



# Our Family Guide to St. Monica School 2025-2026

## 4 Houses Una Familia

6131 N. Michigan Road, Indianapolis, Indiana 46228

phone: 317-255-7153

fax: 317-429-9958

Email Address: [office@smsindy.org](mailto:office@smsindy.org) Website: [www.smsindy.org](http://www.smsindy.org)

**School Day Office Hours 7:45-2:45**

No dismissals from office 2:45-3:15 daily  
& 12:45-1:15 on early dismissal days

PowerSchool Student Information System  
<https://archindy.powerschool.com/public>

IXL - <https://www.ixl.com/signin/smsindy>

**Attendance at St Monica Catholic School implies a willingness to comply with all procedures and expectations set forth in this handbook.**

## **MISSION**

St. Monica Catholic School Ministry is a community of families united in values who celebrate differences, form lifelong learners in an academically robust environment, and engage all students and families to grow as disciples of Christ.

## **VISION**

It is the vision of St. Monica Catholic School to support the spiritual, social-emotional, and cultural needs to develop all students in academics, self-discipline, spiritual growth, and service in order to represent visible signs of God's love.

## **ATHLETICS**

**Please see our CYO webpage**

## **WE ARE A CEP SCHOOL**

All students have access every day to a free breakfast and lunch following nutritional guidelines.

## **GUIDELINES FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS**

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer are 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.

### **Expectations of a St. Monica Student**

Please see our website [HERE](#).

### **Expectations of a St. Monica Parent**

Please see our website [HERE](#).

### **Dress Code**

The dress code at Saint Monica Catholic School reflects the social and Christian values we want to instill in our students: unity among classes and positive self-esteem while respecting the multitude of cultures within our school. The dress code provides an identity for St. Monica School in the community, enhances school pride, creates a sense of belonging and supports community spirit. [Click here for the dress code](#). To order St. Monica uniform apparel go to our uniform provider's website at [SchoolZone](#).

There are opportunities to be out of uniform such as all school announced days and the use of an earned out of uniform pass. If a student arrives out of uniform without a pass on a regular day they will be sent to the office to change. If we do not have a used uniform that fits, parents will be required to bring a uniform to school before the student returns to class.

The second dress code violation will result in a lunch detention and the third and subsequent violations will result in after school detentions.

### **Daily Schedule**

|                         |                              |  |
|-------------------------|------------------------------|--|
| <b>7:15 – 7:40 a.m.</b> | Student Arrival              | <a href="#">Directions</a> and map for dropping off and picking up students  |
| <b>7:30 a.m.</b>        | Classrooms open              | Student wait in cafeteria prior to 7:30am  |
| <b>7:45 a.m.</b>        | <b>School Day – begins</b>   |  |
| <b>2:30 – 3:00 p.m.</b> | Gate Opens for pick-up       | <b>Please do not arrive at St. Monica before 2:20 p.m.</b>   |
| <b>3:00 p.m.</b>        | School Dismissal             |  |
| <b>3:00 - 3:15 p.m.</b> | School Pick-up time          | Any child who has not been picked up by 3:15 p.m. will be sent directly to Aftercare and the daily Aftercare rate will be charged. |
| <b>After 3:15 p.m.</b>  | Aftercare (Enrolled program) | Tutoring, or participating in an after-school enrichment class or activity   |

## Study Habits

The following are student guidelines for achieving good study habits:

- ☐ Come to class prepared with pencil, paper, fully charged school-owned device, and other necessary materials.
- ☐ Be an active participant in class: listen well and take part in class.
- ☐ Ask questions to clarify problems.
- ☐ Plan your day and schedule time for homework.
- ☐ Use what is learned and apply it to new situations.
- ☐ Strive to do the very best work possible.

If a child is absent, it is the child's responsibility to get all of his/her missed work. One day is given for each day absent to complete missed assignments. Assignments turned in after the allotted time may be counted as late work.

o For example: A child misses school on Monday. The child is responsible for getting all of his/her missed assignments on Tuesday. All missed assignments should be turned in on Wednesday.

o For example: A child misses school on Monday and Tuesday consecutively. The child is responsible for getting all of his/her missed assignments on Wednesday. All missed assignments should be turned in on Friday.

## Snacks

Students in grades 1-8, whose classes do not serve class-wide snacks, are permitted to bring a healthy snack to school. The teacher has the right to decide *the most appropriate time* for consuming the snack. Students are encouraged to bring healthy snacks like fruits, vegetables, whole grain crackers, or whole grain granola bars. Snacks not permitted at school include candy, chips (including baked chips and Takis), cookies or other desserts, and any snack that the teacher deems too messy. Teachers have the right to confiscate and discard any snack that they deem to be inappropriate. Students are also permitted to keep water bottles at school; however, they can only contain water. Soda and other sweetened beverages are not acceptable in water bottles or for in class snacks. [CLICK HERE](#) for a snack guide.

## PowerSchool

PowerSchool is a computer app that allows teachers, students and parents to access to see general grades, assignments, tests and absences that helps all support student success. Teachers can be contacted through PowerSchool. Once registration is completed parents will receive the codes for the school and district to receive access. Parents can track assignments, tests and homework of their students.

## Parents are expected to:

- ☐ Drop off your child on time daily, 7:40am or earlier, to increase potential success.
- ☐ Check the PowerSchool app on a regular basis to keep current with your child's subject grades, homework assignments, discipline actions, and class messages.
- ☐ Contact the teacher with any questions about homework, grades, and progress
- ☐ Be aware of all homework assignments (usually by checking student assignment notebook daily and by checking PowerSchool and Google Classroom).
- ☐ Provide their children with quiet time and a suitable place to study.
- ☐ Show a positive interest in homework and in all schoolwork.
- ☐ Serve as a consultant about problems, but have your child do the work.
- ☐ Assist in making resource materials available.
- ☐ Come to school prepared: Completed homework, pencil, assignment notebook, fully charged school owned device, and other necessary materials.
- ☐ Plan your days to schedule time for homework.

## Aftercare

Our after-care program is from the end of the school day until 5:30 PM. The fee is \$10 per child per day. [Pre-registration](#) and prepayment are required. We offer snacks and homework support, as well as time outside and in the gym.

## Releasing a Student from School

Under no circumstances will a child be released to anyone except a parent/guardian, or adult listed in emergency contacts in PowerSchool unless prior written permission has been secured from the principal or a written request of the custodial parent has been made. Non-custodial parents have the right of access to information regarding the child's schooling unless a legal restraining order has been provided for our files.

## Absences, Tardiness and/or Illnesses

Students are expected to be in school and on time when school is in session. This means students should enter the building by 7:40 AM and be in their seats at 7:45 when the bell rings, or they will be considered tardy.

For an absence to be considered excused, upon return to school, a written note must be given to the office, from the parent or guardian, giving the specific dates and the reason for the absence. A note from a doctor, dentist, or therapist would replace the need for a parental note. Students are responsible for making up missed assignments. Each absent student must be reported by email [office@smsindy.org](mailto:office@smsindy.org), before 8:00 a.m. Parents will receive a phone call by 8:30 a.m. if a child has not been reported. An absence of more than three days due to illness requires a written explanation from the child(ren)'s physician. Students are only permitted 10 excused absences per year in compliance with the Indiana Department of Education.

We ask that all appointments (including doctor and dentist) be scheduled after school hours. If it is impossible, and a student must be excused during school hours for a doctor or dental appointment (or some other legitimate reason) credit will be given for the portion of the day attended, provided written confirmation of the appointment is presented. If a student misses an entire morning or afternoon session, this will be considered a half-day absence, otherwise the student will receive a tardy.

Any time a student leaves school early, the parent or guardian must come into the office and sign them out. **Students arriving late (7:45 AM or after) must be accompanied by an adult and signed in** at the school office. ALL students must obtain an admission pass from the office staff to be presented to their teacher.

## Parent/Guardian Notification Procedure for Student Missing

### Unexcused Absence

#### 5-9 Unexcused Absences

- A copy of this policy will be placed in the student's file. Once your child obtains a total of seven (7) absences, our social worker will be notified to determine root causes.
- If you have documentation of your child's absence(s), please send it to the office and your child's attendance record will be appropriately amended.

#### 10+ Unexcused Absences

- A conference with the principal is required.
- A letter will be sent to the parent/guardian
- Child Protective Services will be notified if educational neglect is determined.

## Tardy/Early Dismissal

Students are to be in the classroom and ready for school at 7:45 a.m. We recommend that students arrive prior to 7:35 a.m. to have time to get settled in and organized for the day. **Students who are tardy**

**must have an adult sign them in at the office** and will be issued a tardy slip to permit the student into the classroom. When students are late arriving to school due to a doctor or dental appointment, a note from the doctor must be presented upon arrival. Students will be released to the East and North lots at 3PM. If a student must be picked up early, an adult must come to the office to sign them out. Early releases must be done no later than 2:45PM. We are not able to release a student from the office between 2:45 and 3:15 on regular dismissal days and between 12:45 and 1:15 on early release days due to safety and supervision reasons. Early releases should be limited to a maximum of 3 per year.

#### **5-9 Tardies/Early Dismissals**

- A warning letter will be sent to the parent/guardian and a copy placed in the student's file.

#### **10+ Tardies/Early Dismissals**

- A letter will be sent to the parent/guardian and a copy placed in the student's file.
- A conference with the principal is required.

The expectation of St. Monica 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.

### **Vacations/Parent Pre-arranged Absence (PPA)**

Family vacations should be scheduled when school is not in session. Occasionally, when a child must accompany his/her parents out of town, the following procedure will be followed to ensure that the child's schoolwork continues:

Eligibility: If parent/guardian is planning a vacation other than when school is not in session, please contact the principal.

Limitations:

- PPA is intended for family-related activities.
- PPA is not expected to exceed five (5) school days per school year.
- PPA is not available the first and last week of each semester, nor during ILEARN testing.

Procedures: After receiving approval from the principal, the parent/guardian will:

- Arrange to obtain the class assignments via teacher(s). These are also in the child's Google Classroom.
- Assume full responsibility for any lack of progress that could be associated with time of absence.
- See that the child turns in all written assignments for this period to the teacher(s) at the time s/he returns to school from the absence. Make-up work is the responsibility of the student.
- Make-up work for a PPA is different than for an illness. PPAs are intended for family-related activities (e.g., special family events, college graduations, weddings, etc.). Special circumstances other than those above are treated individually, and arrangements are to be made with the principal.

### **Volunteering**

St. Monica School relies on many families to volunteer their services preparing lunches, making copies, assisting teachers, serving as room parents, supervising the playground, participating in fundraisers, and a variety of other valuable ministries. The education of our children is a shared effort. We encourage families to give of their time and talents in assisting teachers throughout the year. Students are expected to show the same respect and cooperation with family volunteers as is shown to any staff member.

### **Family Volunteer Requirements**

Each family is expected to volunteer at least 10 hours at St Monica. The main responsibility of a volunteer is to assist the administration and/or teachers. There are a myriad of volunteer opportunities available at St. Monica. The [volunteer opportunities](#) have been categorized into Volunteer Ministries based on activity, responsibility, time commitment, and seasonality. Each family is asked to support an activity in at least two ministries. With nearly 290 families represented, all volunteer requests should be

filled with a wide variety of friendly and giving families. Please visit our volunteer opportunities and find a ministry that calls to you. Instructions for signing up will be found there.

Those who volunteer around children are required to have Safe Parish training and a background check. Directions are found on our website [HERE](#).

### **Volunteer Opportunities:**

- [Athletics/CYO](#)
- [Giving Garden](#)
- [school commissions](#)
- [PTO](#)

## **ST. MONICA SCHOOL ADMINISTRATION, STAFF AND TEACHER**

### **Eagle Employee Expectations**

- ☐ Uphold all expectations cited above
- ☐ Be prepared to educate the whole student and teach in a manner in which they are ready to learn
- ☐ Check-in with student to track progress
- ☐ Maintain a healthy communication with student and parent to meet and maintain students' education goals

### **Administration**

|                     |                       |  |
|---------------------|-----------------------|--|
| Pastor              | Fr. John McCaslin     | <a href="mailto:jmccaslin@stmonicaindy.org">jmccaslin@stmonicaindy.org</a> |
| Principal           | Mr. Eric Schommer     | <a href="mailto:e.schommer@smsindy.org">e.schommer@smsindy.org</a>         |
| Assistant Principal | Mrs. Christine Exline | <a href="mailto:c.exline@smsindy.org">c.exline@smsindy.org</a>             |
| Business Manager    | Mrs. Jessica Sinkovic | <a href="mailto:j.sinkovic@smsindy.org">j.sinkovic@smsindy.org</a>         |
| Operations Manager  | Ms. Gabriela Gonzalez | <a href="mailto:office@smsindy.org">office@smsindy.org</a>                 |
| Social Worker       | Mrs. Einterz          | <a href="mailto:leinterz@smsindy.org">leinterz@smsindy.org</a>             |

## **ACADEMIC PROGRAMS**

All instructional programs meet the requirements of the State of Indiana regarding curriculum, instructional hours and personnel. Beyond the requirements for accreditation, we meet the needs of the individual student within a Catholic environment and value system. Our primary reason for existence is to provide a sound Catholic education. Emphasis is placed on the instruction of religion, prayer, and worship as well as academic excellence. Grades PK through 8 attend Mass weekly on specified days. All school Masses will be available on holy days of obligation.

### **[CLICK HERE FOR OUR ADMISSIONS AND REGISTRATION PAGE](#)**

### **Accommodation of Students with Special Needs**

At St. Monica we offer Catholic School Education Plans(CSEP) based on Public School Individual Education Plans(IEP).The School 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 has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **Nondiscrimination**

The School Commission, Administration, and the Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions,



financial aid, athletic, and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students.

This policy also does not preclude the ability of the school to understand and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

## **Academic Regulations and Procedures**

Academic rules at St. Monica are designed to implement our philosophy and to benefit the children by providing them the opportunity to achieve maximum academic and personal growth.

### **Grading**

The grading system used consists of achievement scores, which are summarized below, and appropriate codes for effort, level of work, skills development, work habits, and behavior. Teachers are responsible for the grading of their students based on daily written and oral work, homework assignments and tests. All records are maintained in the interest of the children and are held in strict confidence. Report cards are issued quarterly in November, January, March, and June. Please follow their progress using your login and password in PowerSchool.

Archdiocese of Indianapolis Academic Achievement Guidelines:

#### Standards PK-4th Grade

E = Exemplary    M = Mastery    P = Partial Mastery    N = Non-Mastery    X = Standard Not Assessed

#### Grades 5-8

A = 95-100    A- = 93-94    B+ = 91-92    B = 87-90    B- = 85-86    C+ = 83-84    C = 79-82  
C- = 77-78    D+ = 75-76    D = 72-74    D- = 70-71    F = 69 and below    I = Incomplete

### **Homework**

Daily homework is designed to be a constructive tool in the learning process. Time spent by a child on homework should rarely exceed the times listed below but if it does, then it is possible that the child is not completing the work in school. Assignments are not generally given over the weekends or holidays, but students are free to take books home for extra work and study, or to work on long-range assignments.

Grade 1=10 minutes

Grade 2=20 minutes

Grades 3-4=35 minutes

Grades 5-6=60 minutes

Grades 7-8=60-90 minutes

### **Parent --Teacher Conferences**

Since education is a cooperative effort between home and school, parent/teacher/student conferences are an important and necessary component of the educational plan. Scheduled conferences are held throughout the school year. Every effort should be made for at least one parent to attend the conferences. Either parent or teacher may request additional conferences as the need arises. Occasionally, telephone or virtual conferences may be appropriate and more convenient for all concerned.

## **SCHOOL HEALTH CARE AND WELLNESS**

### **Illness**

It is important that each child be at school every day that he/she is well. It is also important that a child be kept at home when ill.

- Students must be fever free for 24 hours, without the use of fever reduction medication. Students with temperatures above 100 degrees will be sent home.
- Students must not have vomited or had diarrhea for 24 hours before returning to school.



## **Emergencies**

The St. Monica Student Health/Emergency Form must be filled out in PowerSchool no later than the first day of school. It is imperative to update the status of your child's health throughout the year. For example, notify the office if your child has a newly diagnosed health disorder such as a bee sting reaction.

In case of a serious accident or sudden illness, parents are notified immediately. It is imperative that you keep your emergency information form up to date with any changes in telephone numbers so the office can reach you at any time. It is the parent/guardian's responsibility to keep the school informed on how to contact you should you be out of town. In cases of emergency, the student will be transported to a hospital by ambulance.

## **Immunizations**

A copy of all student immunization records must be on file at school. Adequate documentation includes the following: a copy from your healthcare provider, department of health, state registry or an immunization record from another school. SMS follows the immunization requirements of the Indiana State Department of Health. A copy of the Indiana State Department of Health immunization requirements quick reference guide is available on the school website under "Nurse's Forms" or on the Indiana State Department of Health's web site: [www.isdh.com](http://www.isdh.com). No student will be permitted to attend school for more than 30 days beyond enrollment unless the student is fully immunized or has begun their immunizations AND provides a schedule for the completion of their immunizations. The records must have exact dates for when the immunizations were given. It is not acceptable to write "up to date." The only exceptions to this requirement are students who have medical reasons for not having their immunizations complete or for students whose parents have religious objections.

- Students who have medical contraindications for immunizations must have a written letter from their family doctor stating the reason for the medical contraindication, the student's name, the date and be signed by the physician. Their family doctor's letter must be updated annually.
- Parents with religious objections for immunizations must submit a written letter explaining their religious objections. The written letter will be kept on file and must be updated annually.

## **Meningococcal Disease and the HPV Vaccine**

Indiana law requires that parents be informed about meningococcal disease and the vaccine every year. This information is located on the school website under Resources/Nurse's Forms.

## **Vision and Hearing Screening**

The Marion County Department of Health will perform hearing screening for all students in grades 1, 4, 7 and vision screening for all students in grades 1, 3, 5 and 8. Vision and hearing screening will also be administered to all students new to Marion County, all students with special education plans and those suspected of having vision/hearing problems.

## **Wellness Policy**

Please see our website [HERE](#)

## **Confidentiality of Medical Forms Policy**

All medication/health forms, medical emergency forms and health information will be kept in a secure location to ensure privacy and confidentiality. Principals, school nurses and administrators in charge must ensure the confidentiality of all medical information entrusted to them and share this with other staff and volunteers only on a professional "need to know" basis as necessary for treating the child. All prescription medication shall be kept in an appropriate and secure locked cabinet.

## School Emergencies Contact Form

It is CRITICAL that we have a **CURRENT COPY OF THE EMERGENCY CONTACT FORM & HEALTH INFORMATION FORM** for your child(ren) on file in the office. Typically, families receive this form after they pay their registration and processing fees, and have been accepted to the school.

More detailed items are included on the school website [HERE](#).

## POLICIES AND PROCEDURES

### Idle-Free Policy

Please see our website [HERE](#).

### In-School Activities

Participation in the various programs of our school is encouraged for children to foster school spirit, develop a sense of fair play, and make use of special talents. However, school related activities and extracurricular activities should never interfere with the primary purpose of a St. Monica education as outlined in the School's Mission.

### Study Trips

Study trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **For parents to attend field trips, and help supervise the children, please see the section "Volunteers" for the requirements.**

### Emergency Drills

The school is required to have regular disaster drills. Fire drills are conducted once a month and tornado drills are conducted twice each semester. Escape routes are posted in each classroom. Evacuation and Lockdown drills will be conducted periodically.

Our policy is to put dismissal on hold when there is a threat of a severe thunderstorm or tornado. *If you arrive and students have not left the building, we hope that you will come in as well, for shelter and access to weather information.* Children will not be released until warnings are lifted. During tornado drills, each classroom goes to a designated area within the building. All children kneel, in an egg position, with heads covered and facing the wall. For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Evacuation procedures are similar to fire drills, however once reaching a safe area outside, the staff and students would proceed to the Michigan Road Public Library on the North side of the playground. Lockdown drills are conducted in classrooms. Students are expected to always observe silence during these drills.

### School Cancellations

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crises. The faculty and administration are aware of the hardship on students and parents alike which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

All families will be enrolled in our text message system. Follow the directions for signing up additional

family members located at [our Resources Page](#). This system will send a direct email or text message alerting you to cancellations and other important information throughout the year.

Every method is used to notify parents of an impending cancellation. Our primary source of communication is the text messaging system. We will also contact WTHR Channel 13 television network. Please visit the Channel 13 websites for this information as well. **Look specifically for “St. Monica School” or “Saint Monica School”** because **the school doesn’t always follow the plans** of the township schools. The closing will be added to the family calendar and facebook. In unusual circumstances where school must be canceled during the school day, we will notify parents via the text message system, email, and telephone.

## Visitors

When allowed, all parents and other visitors are required to enter the building through the main entrance and sign in at the desk in the school office. Visitors will be given a visitor's pass, which needs to be displayed in a visible location on your person. Visitors will need to sign out when leaving the building.

## Phone Calls to/from Students and Teachers

Students are not ordinarily permitted to make phone calls during school hours. **Important calls must be made from the school office** with the permission and approval of the teacher and office personnel. **Cell phones or other devices to call, text, or email are not to be used by students during the school day.** \*Please see the section “Items Not Acceptable at School.” Parents who wish to speak to a teacher may do so after school hours by pre-arranged appointment or leave a phone message by calling the school office at 255-7153 ext. 0. You may also email the teacher directly using this format: firstinitial.lastname@smsindy.org.

## Forgotten Items

**A parent bringing a child’s forgotten items to school should bring them to the school office.** Books, lunches, musical instruments, or other personal items should be clearly labeled with the child’s name and room number.

## Notices and Bulletins

Notices and bulletins from teachers, administration and sometimes from outside sources (camps, sports organizations, etc.) are sent home with students throughout the year. Important news and announcements are normally sent in a text link weekly via our text messaging system. This newsletter contains important news and messages from the Principal and Pastor. Parents and students may submit announcements and articles for the digital “St. Monica Eagle Update” and/or the daily emails via an email sent to [office@smsindy.org](mailto:office@smsindy.org). There is no specific deadline for submitting articles, but we can’t promise your item will make it in that day’s email if it is submitted at the last minute. All items should be typed up exactly as you want them to appear. To keep our email database current, make sure to let us know of any changes in your information.

## Artificial Intelligence

If a quiz/test/assignment is open book and note, no other sources may be used. Websites to include, but are not limited to Artificial Intelligence, dictionaries, other people, etc are not permitted. Any information used from sources outside course materials will result in a zero on the quiz/test/assignment and could also result in additional disciplinary action.

## Items not Acceptable at School

Please note: **St. Monica School/Parish is not responsible for loss or theft of ANY personal items. ELECTRONIC DEVICES**

**Students may not carry cellular phones or any other portable communication or listening devices throughout the day.** This includes watches that have cellular connections or can be synced to a cellular

device such as Samsung or Apple watches. Such items must stay in the student's locker or backpack, powered off, from the time they arrive at school until dismissal. If the student is staying for aftercare, this policy still applies, until his/her parent/approved pick-up person picks up the student.

### **Toys, Money and other Valuables**

Toys may not be brought to school. Nor should valuables and/or money be brought to school. The teachers and/or administrators have sole discretion in determining what is not appropriate during the hours of 7:00 a.m. and 5:30 p.m., even if that item is not specifically listed here.

### **Weapons**

CONSEQUENCES OF CARRYING/USING UNACCEPTABLE ITEMS DURING THE HOURS OF 7:00 a.m. and 5:30 p.m.:

- **1<sup>st</sup> Offense:** a staff member will confiscate the unacceptable item and turn it into the school office. The item will only be released to a parent/guardian. The student will receive a consequence for the offense.
- **2<sup>nd</sup> Offense:** same as 1<sup>st</sup> offense, but student must have served the detention BEFORE the item can be released to the parent/guardian.
- **3<sup>rd</sup> Offense:** item will be confiscated, and student will serve a suspension.
  - Any additional offenses will be handled at the sole discretion of the administrator(s) and could result in immediate expulsion of the student.
  - These offenses accumulate from the first day of the school year, to the last day of the school year (they do not renew each quarter).

**Weapons and other dangerous items will be handled at the sole discretion of the administrator(s), and could result in immediate expulsion of the student, even on the first offense.**

### **Computer Media Policy**

Please see our website [HERE](#).

### **Grievance Procedures**

- Step 1:** If a family has a question, concern or grievance against a faculty member, etc The family must meet with the faculty member to try to resolve it. If the grievance is not resolved, Step 2 is next.
- Step 2:** The family puts the grievance in writing and submits it to the faculty member, asking for a written response, within 7 school days. If the response is not sufficient to solve the grievance, Step 3 is next.
- Step 3:** The family or faculty can request a meeting with the Principal. The request is made in writing with copies of all documentation sent to the Principal for review. The Principal contacts the other party for their documentation. The Principal will read all submitted material, then set a mutual meeting date with both parties within 7 days of receipt of all written material.
- Step 4:** At the meeting, the Principal will listen to both sides, review the submitted material, and then render a written judgment to both parties within 10 calendar days.
- Step 5:** If either party is still dissatisfied, a written proposal can be presented to the School Commission Executive Committee for placement on the next month's agenda of the St. Monica School Commission. If the grievance is still not resolved, Step 6 is next.
- Step 6:** A meeting with all concerned parties and the Pastor of St. Monica Parish will be convened. Pastor will listen to all views then render a decision. If any party is still not satisfied, the following steps are followed:
  - The Principal requests the Archdiocese Superintendent of Schools to review the complaint.
  - The Principal will schedule a meeting within one week of the receipt of the review. Participants will be the
  - Parent, the Principal, and an Archdiocesan Representative.

- The Principal will make a decision, after consultation with the Archdiocesan Representative, within one week, which shall be final. The Parent will receive a copy of the final decision.

## Discipline Policy

At St. Monica we will educate children in our Catholic faith through the Gospel virtues as well as provide a learning environment that will assist children in developing spiritually, intellectually, emotionally, physically, and socially. Discipline is a necessary ingredient. The root word of discipline is *disciple*. When God disciplines us, He is making disciples of His children. When you discipline children, you are making disciples. One of the objectives at Saint Monica is to help students attain the self-discipline necessary for self-reliance. The student must be taught to realize that an orderly and efficient environment is necessary in school. Respect is important and no one can infringe upon the rights of others by misconduct. the opportunity to manage his or her own behavior.

**Parents and teachers must work together to promote Christian attitudes and behavior in students at all times.** Our staff is fully dedicated to providing an exciting and engaging learning experience for each student. Since there can be no character formation without training in discipline, one of the most important lessons Catholic education should teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life. The teacher is responsible for maintaining discipline when his/her class is under his/her supervision. However, students are expected to follow the direction of all school personnel and adult guests concerning a manner of conduct during the school day.

Our discipline code seeks to foster the virtues of a Christian community like: kindness, courtesy, justice, respect, and cooperation. The following is designed to address as many areas as possible; however, it is impossible to cover every situation. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause. The administration reserves the right to also change consequences as it deems appropriate and to include consequences of extracurricular activities, co-curricular activities, athletics, and clubs.

Consequences are sometimes necessary to redirect a student's misconduct. To be effective, it must be appropriate for the situation. We consider a student's registration form a contract between parents, students, and faculty that the policies and procedures of the school will be observed. Attending Saint Monica is a privilege, not a right.

Saint Monica makes every effort to support each student when he/she does not adhere to school rules. We believe ongoing discipline issues are best managed through a strong partnership between the school and parents. Therefore, a meeting to gather all parties together in any incident to dialogue is encouraged and supported so long as it supports the dignity of each child involved.

Students who become frustrated during the school day and choose to solve their problems inappropriately will be asked to visit the safe place/calming corner. If the action does not resolve with time in the safe place/calming corner a lunch or recess detention could be issued. The following are some, but not all, reasons why a teacher may assign a student for detention:

1. Excessive talking in class
2. Rude, discourteous behavior to anyone on the school grounds, including other students
3. Misbehavior in church, on school grounds, or on field trips
4. Inappropriate language

Parents are welcome to contact the teacher if there is a question or concern about a situation that occurred in the classroom. If a concern arises, it is important to begin by talking to your child about the situation FIRST and evaluate the situation carefully before deciding if it is necessary to contact the

teacher or staff member involved for additional information.

1. Use email to contact the teacher directly to request a phone call or meeting. Discuss the situation directly with the staff member BEFORE contacting administration. Approach the situation with an attitude of collaboration. Do not discuss the matter with another parent or staff member.
2. If you and the teacher are not able to work the problem out together, contact an administrator to schedule a meeting. This does not mean you will get the answer you hoped to get; it means we will work to reach a mutual understanding.
3. If further concerns still exist, the pastor may be contacted, but ONLY after following steps 1-2 first

## **Due Process for Discipline**

### **Level 1**

Examples of Level 1 behaviors include: not following directions, incomplete work, horseplay, incorrect use of technology, inappropriate noise/voice level.

- On the spot intervention
- One on one meeting with all involved students
- Notify all parents/guardians of involved students
- Follow up with all students involved within 2-3 days

### **Level 2**

Examples of Level 2 behaviors include: Repeating Level 1 behaviors, hands not to self, interfering with other's work, unkind comment/action

- On the spot intervention
- In-person meeting with all involved students and parents/guardians
- Lunch or recess detention, restricted activity, or school/parish community service
- Follow up with all students involved within 2-3 days

### **Level 3**

Examples of Level 2 behaviors include: Chronic Level 1 and 2 behaviors, refusal to follow adult directions, disrespect toward self, peers, adults, inappropriate language/gesture, pushing/shoving, dishonest, leaving a space without permission

- On the spot intervention
- In-person meeting with all involved students and parents
- Referral to school social worker for intervention
- Follow-up with all involved students within 2-3 days
- Lunch or recess detention, restricted activity, or school/parish community service

### **Level 4**

Examples of Level 4 behaviors include: Chronic Level 1, 2, and 3 behaviors, battery, physical fighting, stealing, racial slurs and any type of harassment.

- On the spot intervention
- In-person meeting with principal, social worker, teacher, student and parents
- Student put on behavior plan
- Required weekly check-in with an appointed staff member
- Other consequences as deemed appropriate by principal
- Possible suspension (in-school or out of school) depending on the severity of the incidents

\*It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the principal.

## **Withdrawal**

1. After all steps have been taken and the behaviors continue, the principal will consider withdrawal.
2. The decision for required withdrawal of a student rests with the principal and pastor.
3. If the required withdrawal is the decision, the student's parent(s) will be notified in writing and the reasons for the required withdrawal will be given.
4. The required withdrawal may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent(s) within 72 hours of receipt of the required withdrawal notice. Serious infractions including, but not limited to, the below offenses committed by students,



could result in an immediate move to Step Four.

## **Serious Offenses**

The following offenses are extremely serious in nature and therefore may result in suspension pending expulsion:

- When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms, weapons, verbal or written threats to school or student safety, or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion. In cases involving drugs or alcohol, an approved institution must test and assess the student for the presence of substance abuse. If it is recommended by such an institution that treatment is necessary, it must be sought before the student may be considered for return to the school. The results of the assessment must be provided to the school. The administration will review all cases and communicate with the parents/guardian(s) of the student and the student for the purpose of determining continued enrollment. Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the administration.
- Damage or destruction of school or church property
- Leaving the school grounds without permission from school administration
- Fighting
- Stealing
- Harassment of any nature
- Any other incident deemed to be serious in nature by the administration.

## **Immoral Offenses**

The following offenses are considered to be immoral and are subject to appropriate disciplinary action, which could lead to suspension and/or expulsion:

- Disrespect by word or action to teachers, students, or anyone associated with Saint Monica Catholic School in church, at school or at any time or event
  - Profanity or verbal abuse
  - Cheating, lying, dishonesty or plagiarism
  - Injuring another person or behaving in such a manner that might cause injury to another person
- Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be solved in the same manner as above. The school administrator has the final recourse in all disciplinary situations.

School authorities have the right to search a student's personal possessions such as backpacks or lockers when deemed necessary. Any items that are determined inappropriate at school will be held in the school office. Parents or guardians are financially responsible for any damage done to school or church property by their child. Please see the Responsible Use Policy regarding damage to school computers.

## **Suspension**

When a student's misconduct is such that it warrants the student to be suspended, he/she will spend time isolated from his/her regular classmates and under adult supervision. Students may be placed in a classroom with an adult and students of another grade level. Students that are disruptive during an in-school suspension will be sent home for suspension.

Severe discipline situations may warrant an automatic at home suspension. The administrator will notify parents of the pending suspension. The student will complete all assignments and tests required for his/her classes.

## **Extracurricular Activity**

Administration and staff may request disciplinary interventions that require support and involvement



beyond the classroom, such as Youth Ministry Activities, CYO Sporting Events, and any consequential activity that might encourage students to choose positive behavior in class.

## Bullying

**Bullying Defined:** "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. (Source: Indiana Department of Education; IC 20-33-8-.2)

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time both during and after school hours. Bullying can include the following:

- **Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- **Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

**Considerations** in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts?
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.) Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions other than those for bullying.)

### What Will Teachers Do to Prevent Bullying?

- Teachers will not ignore bullying behavior.
- Teachers will intervene when they observe bullying behavior.
- Teachers will be on time to class and provide adequate supervision at all times.
- Teachers will take appropriate steps to stop bullying, including informing the school principal.
- Teachers will integrate Circle of Grace, Bullying in the Bible and Second Steps lessons about respect for self and others into the curriculum on a weekly basis.

### What Will Students Do to Prevent Bullying?

- Students will recognize bullying when they observe it.
- Students will not bully others even when their best friends are bullying someone.
- Students will report bullying to a teacher, their parents, or the school principal.

- If you are bullied, you will take the responsibility to talk to a teacher or the school principal.

### **What Will Parents Do to Prevent Bullying?**

- Practice empathy at home.
- If your child talks to you about bullying, take him or her seriously and contact the school social worker immediately.
- Tell your child that it is your responsibility to protect him or her and that parental involvement in matters of bullying is normal.
- If your child is the bully, seek the school's help. Parents should fill out the [Bullying Report Form](#).
- If your child's grades fall significantly, your child develops a pattern of sadness or despair, or your child refuses to go to school, contact the school social worker.

### **What Actions will the School Take?**

The school takes bullying very seriously. When the school is informed that a student is being bullied, the school social worker will investigate. He/she will talk to the child reporting the bullying and the child accused of bullying, determine if this is an isolated incident or an ongoing pattern, and proceed accordingly.

### **Reporting an Act of Bullying**

Any student or other member of the school community who may have credible information that an act of bullying has taken place may file a written report whether a victim or witness. Submit the [Bullying Report Form](#) to the school social worker.

### **Investigation**

Should it be decided, the social worker shall begin a thorough investigation of all reports of bullying within two school days of receiving a complaint. The resolution, all interviews, and interventions that take place and the corresponding dates shall be documented and kept in the file of the accused. Once an investigation is concluded, the principal and school commission will determine whether a particular act or incident constitutes a violation of the school policy.

### **Consequences of Bullying and Violation of Policy**

The following actions may be taken if it is determined that bullying has occurred:

**First Incident:** The principal will talk to the student, discuss different patterns of responding to others, and inform the parents. A phone call to guardians/parents will be made and a discipline report will be shared with the parents.

**Second Incident:** The principal will talk to the student and make environmental changes to prevent situations where bullying might occur. The guardians/parents of the student will be informed via a phone call.

**Third Incident:** The principal will talk to the student and require community service. The guardians/parents will be informed and will be required to obtain counseling provided by a licensed mental health provider for the student.

**Fourth Incident:** The principal will confer with the school commission, pastor, teachers, school social worker, parents, and the student to determine if the student should remain in the school. If there is serious concern that the pattern of bullying will continue, the child will be asked to leave the school.

**Please note:** At any point, the principal can refer the student to the school social worker for one-on-one counseling, school lunch social skills groups, behavior intervention planning, etc. Some instances of bullying are so serious that they may result in immediate suspension or expulsion from school. The school principal, in consultation with the administrative team and/or pastor reserves the right to

determine the seriousness of a student's actions.

**Confidentiality:** To the greatest extent possible, all complaints will be treated as confidential.

**Retaliation Prohibited:** Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment in connection with filing a complaint or assisting with an investigation under the Policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in the Policy shall be treated as another incidence of bullying.

**Constitutional Safeguard:** This Policy does not imply to prohibit expressive activity protected by the First Amendment of the United States Constitution.

**Preclusion:** This Policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law, either civil or criminal.

## **Harassment**

The Archdiocese of Indianapolis affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices. HARASSMENT POLICY: THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF UNLAWFUL HARASSMENT (e.g., harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), INCLUDING SEXUAL HARASSMENT, WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY PERSON WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FOR EMPLOYEES AND/OR REQUIRED WITHDRAWAL FOR STUDENTS.