attended. All students are taken on a probationary status to ensure that Central Catholic School can meet the student's educational needs. This period is also used for the student to prove him/herself socially, academically, and behaviorally. If during this period there are problems, a student may be asked to withdraw his/her attendance at Central Catholic School.

Enrollment Process and Lottery Procedures

Enrollment in the schools will be open to all students in which resources are available to fit the needs of the child. Guaranteed space will be given to students enrolled and admitted the prior year and priority will be given to siblings of students already enrolled prior to the close of open enrollment if there is an open spot.

The schools will hold an open enrollment period for a specific two-week period in March. If fully completed applications exceed the number of spaces available, the last business day of the open enrollment period will be the deadline for applications to be drawn by a random selection lottery process.

Applications will be available in the school office on school days during school hours. School staff will email or mail applications upon request. Complete applications received after the open enrollment period closes, but before the lottery, will not be eligible to participate in the lottery, but will be added to the end of the waiting list created at the time of the lottery.

A random selection lottery process will be held within four weeks of the close of open enrollment. The schools will notify all applicants of the public drawing's time and place. Names will be drawn until all classroom seats are filled, then a waiting list will be established, in the order in which they were drawn, to fill openings during the school year for which the student applied. After all eligible payable names are drawn, the names of applicants who filed after the close of open enrollment will be added. Applications received after the deadline will be added in the order in which they were received.

Applicants on the waiting list must resubmit an application for the year during the open enrollment window for the next academic year. Once admitted, students will remain eligible to be admitted for successive years without having to re-enter the selection process.

ACADEMICS

Curriculum

Central Catholic School uses the 2019 Indiana Academic Standards as the basis for our curriculum.

Textbooks

Central Catholic School selects textbooks that are aligned to the 2014 Indiana Academic Standards and are approved by the State of Indiana. Textbooks are evaluated and adopted on a rotating basis.

Assessment

Central Catholic School administers assessments periodically throughout the year to check progress. Students in Grades K-8 take NWEA MAP Assessment to assess progress over the course of the school year. Students in grades 3-8 will take ILEARN. Students in Grade 3 also

take IREAD-3. Results of these tests will be used to provide the highest quality instruction to meet your child's individual academic needs.

Homework

One of the principal means of communication between parents and the school is homework. It provides parents with an opportunity to follow what and how well their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process of the student. Written work is not the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Planners will be provided to students in grades 2-8 and students are expected to utilize them.

Daily recommended times for study and homework are:

- Primary Grades (K-2): 15-30 minutes a day
- Intermediate Grades (3-5) 30-60 minutes a day
- Middle School Grades (6-8) 60-90 minutes a day

Field Trips

The teachers at Central Catholic strive to provide experiences which show that learning and growth are continuing parts of life. Field trips expose students to parts of our world that cannot be brought into the classroom. Each student will be required to return a written permission slip, signed by a parent or guardian, for each field trip. ***Verbal permission or faxed permission slips cannot be accepted.*** There may be a fee associated with field trips. Any fee must be paid in full for the child to participate. Students should remember that participation in field trip is a privilege earned by students, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct. If the field trip privilege has been lost, or the proper form and fees have not been collected, students will be asked to remain at school under the supervision of school staff. Students participating in a field trip must ride the bus to and from the field trip with their class. All monies collected for the field trip are non-refundable.

Religious Instruction

Central Catholic School welcomes students of all faiths, however it is the expectation that all students participate fully in religious instruction. Religion is taught at each grade level and spirituality is part of everyday life. Students receive instruction in scripture, Catholic traditions and history, as well as sacramental preparation. The sacramental life of the children of the Catholic tradition is an important component of our religion program. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parents are required to be active partners in the preparation of their children for these sacraments. Students plan and participate in weekly liturgies. The students will attend Mass each Wednesday morning at 9:00 a.m. Parents are encouraged to attend.

Central Catholic School uses the Archdiocese proficiencies for religious instruction. Students in grades 5 and 8 will participate in the National Catholic Educational Association's ACRE testing generally taken in February.

Prayer is an important part of the day. Prayers will be said as a school in the morning, with meals, and at daily dismissal. These prayers may be formal, spontaneous, or shared prayer by the students. It is a tradition in Catholic schools to place a high priority on service. The purpose of service is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs.

Title I Program

Central Catholic School, in partnership with Catapult, provides Title I services to students who qualify for this program. If a student is selected for the Title One Program it is our expectation that they will participate fully in the program. While a part of the Title One Program students will obey all school rules and expectations.

Library

Our school library is a member of the Shared System of the Indianapolis-Marion County Public Library. Students in grades 4-8 can request books online from any library in the city, and a library delivery truck will bring us materials every week. Families can return things checked out at school to a branch library and can return things checked out at a branch library to the school.

Our school library is a key element in our education program. Students are responsible for the books they check out on their library cards. Students should plan to keep all their library things in one place at home. If something is damaged or lost, students are required to pay for a replacement. Students may not check out any new items if they have something overdue or lost. We will add the cost of damaged or lost things to the family's bill and report cards and progress reports will not be distributed until the bill is satisfied.

EVALUATION OF STUDENT PROGRESS

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

Archdiocesan Grading Scale

For middle school students:

- A 95%-100%
- B 86%-94%
- C 76%-85%
- D 70%-75%
- F 69% or below

For students in grades K-5, a standards based grading scale will be used. Here are the definitions:

Exemplary (E): Demonstrates a deep understanding of key concepts and consistently applies and extends them at grade level.

Mastery (M): Demonstrates an understanding of key concepts and consistently applies them at grade level.

Partial Mastery (P): Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level.

Non Mastery (N): Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.

Parent/Teacher Communication

Parent/Teacher communication is extremely important. If you have a concern, or if a problem arises, parents are advised and encouraged to contact the teacher as soon as possible.

Because unannounced interruptions in the classrooms interfere with the learning process of our students, parents should utilize Jupiter as the first mode of communication. The school requires that if a parent wishes to have a conference with a teacher, an appointment is made in advance. Please be respectful of the time before and immediately following school as teachers often need this time to prepare for classroom instruction. Parents wishing a conference with the Principal or Assistant Principal should make an appointment in advance through the school secretary. Teachers strive to return the contact within 24 hours. Due to issues which can arise with technology, if you have not heard back from the teacher within this time frame, please contact the school again. Parents are expected to attend conferences with the teachers. Scheduled conferences are held at the end of the first quarter and third quarter. We encourage parents to inquire as to the progress of their child throughout the school year - we are here to work with you. Teachers may be contacted through Jupiter, the school office at (317) 783-7759, or through the teacher's school email address.

Honor Roll

Honor Roll will be celebrated at the end of each quarter for students in middle school.

1. Principal's List (4.0 GPA)
2. High Honor Roll (3.5-3.99 GPA)
3. Honor Roll (3.2-3.49 GPA)
4. Honorable Mention (3.0-3.19 GPA)

Any student who earns an F in any class or an “N” in a specials class will not be eligible for honor roll.

Progress Reports/Report Cards

Progress Reports are distributed to students at mid-quarter. This is done to help parents better assess their child's performance at school. If there are any academic or social problems, the Progress Report serves as a communication device. Report Cards are distributed at the end of each quarter. These Report Cards have been designed and constructed by a committee formed through the Archdiocese of Indianapolis. Please return Progress Reports and Report Cards with a parent signature as soon as possible, the next day is preferred.

Promotion, Retention, and Assignment

Students who have successfully completed a grade will be **promoted** to the next grade. Administration may recommend repetition of a grade, tutoring, or summer school programming as a requirement for promotion. If the need arises to **assign** a student to the next grade, it means that the student has not completed satisfactory work but that the parties involved feel that retention is not in the best interest of the child. A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss these reasons. If **retention** is being considered, parents will be contacted as soon as possible. A child will be retained only where there is positive hope that he/she will benefit from it. Social, emotional, moral, physical factors, as well as academic achievement, will be considered in the decision making process. In the primary grades, failure in reading or math usually constitutes a legitimate reason for retention. Parents will be notified if their child is in danger of failing and a conference will be arranged.

Withdrawal/Release of Records

Please notify the school office if you are moving, or withdrawing from the school, in order to provide adequate time to prepare withdrawal records. Records will not be transferred to another school until all financial obligations have been cleared with the school. Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

ATTENDANCE

In order for all students to benefit from the instructional program, prompt and regular attendance is expected. Regular attendance develops self-discipline and responsibility in a child's formative years. Children cannot learn if they are not present during instructional time. The Indiana State Legislature requires the school to report each student's attendance. A student is considered absent in the morning if he/she misses two hours or more of the morning session. A student is considered absent in the afternoon if he/she misses two hours or more after lunch.

It is the policy of the Indiana Department of Education and the Archdiocese of Indianapolis that each school enforce a procedure that includes steps for those instances where failure to attend interferes with a student's academic performance and/or are excessive in number. If a student is absent six days within a quarter, action may be initiated. Twenty five days or more of absence in a given school year may result in **retention and a report to Child Protective Services**. Alternative solutions will be sought for students with a doctor substantiated medical condition.

Parents must notify the school office (783-7759) before 9:00 AM each day the student is absent. This is for your student's safety. Students are responsible for making up any work missed during an absence. Homework can be requested in the morning for pick up at the school office after 3:15 p.m.

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

Most tardiness is avoidable. Students should learn punctuality at an early age. A child is marked tardy if they arrive at school after 7:45 a.m. Students arriving after 7:45 a.m. must report to the school office for a tardy slip. Excessive tardiness could result in removal from the school and a report to Child Protective Services. Please be sure you call the school office by 9:00 AM if you know your child is going to be late.

Appointments/Early Release

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

Absence Due to Vacation

Families are expected to schedule vacations around the regularly scheduled breaks in the school calendar. If there is a good reason why you must schedule a vacation a different time, it is your responsibility to seek approval from the school principal.

COVID attendance policies

Please see Appendix B for current COVID attendance policies

ARRIVAL/DISMISSAL

Morning Drop Off and Dismissal Procedure

Students may be dropped off for Before School Care as early as 6:30 a.m. All students arriving at school before 7:30 should report to the gym. Students are dismissed to their classrooms at 7:30.

Alternate Way Home

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

After School Procedures

Students are not permitted to remain at school after hours prior to an activity unless attending the Central Catholic approved aftercare Program.

Emergency Closings

When in doubt as to whether school will be open due to severe weather conditions, a School Messenger message will be sent by the office. You may also watch for an announcement on channels 6, 8 & 13 and their corresponding websites. Every effort is made to notify the media by 6:00 am. Please listen for Central Catholic School to be announced. On days when we are on a two-hour delay, no Before School Care will be available.

Snow Make Up Days

In the case of a planned or unexpected school closing, we will utilize E Learning to make up those closing days. School attendance will be determined by completion of E Learning assignments.

DISCIPLINE PHILOSOPHY AND PROCEDURES

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

We expect students at Central Catholic School to exemplify attitudes and actions, which reflect Catholic values. Values such as respect, honesty, caring, justice and generosity are the goals towards which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.

The school has a school wide discipline policy, but individual classrooms also set their own additional rules. Disciplinary action is intended to be instructional and corrective, but not humiliating or demeaning. Discipline will be administered with respect for Christian values

embraced by the NDAA community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

General Conduct

Students are expected to conduct themselves in an orderly manner at all times when in school or at any school sponsored activity. Conduct that reflects negatively on Central Catholic School and/ or Notre Dame ACE Academies will not be tolerated. Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion. Gum chewing is not permitted under any circumstances on the property.

Central Catholic School does not hold itself responsible for student offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school or that binds the advancement and moral good of the students in general is sufficient cause for suspension or expulsion.

Discipline Procedures

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the code of discipline for Central Catholic School, the following procedures will be followed:

1. The teacher and student will resolve the problem. (verbal warning, one on one meeting, and/ or written warning)
2. The teacher and student will resolve the problem and the parent will be notified. (written warning sent home, phone call to parents, Jupiter notification and/ or School Messenger message)
3. Teacher will communicate with administration; and/or student will meet with administrator.
4. The teacher, student, administrator and parent will meet to resolve the problem.

Student Management Plan

Central Catholic School has developed a Student Management Plan that addresses how we work with our students to become respectful, diligent, and responsible citizens. We expect students to take responsibility to make positive choices throughout the school day. We believe that if students choose to not make appropriate choices, then natural and logical consequences are the best avenue to help teach our students the appropriate ways of handling themselves. The following steps will be utilized when students choose to not make appropriate choices:

Step 1: Student will be privately warned and expectations will be re-established. Teacher will re-teach expectation.

Step 2: Student will be asked to complete a "Reflection" sheet in an area in the classroom designated as a timeout area. (K,1 with assistance) (one minute of time out per age in years)

Step 3: Student and teacher will privately contact parents via phone or text.

Step 4: Student goes to buddy room and will complete a Step 4, "Buddy Room Reflection" sheet explaining to his/her parents why they were sent to the buddy teacher's classroom. A copy of the form will be sent home, signed and returned to school the next day. (two minutes per age in years)

Step 5: Student is given a "CCS Discipline Referral" and is sent to the office:

- 1) Teacher will call office (via phone or walkie talkie) to tell them to expect the student. (Escorts may be used.)
- 2) Administrators will review all forms that have already been completed that day with the student.
- 3) Administrators will conference with student and make additional contact with parents.
- 4) A copy of the referral with consequences given will be returned to the teacher within 24 hours. Administrators will enter the referral information into Jupiter.

Please Note: When a student is sent to the office for behavior reasons they should always have some form of documentation such as the "Discipline Referral", as well as the "Reflection and Buddy Room" sheets leading up to the "Discipline Referral". If a "referral" is deemed not warranted, then a note with an explanation is expected from the teacher. There are exceptions such as the student is part of a behavior plan that has previously been discussed with the student services team. The "Discipline Referral" and the "reflection sheets" serve as the communication tool needed to discipline the student. Of course, there will be times when a behavior (Major Offenses) bypasses all "Reflection" steps. In these cases, teachers-use our emergency communication systems.

Please note: If teachers feel students have clearly broken classroom rules and they have exhausted all steps, yet a referral is not warranted, teachers may implement an additional step of any of the following:

- 1) Classroom Consequences
- 2) Conference with behavior specialist
- 3) Individual Student Plan

Detentions

A student may be given a detention for a violation of the school rules. Detention periods are spent in silence completing a task as assigned. Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved at the discretion of school authority. Some examples are:

- Rude or discourteous behavior
- Not following classroom rules
- Disrespect
- Restroom misconduct
- Misconduct during mass

In-School Suspension

In-school suspension will be a supervised situation in which the student is isolated from his/her classmates. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file. A conference with the parents may be required. In-school suspensions may last from one to three days. They are to be served as soon as possible. The student will be given the assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the student's.

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

- Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)
- Damaging private or school property
- Causing physical or psychological injury to others
- Academic dishonesty
- Truancy
- Lying
- Repeated failure to follow directions of a teacher or administrator

When serving a suspension, a student may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served until after he or she has completed a day of school after the suspension.

Out of School Suspension/Expulsion

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

- Stealing
- Vandalism (Parents are legally and financially responsible for the actions of their child.)
- Verbal or physical intimidation of another student or staff
- Drug/alcohol/tobacco offense
- Open defiance of school authority
- Repeated minor violations for which other consequences have been ineffective
- Physical aggression (as the aggressor or retaliator)

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

Immediate expulsion may result from the following actions or any other action as deemed appropriate by the administration:

- Possession, use/selling of drugs/ tobacco on school grounds, or at a school related activity, or on an activity bus
- Dangerous behavior
- Truancy
- Threatening any staff member, bus driver, parent, or student
- Failure to comply with the discipline policy
- Repeated violations of school rules for which other consequences have been ineffective
- Possession of a weapon. The police may also be notified as this is a Class D felony (IC35-47-9-2).

Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the principal/Assistant Principal may consult teachers, pastor, and parents.

Conciliation Policy

Proper Procedure for Addressing Concerns

Set a Conference with:

1. Teacher
2. Teacher/Administrator
3. Administrator
4. Director of the NDAA

Rules for Grievance Procedures

The administrator's decision cannot be appealed in this process, but his/her adherence to appropriate processes, rules, etc., may be appealed.

The principal must carry out all provisions of the process. If a parent has a grievance against a teacher, every effort must be made to settle the grievance at the lowest level (i.e. teacher and parent). If it is not settled at this level, the parent, teacher and principal meet to settle the grievance. If the parent does not feel satisfied, it may be brought to the Director of the NDAA.

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

Grievance Procedure

Article I. Definitions

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

Article II. Level One Procedure

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

Article III. Level Two Procedure.

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

Harassment

Central Catholic stands against harassment/bullying of any sort. For obvious reasons, both biblical and Catholic, harassment/bullying violates our mandate not only to love one another, but

in all circumstances to accept one another despite our differences. When these violations are expressed openly in language or behavior, they are reprehensible. Central Catholic will not allow behavior that mocks, diminishes or impugns the dignity or integrity of any person or group. No racist, sexist or homophobic expression, language or behavior will be tolerated.

Harassment/bullying includes but is not limited to the following:

- **Verbal Harassment/bullying** (including harassment expressed through the use of technology, i.e. e-mails, blogs, web sites, text messages, social media, etc.)
- **Physical Harassment/bullying**
- **Visual Harassment/bullying**
- **Sexual Harassment/bullying**

Any incident of harassment/bullying should be communicated to an administrator, teacher, or counselor at Central Catholic.

All reports about harassment/bullying will be taken seriously and investigated thoroughly. Any student found in violation of this policy will face serious disciplinary consequences up to and including expulsion.

Any student filing false or frivolous charges or making frivolous accusations will face similar consequences.

Social Media

Engagement in online social networking sites, such as, Facebook, Twitter, or Instagram, etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, other students or the parish. This policy is in effect 24 hours per day, 7 days per week, 365 days per year. No exceptions.

Bullying and Cyberbullying

Central Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Guideline for Catholic Schools on Respecting Person

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

examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Identification of Potential Threats of School Violence

We at Central Catholic School in the Archdiocese of Indianapolis have an emergency preparedness plan in place as well as other policies and procedures that help ensure that your child is safe at school. However, we need your help. We ask you to help us identify any situation where a student, staff member, family member, neighbor, or any other person might present a threat to the safety of our school.

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

Recognizing Potential Problems

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

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

- Restraining orders that may involve someone trying to get access to persons at the school
- Any other warning sign that causes you concern about safety at school

EMERGENCY OPERATIONS PLAN

Central Catholic School has an Emergency Operations Plan on file with the State of Indiana and the Archdiocese of Indianapolis. Teachers and Staff review procedures regularly and students participate in fire, tornado and lockdown drills as required by the State.

TUITION COMMITMENT

Tuition at Central Catholic School does not cover the cost of educating each student. The Notre Dame ACE Academies tuition assistance program generously provides the additional amount. Tuition is paid yearly (before school begins) or monthly through SMART Tuition. Recognizing the impact of our tuition costs, we will utilize CHOICE and Archdiocesan aid for tuition assistance. Our intention remains to reasonably accommodate any family that desires and places a priority on Catholic education for their child.

STUDENT HEALTH

Notification of Pesticide Use

In accordance with state regulations, parents may request, in writing, notification of the chemicals being used to treat the facility and grounds. Licensed outside vendors are used to apply these chemicals.

Health Records

All students entering Central Catholic School are required by state law to present records of immunization.

Before entering Pre-K, a student must have:

- 3 Hep B (Hepatitis B)
- DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

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

- 3 Hep B
- DTaP
- Polio
- 2 MMR

- 2 Varicella
- 2 Hep A

Before entering **sixth grade** a student must have:

- 3 Hep B
- DTaP
- Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetanus & Pertussis)
- 1 MCV4 (Meningococcal)

The records must be submitted to the school by August 31st.

Emergency Contacts

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

School Nurse/Health Practitioner

The Nursing Division of the Marion County Health Department provides school visits. Vision and hearing is screened in select grades. Central Catholic School also has an on site school Registered Nurse or Health Practitioner.

Medication

In order to protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to students. All medication must be delivered to and picked up from the school by an adult. Children may not transport medication. All medication will be kept and dispensed from the nurse's office. The medication must be labeled by name in the original prescription packaging and have the appropriate dosage label. By state law, we are not allowed to dispense aspirin or other medication without specific directions from the parents. Taking medication without authorization could result in suspension or expulsion.

Counseling

Our school social worker is provided through Catholic Social Services. The social worker works with students, parents, and teachers to assist with issues that hinder academic achievement. Children may be referred by teachers and parent. Students in grades 6-8 may self-refer. The school counselor may be reached by contacting the school office at 783-7759.

The school will also have a mental health counselor on site once a week to provide ongoing support for students who are referred by the school social worker.

Child Abuse/Neglect

Central Catholic School abides by the Child Abuse laws of the state of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protected Services.

Accidents and Injuries

Injuries and accidents happening during the school day will be reported to the parents/guardians. A written report will be filed in the office and kept on file.

Wellness Policy

It is the policy of the Archdiocese of Indianapolis that:

Whenever available, schools will participate in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All students in grades PreK-8 will have increased opportunities and encouragement to be physically active on a regular basis. Each of the schools within the Archdiocese of Indianapolis will actively engage their school community in following steps that will enable school-wide wellness:

- Fast food meals may not be brought into the school without prior authorization by the principal.
- In light of the information available regarding childhood nutrition, schools will limit the use of candy, soft drinks, or food snacks as rewards for academic performance, or good behavior.
- It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations must be approved in advance by the teacher.
- All snacks must be store bought and not homemade.

NON-CUSTODIAL PARENTS

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

GENERAL PROCEDURES

Cell Phones

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

ALL CELL PHONES CONFISCATED WILL BE HELD IN THE OFFICE FOR PARENT PICK UP.

Breakfast/Lunch Program

Central Catholic School offers a breakfast and lunch program. Lunch menus are sent home weekly. The cost of milk for children who bring their lunch is \$.50.

Photo-Video Release

Central Catholic School reserves the right to photograph or videotape students. These photos may be published in the newspaper, a magazine, Archdiocese, NDAA or school websites, or other publications. Videos may be used for informational or educational purposes regarding the program or curriculum at Central Catholic School. Parents/guardians who do not wish their student to be in such photos or videos, must notify the office in writing within the first ten days of school.

Off-Campus Behavior

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

Recess

Recess is offered each day to students. It is an opportunity for the children to develop social skills and learn new games. It is viewed as an opportunity to teach children. Children go outside for recess everyday unless it is raining or if the temperature or wind chill is below 30 degrees. Please have students dress appropriately for the weather conditions.

Toys, games, cards (i.e. baseball or trading), electronic equipment, (i.e. portable CD players radios, lasers) or other items which have no specific educational purpose will not be allowed in school. These items will be confiscated and the parent or guardian will need to collect the item from school. The school, administration, and/or staff are not responsible for these items.

School Hours

The school office is open on days when school is in session from 7:30 a.m.-4:00 p.m. Students are expected to report by 7:45 a.m. and are dismissed at 3:15 p.m.

School Pictures

A professional photographer takes children's pictures at the beginning of the school year for use in school publications such as the yearbook. Purchase of school picture packages is optional.

School Property

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

Visitors

We invite visitors to Central Catholic School, especially parents and interested friends. Please call ahead to arrange a convenient time for your visit. For the safety of our staff and students, all visitors must report to the office, sign in, and wear a name tag for the duration of the stay.

Volunteers

Central Catholic School could not offer the quality educational program that it does without its great volunteers. We need your help in many capacities! Classroom volunteers are used in many ways. Decisions concerning ways to incorporate volunteers into the curriculum are based on staff and the volunteer's comfort level. All volunteers must report to the school office upon arriving to sign in. Volunteers must first complete the Safe and Sacred training and also complete an application so that a background check may be performed as required by the Archdiocese of Indianapolis.

CYO SPORTS PROGRAM

Many Central Catholic students participate in a Catholic Youth Organization (CYO) sponsored program of sports competition between the various parishes on the grade school level.

Sports Eligibility Requirements

Participation in the various sporting activities can be beneficial to students. However, academic studies do take a priority at all times. Therefore, any student not meeting the academic standards may not participate in sports. Academic performance and conduct will be evaluated not more than once every two weeks. Academics and conduct will also be evaluated at report card and progress report time. At these evaluation periods, each athlete's participation will be considered.

- **One** failing mark puts the student on probation. The parent, Athletic Director, principal, and teachers will meet to determine future participation in CYO sports for the season. The committee will determine eligibility of the student athlete for a predetermined length of time.
- Two failing marks puts the student on "monitored probation" in which the student's grades will be checked at two week and four week intervals. During monitored

probation the student will be allowed to practice but not participate in any sporting events until they have entered the probation status (only one failing grade) or all clear status (no failing grades). If after the four week check the student still has two failing marks they will be eliminated from all teams until these marks are raised by the next formal evaluation period (progress report/ report card).

Students, who have been determined by the teachers to be working to the best of their ability, but receive a grade below 70% may still be eligible to play based on a conference with administrators, teachers, and parents. Parents are encouraged to contact the school for assistance in improving academic standing. The teachers and parents will work together to establish an academic plan.

It is the coaches' responsibility to provide the principal and Athletic Director with a team roster before the evaluation period.

Athletic Code of Ethics

CYO athletic competition is a means of developing youth and giving them the opportunity to enjoy healthful sports. The most important lesson, whether a team wins or loses, is respect for opponents, officials, and spectators. It is important that all concerned follow this code:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To demonstrate courtesy to opponents and officials.
- To recognize that the purpose of competition is to promote the physical, mental, moral, social, and emotional well-being of the players.

Players and parents are a visible representation of Central Catholic School it is imperative that sportsmanlike behavior be displayed AT ALL TIMES. Any players or spectators who are not living up to the CYO Code of Ethics will be subject to immediate suspension or expulsion for CYO competitions.

RIGHT TO AMEND

The Principal of Central Catholic School reserves the right to amend this Handbook. Notice of any such amendments will be sent to parents through the monthly newsletters.

Dress Code

PreK

Shirt:	Red polo style with CCS logo, short or long sleeve
Pants:	Navy Blue uniform style
Shorts:	Navy Blue uniform style, no shorter than 1" above knee
Skirt/Skort:	Navy Blue/ plaid uniform style, no shorter than 1" above knee
Sweatshirt:	Blue school logo sweatshirt only
Sweaters:	Navy Blue or White cardigan style, no hoodies
Socks:	White, Navy, or Black

Tights: Navy, White, or Red; must be worn underneath shorts or skirts
Shoes: Dress or athletic shoes. No sparkles or lights. No sandals, crocs, “heelies”, or boots

Grades K-7

Shirt: Light blue CCS logo shirt
Pants: Navy Blue uniform style, no “skinny” styles, pants must be boot cut
Shorts: Navy Blue uniform style, no shorter than 1” above knee
Skirt/Skort: Navy Blue/ plaid uniform style, no shorter than 1” above knee
Sweatshirt: Blue school logo sweatshirt only
Sweater: Navy Blue or White cardigan style, no hoodies
Socks: White, Navy, or Black; solid colors only
Tights: White or Navy
Shoes: Dress or athletic shoes. No sparkles or lights. No sandals, crocs, “heelies”, or boots

Grade 8

Shirt: Royal with White side panel dry fit polo with school logo
Pants: Khaki uniform style, no “skinny” styles, boot cut only
Shorts: Khaki uniform style, no shorter than 1” above knee
Sweatshirt: Optional “8th Grade sweatshirt” to be ordered in fall
Socks: White, Navy, or Black; solid colors only
Shoes: Dress or athletic shoes. No sparkles or lights. No sandals, crocs, “heelies”, or boots

Additional Guidelines:

- Shorts may be worn until Fall Break and again after Spring Break
- Shorts and pants must be worn at the waist – no “sagging” styles
- Girls may wear small earrings. Dangling or large hoop style earrings are not allowed.
- Students may not wear makeup or artificial nails
- No distracting hairstyles or unnatural hair color. Boys must have hair trimmed above the collar and above ears. Administration’s determination will be final.
- Boys must be clean shaven.
- Shirts should be tucked in at all times.
- Only solid white t-shirts may be worn under uniform shirts.
- Parents, please make sure that any piece of clothing a student may remove during the day is labeled with their name.
- Administration reserves the right to determine if shoes or other clothing is appropriate.

Grades 6-8 will purchase P.E. uniforms for Physical Education from the school office.

The faculty reserves the right to make changes to the Uniform Policy.

Out of Uniform Guidelines

- Jeans and slacks without holes or frays
- No tight, no body conforming jeans or slacks and they must be worn at the natural waistline.
- Shirts must have sleeves and cover the midriff (no low cut or form fitting).
- Designs may not promote drugs, alcohol, tobacco, and violence or non-Christian attitudes.
- Sleeveless team shirts (jerseys) must be worn with a t-shirt underneath.
- Skirts/shorts may not be more than two inches above the knee.
- No designs, wording, or decorations may be worn on the seat of the pants.

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

APPENDIX B

COVID PROTOCOLS

CLEANING PROTOCOL

- ★ Hand sanitizing stations throughout the school
- ★ Effective cleaning products used on a scheduled basis during the day in high touch areas of classrooms/ school
- ★ Enhanced nightly cleaning

SCHOOL CHANGES

- No visitors to CCS. Parents will be allowed to come to office by appointment only.
- Classrooms will have additional space and limited small groups
- Classes will rotate as cohorts and mixing of student groups will not be allowed.
- Morning assembly will be done via intercom
- Half of the students will attend mass live each week and half will attend virtually
- School supplies may not be shared
- Students will remain with cohorts for breakfast and lunch.

HEALTH AND SAFETY PROTOCOL

- 1- Masks are required throughout the building when social distancing is not possible.
- 2- Parents must screen children before arrival for fever or other COVID symptoms
- 3- Hand washing will be required multiple times throughout the day and hand sanitizing is also required.
- 4- Seating charts are required in all classrooms and cafeteria.
- 5- Water bottles are provided and are to be used in lieu of drinking fountains.
- 6- Food deliveries and classroom treats are not allowed at this time.
- 7- If a child develops symptoms during the day, an adult must pick up the child within 30 minutes of notification. The ill child will stay in a divided clinic away from other children.

ILLNESS PROTOCOL

COVID positive: Students must be quarantined at home for at least 10 days from the date symptoms began AND be fever free without medications for at least 72 hours. Contact tracing will be conducted by the Marion County Health Department.

Other Illness: If COVID symptoms are present, students must stay at home for 10 days (with 72 hours fever free) or have a doctor's note stating that the student has an alternative diagnosis. A note will be required to return to school before 10 days.

While quarantined, students are responsible for actively participating in virtual learning.