

St. Paul Elementary
New Alsace

Student Handbook
2009-2010

Table Of Contents

Faculty And Staff.....	3
History Of St. Paul School.....	4-5
Mission Statement/Disclaimer.....	6
Complaint Procedure.....	7
Parent Letter From Board.....	8
Major Goals.....	9
Normal Day/Drop-Off/Pickup/ Non-Discriminatory Policy.....	10
Daily Schedule.....	11
Cost/Tuition/Fees/Preschool.....	12
Stewardship.....	12
General Information.....	13
Attendance/Tardy Policy.....	14-15
School Lunches.....	16
Medications.....	17-20
Chronic Conditions.....	21
Health Screenings/ Immunizations/Lice/Illness.....	22
Wellness Policy.....	23
Uniforms.....	24-25
General Information.....	26-28
P.I.E.....	28
Religious Activities.....	29
Required Prayers.....	30-32
Homework/Academic Reporting/ Promotion/Honor Roll.....	33
Honors & Awards.....	34
Special Help/Tutoring.....	34
Internet Use Policy.....	35-36
Behavior/Discipline.....	37-39
Suspension/Expulsion/Exclusion.....	40
Fair Process.....	40
Parent/Student Signature Form.....	41

**ST. PAUL CATHOLIC ELEMENTARY SCHOOL
2009-2010**

School	812-623-2631
School Fax	812-623-4758
School Cell	812-212-6485
St. Paul/St. Martin Rectory	812-623-3408 or 812-487-2096
School Email	mailto:stpaul@nalu.net
School Website	http://www.stpauedu.com/

ADMINISTRATION:

Pastor	Fr. Brian Esarey
Principal	Mr. Michael Monnig

SCHOOL COMMISSION:

Phyllis Carson	Ann Bovard	Elisa Carr
Sue Galle	Kevin Denton	Debbie Hoffmeier
Audra Steele		

FACULTY:

Grade 4 & 5	Mrs. Linda Buchta
Grade 3 Mornings	Mrs. Karen Pflum
Grade 2	Mrs. Brandilyn Froehling
Grade 1	Mrs. Linda Amberger
Kindergarten/Preschool	Mrs. Jamie Ball/Mrs. Lori Ahaus

Cafeteria	Mrs. Mary Graf
	Mrs. Joan Hoffmeier

VOLUNTEER STAFF

Library	Mrs. Kathy Murtaugh
	Miss Rachel Murtaugh
	Mrs. Sue Loch

HISTORY OF ST. PAUL SCHOOL – NEW ALSACE

The establishment of St. Paul Catholic Elementary in 1834, by our early pioneers, demonstrated their staunch faith and recognition of instilling the values of a Catholic education in the children.

1834– St. Paul School - the log church at that time was used during the week as a school. The founding pastor, Father Ferneding gave religious instructions, and a teacher was maintained at a salary.

1838– St. Paul Church was built in 1837. The school moved into the old church. Teacher Peter Kugler, who had married a parishioner, resided in New Alsace and taught school.

1846 – Father Martin Stahl (who is buried under our sanctuary) made the transition from a tuition school to a “free school.” He organized the St. Joseph’s Society. The 300 members paid 15 cents a month to support the school. The first school board was composed of John Heimbuurger, Carl Yaeger*, Joseph Ege*, Anthony Wallliser, Jacob Hittinger, and Casper Maus.

(* Indicates descendants still living in the parish)

1856-1858– Sisters of Providence, St. Mary of the Woods, staffed the school.

1858– Sisters of St. Frances, Oldenburg were sent to teach at St. Paul’s.

1858–1866- Father Roman Weinzapfel had the school structure expanded due to large enrollment. A stone schoolhouse was erected east of the church with classrooms, and residence for the teacher in the rear of the building. Father Weinzapfel also had the parish build the two story brick building west of the church, which had two classrooms, one on each floor, with four rooms in the back for the Sisters’ residence. This building is now the former rectory.

1859-1885 During this time, a series of lay teachers taught at St. Paul School.

1885 – Sisters of St. Francis, Oldenburg returned. According to the Indiana State Constitution, St. Paul School was able to become a public –parochial school for the next 115 years. Facilities were rented by the state, and teachers’ salaries were also paid by the state, including the Sisters of St. Francis. However, public school curriculum and textbooks had to be used and the school was responsible to the county superintendent. Religious instruction and church services were permitted before and after school hours.

1921 – Father George Pohl had the stone school demolished and the present school was built. Father Pohl was known for his dedication to the children and his love for education.

1922-1930 –A new public two-year high school served students from the surrounding areas. Classes were conducted in the two classrooms in the old brick building west of the church. An outdoor staircase was constructed to furnish further access to the second floor; Teachers included Mrs. Blanche Steiner of this parish, and Elizabeth Dietz Ogden who was principal, teacher, and coach of the boys’ basketball team!

1956 — A fine, new brick gymnasium and parish hall was built. Father Lawrence Weinzapfel was pastor

1967 –During beloved Father William Engbers’ pastorate, a connecting building was constructed between the school and parish hall, which included lavatory and toilet facilities for the school, and public occasions. Father loved the children and was a strong advocate for the school.

1973- The Sunman-Dearborn School Corporation was formed and built a new multi-million dollar high school, and converted their two high schools into elementary schools. The parochial-public school era had come to an end. The parishioners were determined to continue St. Paul School as a six-grade elementary school. St. Paul School had been an eight-grade facility. Support pledges amounted to almost \$7,000.00 and the school opened in the fall with 89 students attending. The first school board was composed of Gerhard Deddens, Irvin Fox, Mike Klump, Tom McCann, Dale Schmeltzer, and Paul Wiedeman, and was headed by the Principal and Pastor. The Sisters of St. Francis, Oldenburg, continued to staff the school.

September 1977 - Kindergarten opened at St. Paul School under the direction of Sister Clarissa Dillhoff.

1982- A computer lab was created and set up in St. Paul School.

1990- The Sisters of St. Francis left St. Paul School due to staffing difficulties.

1990-2007- St. Paul School continues successfully with lay teachers, volunteers, and a principal. The pastor is in charge of the school, with the advice of the elected school boards.

Activities

As far back as 1843, **Easter Monday and May Day** celebrations were held at St. Paul School. The Pastor would give a talk explaining the significance of these days, and the children would recite pieces or dialogues in German and English. A picnic lunch would follow.

The **Dominic Savio Club** was organized in 1978 under the direction of Sister M. Sharon Raben, OSF., the school Principal. Pictures of St. Paul Savio Club members were featured in the Criterion with a write up of their activities.

Catholic School Week is observed each year with special activities. These activities include the entire family.

St. Paul students **participate** in Deanery Speech Contests and Academic meets. St. Paul placed first in the Religion Division in 2006.

Some of the **other activities** still observed are May Crowning, Boys and Girls sports, and Senior Citizens Bingo Party.

St. Paul School had bilingual studies in German and English until World War I. Today Spanish is offered to the students.

References:

“A History of St. Paul Parish, New Alsace” Sister Gertrude Marie Zieroff, OSF, 1983.

“History of New Alsace, Indiana” Anthony A. Fette, 1949-1951.

Sister M Sharon Raben, Notes and files – courtesy of Sister Joannes, OSF.

St. Paul Yearbooks and Archives.

Mission Statement

We at St. Paul School are committed to teach the Catholic Faith as Jesus did, as established by the leaders of our Catholic Church.

Our objective is to impart doctrine, provide academic excellence, build a community of faith, and inspire Christian service.

Through the cooperative effort of our students, parents, and staff, we promote an atmosphere based on Christ's teachings so that our students will grow as responsible Christians.

**THE PRINCIPAL AND PASTOR OF ST. PAUL SCHOOL MAINTAIN
THE RIGHT TO AMEND, MODIFY, OR INTERPRET ANY AND ALL
POLICIES CONTAINED WITHIN THIS HANDBOOK.**

Concern or Complaint Procedure:

If there are ever any concerns regarding St. Paul School we encourage you to address these concerns in the following manner:

Contact the School and setup an appointment to meet with the teacher.

If you feel more discussion is necessary:

Setup an appointment with the Principal to discuss your concern.

If you still have a concern:

Contact the Commission President at least 10 days prior to the next board meeting. This allows the following four items to take place:

1. Your concern can be listed on the agenda for the next meeting.
2. The Commission President can inform you regarding your responsibilities when you address the Board.
3. The Commission President will discuss with you what the board's responsibility will be as you address them.
4. This process allows everyone to be as professional and prepared as possible.

If you have any questions contact the Commission President.

Dear Parents,

This handbook has been prepared as a means to detail the Commissions ideas, programs, rules, regulations, schedules, and activities, which together form the curriculum and procedures for conducting the activities of St. Paul School.

Parents and students should read and discuss the contents of this booklet. All students attending St. Paul School are subject to the regulations printed in the Handbook for Parents and Students. After reading it, sign the last page and return that page to school. Please read it carefully. Place your handbook in a convenient location for quick and easy reference.

We, the leadership, at St. Paul School endorse these ideas in our efforts, as the School Commission of the Pastoral Council, to develop a quality school for our students:

1. To impart the Catholic faith to our children as a central focus (religion, liturgies, practices) and as an integrated part of the full elementary curriculum.
2. To provide for the needs of parents whom desire and work for Catholic education on behalf of their children - (school environment).
3. To recognize St. Paul School as a vital link in maintaining and advancing the strength of the Catholic Church in this area of Indiana and to ensure that other generations will enjoy the same opportunities in the future.
4. To prepare our students to become workers for Christ by reflecting Christ's attitudes (at work or at play) through love of self and neighbor, reconciliation in broken relationships, and the earnest desire to pursue and demonstrate Christ-like responses in solving difficult situations.
5. Adheres to the curriculum as outlined by the Archdiocese of Indianapolis and the State of Indiana.
6. To ensure that our school's curriculum respects, meets, or exceeds the needs of today's students so they may move confidently into the various Junior High/Middle Schools armed with the knowledge, skills, study habits, and organizational capabilities to be productive, vibrant, sensible and problem-solving individuals.
7. To examine, study, and formulate policies with the Administrator to ensure that our school continues to be a first-rate educational entity for our students and parents.
8. To work with the Pastoral Council to ensure that our school building continues to be a secure, safe, warm environment for learning.
9. To encourage suitable extra-curricular activities and academic challenges for students through school, deanery, and public formats. The Administrator, teachers, and parents will select the activities/challenges which we feel will contribute to the growth of our students.
10. To ensure that all students have the opportunity to attend St. Paul School we endorse the non-discriminatory policy.

Major Goals

St. Paul School is committed to achieving the following goals in relation to our students:

1. To develop in each child a sense of self-worth.
2. To develop knowledge and skills in all curriculum areas with an emphasis on understanding and application to everyday life.
3. To develop better organizational skills, study habits and attitudes toward responsibilities to school, self, family and others.
4. To learn more about Jesus, his love for us as individuals, and the application of the values, beliefs, and practices of which He wants us to follow.
5. To develop our social skills as we try to get along with one another.
6. To utilize our verbal and written communication skills as a means to express ourselves clearly and concisely.
7. To expand our creativity in all aspects of our school's curriculum through art, music, and thinking.
8. To develop strong, responsive bodies through physical education and participation in other extra-curricular sporting activities.
9. To investigate how we learn and different learning styles so as to respect individual differences.

The Normal School Day

Basic Hours – Doors Open

School doors will open at 7:15AM to allow those that ride the Sunman-Dearborn buses to enter the building. Please contact the school if you wish to drop your child off before 7:15AM.

Walkers or car riders should not arrive at school until 7:30am school time because of conflict with buses. All students, upon arrival at school, should move directly to the cafeteria. Students will be quietly seated at the tables. Various morning activities will be planned. At 7:45am students will be allowed to use the restroom and then will proceed to their classroom with their teacher. Lunch money and all other items for the office will be collected in the classroom prior to the beginning of morning classes.

At 8:05 AM student attendance and lunch count will be taken. Students arriving after this time will be counted as tardy. All students arriving after 8:05AM must stop at the office before proceeding to the classroom. Students must have a tardy slip in order to enter class. Parents or guardians must sign in children who are tardy or late for school.

Student Pick-up

During Regular School Hours

If a parent is to pick up a student during the day for a doctor's appointment or other just cause, the parent must send a signed note to the classroom teacher. The teacher will send the student to the office at the appropriate time. Parents are **not** to come to the classroom to pick their child up for the appointment. Parents must **report to the office** to sign their children out and the secretary or principal will call for the child.

After school pickup

It is necessary for school staff members to stay well informed of changes in the transportation arrangements for the student(s). The parent(s) is/are responsible for sending a note to school if the child is to be picked up by a parent, relative or family friend. Any changes in transportation arrangements should be explained in a letter to the classroom teacher on or before the day of the change. The staff members will do their best to deal with last minute changes. It is highly recommended that the parent know the **bus number** if they must make last minute transportation changes.

Non-Custodial Parents

It is the custodial parent's responsibility to keep the school thoroughly informed, in writing, of their child's situation. Please see the principal about your, and our, requirements.

Non-Discriminatory Policy of St. Paul School

St. Paul School admits students of any race, gender, color, creed, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students of this school. It does not discriminate on the basis of race, color, creed, national origin or ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs.

Daily School Schedule

7:15-7:30AM	Bus arrival at school
7:30-7:45AM	Car riders' arrival at School
7:45AM	Students to classrooms
8:05AM	Student Attendance & Lunch Count taken & sent to office
8:15AM	Class Begins
10:00AM-10:15AM	Grades PreK-2 morning break
11:30AM	Grades PreK-6 go to lunch
12:00	Grades PreK-6 dismissal from lunch
12:00-12:30PM	Recess for grades PreK-6 (fair weather) During foul weather, grades PreK-2 and 3-5 will alternate Days between gym recess and classroom recess.
12:30PM	Grades PreK-6 resume afternoon classes.
1:45PM- 2:00PM	Grades PreK-2 take afternoon break
2:40PM	Early bus dismissal
2:55PM	Car riders' dismissal (PreK-6)
3:15-3:25PM	Dismissal of bus riders

COST:

The cost to educate a child in grades K-6 is projected to be over \$5500 for the 2009-2010 school year. The tuition is lowered through the St. Paul and St. Martin Parish investment in the operation of the school, fundraisers, and donations.

Tuition for 2009/2010:

1 Child: \$1830 or \$152.50 per month from July 15th, 2009 to June 15th, 2010

2 Children: \$2960 or \$246.67 per month from July 15th, 2008 to June 15th, 2009

3 or more children: \$3500 or \$291.67 per month from July 15th, 2008 to June 15th, 2009

Book Fees:

The book fee is included as part of the above tuition amount for the 2009-2010 school year.

Computer Use Fee:

There is no computer use fee for the 2009-2010 school year.

Preschool Fees:

Preschool is scheduled with the kindergarten class and charged as part of the regular school tuition for 2009-2010. Preschool, as of this writing, will be discontinued for the 2010-2011 school year.

Stewardship:

Many parishes with schools have established requirements for members to qualify for “in-parish” tuition. These requirements can include a minimum amount donated to the Sunday collections, working volunteer hours, and raising a certain amount of money through all the fundraisers. Since we continue to be successful in these matters we *have not enacted such policies at this time.*

To avoid such policies it is important that you:

- Be generous in your Sunday Collection donation. This enables the Parish council to continue to invest in the operation of St. Paul School.
- Be generous in your volunteerism. It helps to keep down cost.
- Commit to making prompt tuition payments, so that the school can meet its monthly obligations.
- Assist in fundraisers, so that the school can meet its monthly obligations.
- Thank members of the Dearborn County Council for providing us with a portion of the Gaming Revenue. This is a highly volatile source of revenue in our current political climate.
- Sell two-250 club memberships. This club is a contributor to our annual budget so it is important to keep this club active.

Remember: Tuition pays for only a portion of the cost!

GENERAL INFORMATION:

School Hours: 8:05AM - 2:50PM (Grades K-6)

Student Masses: Wednesday & Thursday – 8:15AM

(Students participate as servers, readers, and gift bearers on a rotating basis)

Rosary (Stations-of-Cross during Lent): Friday – 8:15AM

Reconciliation: Following the student Mass when scheduled.

Dress Code: French Toast School Uniforms

Academics:

Religion: Preschool to 6: *We Believe - Sadlier*

Language Arts – Houghton Mifflin (K – 6)

Letter People (Pre School)

Math – Houghton Mifflin (K – 6)

Vocabulary – Sadlier Oxford (3 – 6)

Handwriting – Zaner–Bloser and A Reason For (K – 6)

Social Studies – Macmillan / McGraw (1 – 6)

Science – Scott Foresman or Glencoe

Computer –Computers are located in each classroom for use across the curriculum.

Computer class is held weekly.

Physical Education - Students are instructed weekly.

Art - Students are instructed weekly

Music - General Music classes are held weekly.

Library – Students attend weekly. Dearborn County Mobile Library visits monthly.

Spanish – Grade 3, 4, & 5 students are instructed weekly.

Lunch Program

Hot lunch is provided daily. Free & Reduced lunch program is available if qualified. See Principal for forms and eligibility.

Athletics

Basketball program for girls & boys (Grades 3 – 6) if volunteer coaching available.

Cheerleading offered for girls (Grades 1- 6) if volunteer coaching available.

Student Service Club:

St. Dominic Savio Club – (Grades 4 & 5)

ATTENDANCE POLICY:

Tardy

Parents should have their children at school by 7:45 in order for the teacher to take them to the restroom and start the morning routine. Arrival at school after 8:05 AM is considered tardy. Parents should sign their child in after this time and obtain a classroom admittance slip for their child to proceed to class.

Absent Policy

Good attendance is helpful for your child to be successful in school and in life. If your child will be absent for the day, please call the main office at 623-2631 as soon as possible.

When your child returns from an absence, please return a parent note so the first five absences may be excused per semester. A doctor signed note is required to excuse greater than 5 absences per semester. Failure to return a note with an explanation within 2 days of the absence will result in the absence being unexcused. Doctor's notes should always be provided whenever possible and are required to excuse more than five absences per semester. Most Doctor offices will readily supply one if asked. If absences are unexcused, missed assignments and tests will not be recorded and counted as grades.

If your child arrives after 10:00 AM they will be considered "Absent ½ day AM."

If your child leaves before 1:00PM they will be considered "Absent ½ day PM."

If your child is absent for more than 2 hours during the day, they will be considered ½ day absent, either AM or PM, which ever is more representative of the time they are absent.

Excused absences:

Excused absences may be granted for the following: illness with doctor note, death in the immediate family, school sponsored trips, private trips if denial would cause family hardship or deprive the student of a valuable experience, up to 3 days for family emergencies with a note provided, school initiated absences, other situations approved by the principal or mandated by legislation.

Medical and Dental Appointments:

Students are excused without penalty to keep a medical or dental appointment. The student must be in attendance at some time during the same school day and they are responsible for work missed during their absence. Parents are encouraged to make such appointments outside the normal school day.

Truancy:

When it is believed that a student is absent from school without sufficient reason, the principal will investigate the situation through contact with appropriate individuals, authorities, or agencies.

Make Up Work:

Students who are absent from school are responsible to make up the work missed during their absence as prescribed by the teacher. Credit will only be given if the absence is excused (see above.)

Attendance and Extra-curriculars:

Students who are absent from school during the day may not participate in extra curricular activities that occur that evening. Students must be in afternoon attendance for 1/2 day in order to participate in extra curricular activities for that day.

In-School Illness:

Students who become ill while at school will be sent home. The school prefers to contact the parents first, and if a parent is not available, release the child to a neighbor or relative who may assume temporary care of your child. That is why it is important for the parent to return the Emergency Information sheet to the school office, so we know whom to call in case of illness or emergencies.

Early Dismissal

Parents should try to schedule appointments outside the school day. If during the school day, schedule appointments to minimize your child's absence from school. For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, a written note signed by the parent or guardian is required. We will not release a student to anyone other than parents or legal guardians without express written permission from the parents.

Parents or guardians must come to the office to sign a child out from school.

PERFECT ATTENDANCE

In order to be recognized as having perfect attendance for the school year, that student must not have missed any days of school, must not have any tardies, and must not have any early departures during the school year. Students who achieve perfect attendance will receive recognition certificates at the end of the school year.

SCHOOL MEALS:

Breakfast:

A simple breakfast of cereal and milk or juice is served at a cost of \$0.50. Breakfast is not served past 7:30AM.

Lunch Cost

Hot lunches will be provided at St. Paul School for students at the following price:

\$1.85 per meal (includes one milk), \$9.25 per week per child.

Extra Entrée: \$0.90

Additional milk - \$0.35 per milk, \$1.75 per week

PreK, K, 1, 2 morning milk break - \$1.75 per week

PreK, Kindergarten afternoon milk break - \$1.75 per week

Adult lunches - \$2.25 per day (includes one milk)

Meal Payments:

Please review the menu sent home at the beginning of the month. A statement of charges will be sent home weekly for each child. An account summary will be sent home monthly. You may pay once a month, or weekly, preferably by check. Please place all money in an envelope clearly marked with your child's name and purpose. We will keep a record for each family.

National School Lunch Program

The National School Lunch Program has recognized the need for children to be supported in their educational pursuits. The program was designed to ensure that every child has at least one good meal daily regardless of the ability of parents to pay. Therefore, the plan for free and reduced priced lunches was instituted. All applications are held in strict confidence and no distinctions are made when students receive their lunch. Please see the principal for forms and information. It is a simple process.

MEDICATIONS

St. Paul School recognizes that parents (guardians) have the primary responsibility for the health of their children. It is strongly recommended that medication be given in the home. The health of some children may require that they take medication or receive other medical care while in the care of St. Paul School.

Parents (guardians) should confer with their physician or other medical practitioner to avoid administration of medication at school whenever possible.

When medication absolutely must be given at school, parents (guardians) shall provide explicit written instructions including instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care.

Parents (guardians) shall also provide written permission for non-medically trained school personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child.

Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses and/or direct administration of medicine by non-medically trained staff personnel will be handled on a case-by-case basis according to a specific health care plan developed and signed by a physician or other health care professional and kept on file for the child. In some cases, it may be necessary to preclude a child from enrollment in a school or participation in a program if appropriate medical care cannot be provided by non-medical staff.

St. Paul School personnel are generally protected from liability for administering emergency first aid in good faith by the Indiana Good Samaritan Law (IC 34-30-12).

Severe Medical Cases:

There may be severe cases in which staff cannot ensure the appropriate care for the child or youth, especially when no medically trained person is available. In these cases, the parent (guardian) may be asked to be present or provide appropriate help to administer the medicine or medical care as needed. In a few of the most severe cases, where the principal believes the health and safety of the child or others may be compromised; St. Paul school reserves the right to preclude the enrollment or participation of a child/youth if appropriate medical care and safety cannot be maintained.

Administration of Prescription Medications:

- 1) St. Paul students are not permitted to carry prescription medications on their persons except inhalers.
- 2) All prescription medication to be administered during school for St. Paul students must be delivered by the parent (guardian) or another adult designated by the parents directly to the school principal or teacher. Likewise, medication may only be sent home with the parent (guardian) or another designated adult.
- 3) Receipt of the medication will be logged into a confidential medical log.
- 4) The medication must be sent in the **original pharmaceutically dispensed and labeled container with instructions for administration.**
- 5) The medication shall also be accompanied by **written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication.**

The permission note shall state: name of child/youth, name of medication, diagnosis or the reason the medication is to be taken, the appropriate dose, method of administration (i.e., by mouth) and specific instructions (i.e., take with food, etc.), the time or times of day (hours) medication should be taken, the start date and number of days the medication is to be taken, any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine (i.e., previous side effects, etc.),

St. Paul school will not have the direct onsite services of a nurse or other trained medical personnel. The school principal or teacher will ordinarily aid and observe a child in the self-administration of medication.

Non-Prescription Medications

(including analgesics, natural medicines and vitamin supplements, etc.):

- 1) Students are not permitted to carry non-prescription medications including herbs, enzymes, oils, etc. on their persons.
- 2) All non-prescription medication to be administered during school for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the school principal or teacher. Likewise, such medication may only be sent home with the parent (guardian) or designated adult.
- 3) In general, the staff will avoid taking parent permission for the unplanned administration of non-prescription medication over the phone. If permission is taken this way it should be fully documented in writing. Permission via e-mail is a better alternative.
- 4) Receipt of the medication will be logged into a confidential medical log by the administrator in charge or designee.
- 5) **The school will not stock and/or dispense non-prescription medications to children/youth other than those provided by the parents (guardians). Likewise, staff or volunteers will not dispense non-prescription medications to children or youth from their personal supplies.**
- 6) Non-prescription medication shall be delivered directly to the principal or teacher accompanied by a **written note from the parent (guardian) giving permission for staff to oversee self-administration of the specific non-prescription medication (including natural medications, vitamin supplements, etc.). The non-prescription medication must be delivered in the container in which it was purchased.**

The permission note shall state: Name of child/youth, Name of medication, The reason the medication is to be taken, the appropriate dose, method of administration (i.e., by mouth) and specific instructions (i.e., take with food, etc), the time or times of day (hours) medication should be taken, the start date and number of days the medication is to be taken, any previously known side-effects of the medicine and/or symptoms of the condition being treated and tolerance to the medicine.

- 7) St. Paul School will not have the services of a nurse or other trained medical personnel. In the absence of such personnel, the school principal or teacher will aid and observe a child or youth in the self-administration of the non-prescription medication.

Possession and Use of Inhalers

- 1) Children and youth are generally permitted to possess inhalers for asthma and other respiratory conditions and to self-administer the prescribed medication as necessary provided the following conditions are met:
- 2) A written request is received from the parent (guardian) documenting the order of a physician or other medical practitioner.
- 3) A statement from the parent (guardian) acknowledging that the school is not responsible for ensuring the medication is taken and relieving the school and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.
- 4) A written statement from the physician or other medical practitioner that states: name of child, name of inhaled drug, prescribed dosage, exact method of administration and any specific instructions, the time or times of day (hours) medication is to be taken, start date and length of time medication is prescribed, reason medication is needed, potential serious reaction or side effects of the medication, emergency responses that may be necessary, if child is qualified and able to self-administer the medication.
- 5) The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- 6) The student shall notify the teacher or other staff member immediately following each use of an inhaler in case follow-up response is needed.
- 7) Violations of these conditions by the child may result in immediate disciplinary action including reversion to staff-monitored use of the inhaler.

Students With Chronic Conditions

(Examples: severe allergies, anaphylactic shock, epilepsy, diabetes, severe asthma, etc.)

- 1) Parents (guardians) of children with chronic conditions requiring specific treatment or possible emergency responses shall annually file a health care plan (i.e., allergy, diabetes or asthma action plans, etc.) with the school that has been approved by a physician or other medical practitioner.
- 2) If a plan requires special accommodations (i.e., for a peanut allergy), the accommodations must be reasonable and able to be accomplished successfully within the routines of the school.
- 3) If the plan involves only emergency responses, such as an epinephrine injection, giving snacks, calling parents (guardians) and/or emergency providers, this can generally be accommodated in a health care plan with orientation by the parents and/or medical professional as appropriate. The Indiana Good Samaritan law covers such actions.
- 4) If the health care plan requires non-medical staff to take specific medical actions (i.e., observing for specific symptoms, performing blood glucose tests, giving regular measured medications or injections, calibrating dosages on insulin pumps, etc.), the parents must arrange to come to the school to administer the medical treatment, or an arrangement must be made with a medical practitioner to supervise non-medical personnel in administering the medications.
- 5) As with other medications, as children mature they will be required to self-administer their medications (i.e., injections, blood glucose tests, etc.) if at all possible, with the oversight of a designated staff member in most non-emergency situations.
- 6) Parents (guardians) are responsible for providing and maintaining all supplies necessary for care (i.e., glucose monitors, snacks, insulin injectors, epinephrine injectors, etc.)

Lice – No Nit Policy

Students found to have either lice or nits (eggs) will be excluded from school. Students may return after they have been treated and all nits appear to have been removed. Upon returning to school after treatment, the student should report to the office in order to be checked and declared nit free.

Strep Throat

Any student who has been tested positive for strep throat will not return to school for 24 hours following initiation of medication.

Illness at school

If your child becomes ill during school hours, the school will contact you as quickly as possible to pick up your child. You will be called if your child breaks out with chicken pox, has diarrhea, has a fever over 100 degrees, has lice, appears to have pink-eye (conjunctivitis), has an unidentified rash, has sore throat with red or swollen tonsils, or is vomiting. You are asked to fill out an emergency contact sheet. Students may not return to school unless they have been fever free (under 100 degrees F) for 24 hours without using fever reducing medication. Keep your child home for 24 hours after initiating antibiotics for strep throat or pink eye/conjunctivitis, or if your child vomits at home.

Ticks

If your child finds a tick on themselves, we will remove it and send a note home informing you that we have removed a tick from your child. Contact a healthcare provider if they develop a fever or rash within 4 weeks of exposure.

Poison Ivy/Oak

Caution is needed since there is poison ivy/oak in various areas of the property. Staff do not necessarily know how to identify these plants. Staff should be informed if your child is sensitive to these plants.

Health Screenings

St. Paul School follows Indiana state requirements for vision and hearing screening. Scoliosis screening is no longer required by the state.

Immunization Requirements

All students are required to have immunizations as required by state law to enroll. Proof must be on file in the student's permanent record. The form is available in the main office. Up to date information and exemption information may be found at:

http://www.doe.state.in.us/sservices/sn_immunizations.html

Wellness Policy

The following is an abbreviation of the Wellness Policy. The policy is a dynamic document. It provides the basis for actions to be taken by St. Paul Catholic Elementary School on an on-going basis.

If you would like to be part of a Wellness Committee, please contact the School Commission.

Foods and beverages served at school will meet the current nutrition recommendations of the U.S. Dietary Guidelines for Americans.

All students in grades PreK-6 will have increased opportunities, and encouragement to be physically active on a regular basis.

St. Paul will integrate nutrition education into all curriculum areas.

Schools are encouraged to provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.

Schools will refrain from scheduling tutoring, club, or organizational meetings or activities during meal times, unless students may eat school lunch during such activities.

In order to support children's health and school nutrition educational efforts, every attempt will be made to replace school fundraising activities which involve food, with alternative choices.

A positive contribution to children's diets and health is made by serving fruits and vegetables as the primary snacks with water as the primary beverage.

Parents and students are encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc.

Soft drinks may not be brought to school. Students with diabetic or other health concerns may be exempt from this policy after consultation with the principal. These children should substitute water and flavored waters as much as practical.

"Fast food" meals brought in to the schools will occur no more than once per month. The foods chosen for these meals must be low in fat, sugar, and sodium. Whole grain products should be chosen when available.

Schools will discontinue the practice of using candy, soft drinks, or food snacks as rewards for academic performance, or good behavior.

Food or beverages, including food served through the school meals, will never be withheld from students as a disciplinary measure.

Schools will limit celebrations that involve food during the school day to no more than one party per class per month, encouraging healthy food choices and other means of celebrating, (i.e. games)..

In order for students to meet the nationally recommended amount of daily physical activity of 60 minutes, the school will aim to provide at least 30 minutes per day, including but not limited to, classroom movement activities, physical education class, recess and extracurricular activities.

Schools will encourage fundraising activities that promote physical activity, (i.e. Walk-a-thons, Jump Rope for Heart, etc.)

Uniforms

During the school day, all K-6 students will be in the French Toast Uniform. All items listed will be selected from the FrenchToast 2008-2009 catalog, or may be ordered online at www.frenchtoast.com. By using the St. Paul's School code #QS44VGX, you may view these items listed at the website or call 1-800-FRENCHTOAST for more ordering information. The only non-French Toast items that may be worn are comparable white crew socks, white anklets, the red collared (polo) St. Paul's shirt and St. Paul's sweatshirt ordered through the school.

Girls (K-6)

Tops:

Oxford blouse with button-down collar long or short sleeve (white)	Items#1033_ or 1038_
Interlock knit polo w/picot collar long or short sleeve (red or white)	Items#1056_ or 1057_
Pique polo shirt with knit collar long or short sleeve (red or white)	Items#1009_ or 1012_
Peter Pan blouse long or short sleeve (white)	Item#1034_ or 1040_
Jersey knit crew neck cardigan sweater (navy)	Item#1072_
Fine-gauge knit cardigan sweater (navy)	Item#1120_

Bottoms:

Flat front all season pant (navy)	Item#1273_
Pleated Pant (navy)	Item#1055_
Black belt	Item#24036, or 24026
Unisex cushion crew socks (white)	Item#2201R
Nylon tights for girls (white)	Item#2209V
Nylon cable knee-highs (white)	Item#2208R
Three-tab pleated skort (navy)	Item#1070_
Three-tab plaid pleated skort (navy/red pattern)	Item#1068_
*V-neck pleated plaid jumper (navy/red pattern)	Item#1047_

*Girls will wear shorts under this item, white blouse or white polo shirt, and keep them no more than 2" above the knee when kneeling on the floor with straight posture.

Shoes:

Gym shoes or rubber-soled shoes should be worn for school. Dress shoes are recommended on days the student will be serving at Mass. No shoes with heels, sandals, or clogs are allowed.

Girls Grooming:

Jewelry is limited to a religious bracelet & necklace, and stud earrings. Bangs should not touch the eyebrows; they must be pulled back with barrettes or ties if growing out.

Boys (K-6)

Tops:

Pique polo shirt with knit collar long or short sleeve (red or white)	Items#1009_, 1012_
Oxford shirt long or short sleeve (white)	Items#1017_, 1020_
Jersey knit V-neck cardigan (navy)	Item#1027_

Bottoms:

Double-knee pant (navy)	Item#1004_
Pleated Double knee pant (navy)	Item#1005_
Braided belt (black)	Item#24026
Unisex cushion crew socks (white)	Item#2201R
**Pleated short (navy)	Item#1024_

**May only be worn during the months of August, September, May and June

The only non-French Toast items that may be worn are comparable white crew socks, the red collared St. Paul's shirt and St. Paul's sweatshirt ordered through the school.

Shoes:

Gym shoes or rubber-soled shoes should be worn for school. Dress shoes are recommended on days the student will be serving at Mass. No shoes with heels, sandals, or clogs are allowed.

Boys Grooming:

Jewelry is limited to a religious bracelet & necklace, and no earrings. Hair will be of reasonable length and not touch the eyebrows or go past the ears.

Physical Education Attire:

All students will dress appropriately for gym class. They should be *prepared* to wear gym shorts, t-shirt with sleeves, and gym shoes. The teacher, depending on location and activities, may vary the student attire. No inappropriate logos or imprints will be tolerated.

Red Shirt and Jeans:

A St. Paul or French Toast Red polo shirt and jeans may be worn on the first Friday of each month.

School Newsletters:

Newsletters are sent home on a weekly basis. This is done to keep the parents informed about all upcoming activities of the school. A monthly school lunch calendar is also sent home. Please keep these newsletters and calendars handy and refer to them for all school related activities and programs.

Classroom Parties:

Classroom parties will be limited to special occasions and no more than once per month. The school always has special celebration days during Catholic Schools Week. No parties will be held prior to lunch, except if necessary for Kindergarten.

Birthday Treats:

Birthday treats are limited to cookies or a wrapped snack that can be eaten with lunch. Please, no drinks or ice cream!

Fire , Tornado and Man-Made Occurrence Drills:

St. Paul School will hold nine fire drills (1 per month) September-May. Tornado drills will be held twice each semester. Man-Made Occurrence Drills will also be held twice per semester.

School Closing:

School closings due to inclement weather will be announced on the major TV and radio stations. St. Paul School follows the same schedule as Sunman-Dearborn School Corporation. Listen for the Sunman-Dearborn School Corporation to be announced, St. Paul will not be announced separately. If school is closed for the day, there will be no latchkey service.

Early Closing:

If inclement weather occurs while the school day is in progress, school may be closed early; the Sunman-Dearborn School Corporation determines this situation. The staff of St. Paul School will then call all parents (using the emergency contact numbers) to inform them of this situation. Car-riders will need to be picked up. Bus riders will need to be met at home.

Visitors

Parents and visitors are always welcome at the school. All visitors must sign in and out at the school office upon arrival. Visitors will receive a visitor's pass for the time of their visit. We request this for student security. It is important that classes not be interrupted except for emergencies. Minor concerns such as the delivery of lunches, homework, projects, money, coats, etc. will be handled through the office.

Telephone Use

Students will not be allowed to use the telephone except in cases of emergency. Use of the telephone may be denied for forgotten homework, books, gym shoes, and other similar items. All calls will be made at the office.

Important messages from parents will be taken by the office and delivered to your child.

No calls should be made to ask if one student could go home with another student. These arrangements should be made at home before coming to school and a parent note must be sent for such arrangements.

Other uses of the telephone by students will be approved or disapproved by the office.

Personal Belongings

The only time children should bring toys to school is when it is necessary for a class assignment. The students will assume responsibility for any items brought to school. The school provides basketballs and kick balls, so these items are not needed.

MP-3 Players, Radios, cameras, tape recorders, game boys, skateboards and battery-operated items are not permitted. Please do not send valuable items to school. The school is not responsible for damage to items.

Baseball, basketball, other collectable cards are not permitted.

Chewing Gum

Students are not permitted to bring gum or chew gum at school.

Field Trips

St. Paul's School, as a group, takes field trips during the school year. Individual classroom field trips may be taken if the opportunity occurs and are approved by the Principal. We are required to have the parent consent for their child(ren) to go on the field trips. Consent forms are sent home prior to the field trips for parent signature.

Presentations

The school may have groups come to the school during the school year. You will be informed in advance about these visits.

Extra-curricular Participation

Students must show good conduct during school hours to participate in extra-curricular activities. Students who are absent from school during the school day will not be permitted to participate in any extra curricular activities for that evening.

Students must be in good academic standing in order to participate in extra curricular activities. (If necessary parent/teacher conferences will be held to address this issue)

Sports

St. Paul School offers basketball for both boys and girls grades 3-6. A cheerleading team is also popular with the girls and a spirit squad is popular with the boys. If you would like to coach or form a team, please contact the School Commission.

Savio Club

St. Dominic Savio is the patron Saint of this organization. This club is open to all 5th & 6th grade students. The club holds a meeting once a month and plans the following activities: food distribution to the elderly in the area, Senior Citizens Bingo, Christmas Caroling and the Mission Social. All the money raised is given to charities.

Everybody Counts Program

This program, run by volunteer parents if available, is designed for students grades K-6 to help make them aware of the problems faced by those with physical or mental handicaps. The hands on training helps students better understand these handicaps.

Catholic Schools Week

This week is designated to celebrate our Catholic School heritage. This week is usually held in late January or early February. Special activities are planned for the parents and children during this week.

250 Club

This club was designed to help the school meet its financial needs. Cost for the club is \$50.00 per year. There are four chances each month to win, plus four quarterly drawings. For more information, contact the school for a flyer.

Library

Students in Preschool to grade 6 attend the library once a week. Students are encouraged to utilize the library. Dearborn County Public Library also provides a mobile library once a month.

Market Day

This program is a convenient way for you to shop from your home. Orders are taken once a month during the school year. Brochures with the monthly items are sent home to each family. The cafeteria is dependent on Market Day as part of the cafeteria budget. Please help support this program.

P.I.E. (Parents Involved in Education)

P.I.E. was established in the 2002/2003 school year to combine the PTA and Athletic Boosters into one group. It is designed for the parents to become more involved in their child's education through various school activities, fundraisers, extra curricular activities and school promotion. All parents are encouraged to attend the meetings to help make St. Paul's School the best. P.I.E. meets monthly.

Church Year Celebrations

Various themes connected directly to the Church year will be enhanced and celebrated by our students. These include:

- All Souls and All Saints Day
- Advent
- The Birth of Christ (Christmas)
- Pre-Lenten (Ash Wednesday)
- Lenten Activities
- Easter
- October and May (Months of the Rosary and Mary)
- The Sacraments of First Reconciliation and First Communion
- Use of various symbolism and prayers as they relate to various themes.
- Mission activities
- Recognition of various Saints of the Church
- Lent and Advent Penance Services

Masses

Masses will be held on Wednesday and Thursday for all students' grades 1-6. Kindergarten will attend one Mass per week. Father Brian Esarey and the school staff may plan other special liturgies.

Religion Class

Religion and religious training will be conducted on all instructional days.

Prayer in School

A variety of traditional Catholic prayers will be utilized and learned by students during the day. Grades K-6 will learn and use the following prayers: Our Father, Hail Mary, Glory Be, Guardian Angel Prayer, Prayer before Meals, and Prayer after Meals.

Grades 1-6 will learn and use the following prayers: Apostle Creed, Act of Contrition, Memorare, Act of Faith, Act of Hope, Act of Love, and Hail Holy Queen.

Grades 3-6 will learn and use the Angelus

PRAYERS TO KNOW:

OUR FATHER

Our Father, who art in Heaven; hallowed be Thy name.
Thy Kingdom come, Thy will be done on earth as it is in Heaven.
Give us this day our daily bread, and forgive us our trespasses
As we forgive those who trespass against us.
And lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY

Hail Mary full of grace the Lord is with you.
Blessed are you among women and blessed is the fruit
of your womb, Jesus.
Holy Mary Mother of God pray for us sinners
Now and at the hour of our death. Amen.

GLORY BE

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

GUARDIAN ANGEL

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

PRAYER BEFORE MEALS

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

PRAYER AFTER MEALS

Thank you Lord for coming down on Christmas Day, and dying on the cross for us,
and rising from the dead. We give you thanks Almighty God for these and all Thy
blessings which we have received from Thy bounty through Christ Our Lord. Amen.

ACT OF CONTRITION

I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good,
I have sinned against you whom I should love above all things.
I firmly intend, with Your help, to do penance, to sin no more,
and to avoid whatever leads me to sin. Amen

THE APOSTLES CREED

I believe in God the Father Almighty, Creator of Heaven and earth and in Jesus Christ His only Son our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell, the third day He arose again from the dead. He ascended into Heaven, and is seated at the right hand of God, the Father Almighty, from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

HAIL HOLY QUEEN

Hail Holy Queen, Mother of Mercy, Hail our life, our sweetness and our hope. To you do we cry, poor banished children of Eve; to you do we send up our sighs mourning and weeping in this valley of tears. Turn them most gracious advocate, thine eyes of mercy toward us; and after this, our exile, show unto us the blessed fruit of your womb, Jesus, O clement, O loving, O sweet Virgin Mary.

ACT OF FAITH

O my God, I firmly believe that you are one God in three Divine Persons; Father, Son and Holy Spirit; I believe that your Divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you have received them; who cannot deceive or be deceived.

ACT OF HOPE

O my God, relying on Your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, My Lord and Redeemer.

ACT OF LOVE

O my God, I love You above all things, with my whole heart and soul, because You are all good and worthy of all love. I love my neighbor as myself for the love of You. I forgive all who have injured me and ask pardon of all whom I have injured.

ST. MICHAEL THE ARCHANGEL

St. Michael the Archangel, defend us in battle.
Be our defense against the wickedness and snares of the devil.
May God rebuke them we humbly pray
And do thou O Prince of the Heavenly Host
By the powers of God thrust into hell
satan and all evil spirits who roam through the world
seeking the ruin of souls. Amen.

ANGELUS

The Angel of the Lord declared unto Mary
And she was conceived by the Holy Ghost
HAIL MARY...
Behold the handmade of the Lord be it done
unto me according to Thy word.
HAIL MARY...
And the word was made flesh
And dwelt among us.
HAIL MARY...

Pray for us O Holy Mother of God
that we may be made worthy of the promises of Christ.
Pour forth we beseech Thee O Lord
Thy grace into our hearts
That we to whom the incarnation of Christ Thy Son
was made known by the message of an Angel.
Made by His passion and Cross
be brought to the glory of His resurrection
through the same Christ Our Lord...Amen.

THE MEMORARE

Remember, O most gracious Virgin Mary, that never was it known,
That anyone who fled to thy protection implored thy help or sought thy intercession was left
unaided. Inspired with this confidence, I fly unto thee O Virgin of Virgins, my mother. To thee
do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not
my petitions, but in your mercy hear and answer me. Amen

Homework

Homework provides students the opportunity to complete assignments, reinforce skills, and spend time studying a given subject area for a test or project. Homework assignments also provide the opportunity for the parents to become aware of the work their child is doing in school.

St. Paul School teachers will try to monitor themselves in dispensing homework assignments. If your child is experiencing difficulty, feel free to contact your child's teacher.

Parents are reminded that the work done at home under controlled circumstances may be the best environment for self-learning.

Individual classroom teachers may establish their own homework policies.

Each student in grades 2-8 will be given an assignment book to be used daily.

Reporting Academic Progress

Teachers will provide parents with information throughout the school year. The overview is as follows:

1. Mid nine week reports will be given to each child indicating their grades in all subjects. An effort grade will also be given.

2. Complete report cards will be sent home every 9 weeks.

3. Parent-Teacher conferences will be held at the end of the first grading period.

Additional conferences requested by the parents and/or teachers will be scheduled as needed.

4. Cumulative records are maintained for each student at all grade levels. These records are confidential.

5. ISTEP testing will be administered at the appropriate grade levels. Documentation is placed in individual cumulative folders.

Promotion and Retention

Promotion or retention of a child should be based on parent, teacher, and principal consensus of what best serves the educational welfare of the child. If consensus cannot be reached, the principal will make the final determination.

Honor Roll

Students in grades 4-8 who achieve all A's in a nine-week period in the subjects of Religion, English, Social Studies, Science, Math, Reading, Phonics, Vocabulary, Spelling, Music, and Spanish will be recognized as receiving High Honors. Students in grades 4-6 who receive a B or above in the same 10 subjects will be recognized as receiving Honors.

Students in grades 1- 3 will receive Honors by subject area in Religion, English, Social Studies, Science, Math, Reading, Phonics and Spelling. To earn Honors distinction, the Grade 1 to 3 students must achieve an A in any one of these subjects in a nine-week period.

Honors and Awards

Traditionally St. Paul School has given out the following at the end of the year. The venue for the distribution of these awards varies year to year.

Academic Honors for grades 4 to 8:

Excellence Medal for all A's for all four academic quarters
Honors Medal for all A's and B's for all four academic quarters
Merit Medal for all A's and B's for three out of four academic quarters
Ribbon for all A's and B's for two out of four academic quarters
Certificate for all A's and B's for 1 out of four academic quarters.

Sports Awards:

Trophies to all sixth grade boys and girls basketball participants
Trophies to best boys and girls free-throw shooter
Ribbons to all participants
Other awards as determined by the coaches

Cheerleading Awards:

Ribbons to all participants
Other awards as determined by the coach

ROD Special Education Co-op Program

This program, offered during the school day, is available to students in grades K-6. Students are referred for testing to the ROD program by parent and teacher. The Ripley-Ohio-Dearborn County Special Education Co-operative (ROD) will perform testing on the referred student to qualify them for special services. This program is free and is paid for by federal funds.

Speech Services

Speech services are available through referral to a ROD speech therapist. For the 2009-2010 school year, the speech therapist will be providing this service on location, at St. Paul School.

Title I Tutoring:

After school tutoring is also available free of charge to students who are identified in need, while funds are available.

INTERNET ACCEPTABLE USE POLICY AND GUIDELINES

The following are examples of the types of information that may be accessed on the school Internet system:

1. Electronic mail communication with people all over the world.
2. Information from libraries, scientists, authors, politicians, and museums etc.
3. Discussion groups on a wide range of topics such as culture and the environment.
4. Videos and music from libraries, museums, etc.

Security and Privileges

With access to computers also comes the availability of information and material that would not be considered of educational value. Access to the Internet will take place with proper supervision and implementation of this policy. Use of the Internet is a privilege, not a right, and the teacher may review or examine all student files and communications to maintain integrity to the school and student. The school retains the right to edit any material in a student's computer file that is not related to the educational purposes of the school.

Responsibility of St. Paul School

1. To notify parents through this user's policy that their child will have access to Internet services.
2. To make this Internet user policy and procedures available for review by parents, guardians, staff members, and members of the community.
3. To provide in this user policy, descriptions of inappropriate Internet use and consequences for inappropriate use.
4. To supervise students using the Internet services when accessing or transmitting information for educational purposes.
5. To prohibit access to the Internet for any reason other than for educational purposes.
6. To notify students of their responsibilities and that Internet use must comply with the school's educational philosophy and all local state and federal laws.

Responsibility of the student:

1. To use the Internet as a tool for learning. Accessing information, exploring for information and transmitting of information must have an educational purpose directly related to the school's curriculum and educational philosophy.
2. To obtain the permission of the teacher or staff member before accessing the Internet.
3. To follow general classroom and computer lab rules.
4. To comply with all local, state, and federal laws.

Responsibility of the parents or guardians:

1. To encourage proper use of the Internet by their children.
2. To be aware of this user policy for Internet use.
3. To understand that computer storage/files may be reviewed, examined and edited at anytime to insure compliance with school policies.
4. To pay for any Internet service your child accesses without the permission of school personnel.

Inappropriate uses and consequence:

The following activities will not be permitted when accessing the Internet or any other telecommunications network:

1. Accessing, sending, or displaying offensive, obscene, harassing, insulting or attacking messages, pictures, videos, audios or other forms of inappropriate communications.
2. Trespassing on the other rights of users by falsifying user identities, sharing, using or displaying account numbers or passwords.
3. Tampering with codes, damaging or disabling files, computers, related equipment or the work of others.
4. Using the Internet for non-educational purposes.
5. Violating copyright laws.

Misuse in any form will not be tolerated. Violation may result in loss of Internet privileges, other appropriate consequence, restitution of monetary damages, and/or suspension. In extreme cases legal action will be pursued and families will be held liable for any damages incurred.

Discipline and Behavior (School Wide)

St. Paul Elementary School is dedicated to the Parents and students we serve. In order for any community to function well, rules and regulations need to be followed. To solidify our focuses in the areas of good behavior and discipline, St. Paul promotes:

- Self discipline on the part of students (know the rules and attempt to follow them)
- Living within the spirit of the rules
- Using good judgment before we act
- Reconciliation between those who break the rules and those who administer discipline when rules are broken
- Fair discipline standards, which are achievable by students.
- Accountability for behavior on the part of individuals
- A safe, respectful, learning environment for all students free from excessive noise levels, disorder and interruptions to learning.

Therefore, all students should try:

1. To do their best work at all times.
2. To come prepared for school (both mentally and physically) with necessary supplies, books, and materials.
3. To respect themselves, as children of God, and offer respect to teachers and fellow students.
4. To refrain from using loud, discourteous or inappropriate language.
5. To walk and talk quietly when in the building.
6. To maintain a clean environment on the school grounds, classroom, halls and cafeteria.
7. To be courteous while in the lunchroom, eat their lunches, and utilize good table manners.
8. Respect others when they are speaking.
9. To be good sports while playing games on the playground or in the gym.
10. To refrain from bringing dangerous or distracting play articles to school.
11. To conduct themselves as ladies and gentlemen while riding on the bus.
12. To communicate your needs/problems to the adults who can help you.

Offenses and Disciplinary Actions

To fit the needs of St. Paul School the following guidelines have been set.

The faculty and staff at St. Paul School will follow these guidelines. Each time an infraction is committed, the disciplinary action moves to the next step. Subsequent offenses after the third offense will continue with out of school suspension. Parents will be informed of the disciplinary action taken in regard to any consistent offenses or serious violations.

Use of Profanity and/or Abusive Language

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Bus Conduct

1. Warning, note to parents
2. Loss of recess, written punishment
3. Detention after school (45 minutes)

Disruption of Class

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Dress Appearance /Violation of Dress Code

1. Warning to student, note to parents
2. Loss of recess
3. Parents will be called to bring a change of clothes for their child

Fighting

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Fraudulent Signatures on Notes or Papers

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Hiding Possessions of other Students

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Insubordination (Refusal to comply with reasonable requests)

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Possession of Unsafe Weapons

1. Item will be taken, loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Threatening, Coercion, Intimidation – Student to Student

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Vandalism – Damage to School Property

1. Restitution and clean up campus, note to parents
2. Restitution, clean up campus, detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

Disrespect- Talking Back / Arguing with Staff / Faculty

1. Loss of recess, written punishment, note to parents
2. Detention after school (45 minutes)
3. Out of school suspension (work cannot be made up)

NOTE: If at any time a situation occurs which is not covered in the above, it is the responsibility of the Administrator and staff to take prudent and responsible action, in order to protect the educational process from disruption and for the good of all the other students and staff members at St. Paul's School.

Students who are suspended will not be allowed to participate in any extra-curricular activities during the time of their suspension. These days are unexcused absences and work given during that period of time cannot be made up.

Classroom Discipline Plan

A classroom discipline plan has been established as a school wide program. Parents will be informed of this procedure.

Suspension/Expulsion/Exclusion:

The grounds for suspension or expulsion in this policy apply:
on school grounds, off school grounds, or traveling to or from school activities.

The grounds for suspension or expulsion in this policy may also apply:
if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session;
if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

Suspension is defined as a temporary removal of a student for more than one (1) day from attendance in classes or at school and school activities as a penalty for serious or repeated misconduct. Suspensions are served out-of-school – the student is not allowed to attend school and school activities. Suspensions can generally be from two (2) to ten (10) school days in length.

Expulsion is defined as long-term or permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct. Expulsions are generally for over ten (10) days and usually for not less than the remainder of a semester, up to and including permanent removal from attendance at the school.

Exclusion: A separate category of long-term or permanent removal, usually for non-disciplinary reasons, is termed exclusion. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws (IC 20-34-4-5), failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness (i.e., for the protection of fellow students), non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

Fair Process:

In all cases involving removal of a student from classes or from school attendance for more than one (1) day, a simple procedural fair process is to be afforded the student and parents. Simple procedural fair process should involve the following three elements in various degrees depending on the gravity of the offense and penalty:

1. **Notice**
2. **Opportunity to be Heard**
3. **Opportunity for Review of the Decision**

Dear Parents and Students,

This handbook is designed with care and consideration of the faculty, staff, students and parents of St. Paul's School.

The information inside has been redesigned to fit the changing needs of our school.

Please make sure to read and discuss the entire contents of this handbook and sign the below.

Please return this form by Wednesday, October 28, 2009.

We (Parents and Students) have read and discussed the handbook for the 2009/2010 school year.

Parent Signature

Date

Student Signature