

# St. Paul Elementary School Parent & Student Handbook

2011-2012



**Please Note: REVISIONS WERE MADE 8/3/2011**  
and may continually be made as this is a living, working document.

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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.***

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.

**ST. PAUL CATHOLIC ELEMENTARY SCHOOL  
2011-2012**

<b>School</b>	812-623-2631
<b>School Fax</b>	812-623-4758
<b>School Email</b>	stpaul@nalu.net
<b>School Website</b>	www.stpauledu.com

**Administration**

<b>Pastor</b>	Father Scott Nobbe
<b>Principal</b>	Father Scott Nobbe

**School Commission**

Bernice Rosemeyer	Ann Bovard
Debbie Hoffmeier	Jason Rosfeld
Karen Ahaus	Janna Stonebraker

**Faculty**

<b>Grade 3-6 Math Science</b>	Mrs. Linda Buchta
<b>Grade 3-6 Language Arts</b>	Mrs. Jamie Ball
<b>Grade 1&amp;2</b>	Mrs. Brandi Froehling
<b>Kindergarten&amp;Pre-K</b>	Mrs. Linda Amberger
<b>Title 1</b>	Mrs. Karen Pflum
<b>Art, Music, &amp; Computer</b>	Mrs. Timo Irwin
<b>P.E.</b>	Mr. Jeff Stonebraker
<b>Spanish</b>	Mrs. Linda Buchta

<b>Cafeteria</b>	Mrs. Mary Graf
	Ms. Donna Hoff

**Volunteer Staff**

<b>Library</b>	Mrs. Kathy Murtaugh
	Miss Rachel Murtaugh
	Mrs. Sue Loch

**P.I.E.**

<b>President</b>	Mrs. Julie Kern
<b>Vice-President</b>	Mrs. Janna Stonebraker
<b>Secretary</b>	Mrs. Tammy Renck
<b>Treasurer</b>	Mrs. Ann Bovard

**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.

**“Small in Size, Strong in Faith, Ready to Improve the World”**

St. Paul School provides a quality Catholic education for all families who desire and choose such for their children. The purpose of all Catholic education is to teach the gospel of Jesus Christ, to help people understand this message, to prepare people to live this message, and to help people attain a personal relationship to Jesus our Lord and Savior and to God our Father.

At St. Paul, we integrate the Gospel values and truths throughout the curriculum; our Faith permeates and motivates all our actions. The faculty, aware that not only are they teachers but a witness to and of Christ's message, realize that they have an obligation beyond their professional responsibility as teachers. Conscious of this mission and the school's role in the Mission of the Church, the faculty and entire staff strive to build a Community of Faith among the students and ourselves.

We work to develop an atmosphere and environment that has as its characteristics: love, cooperation, unity, reverence for life, and respect for the rights of parents. The curriculum offers the student sound, fundamental skills necessary for continued achievement throughout this educational career. Our curriculum follows state and archdiocesan guidelines and we continually seek ways to improve and to update it. St. Paul is an accredited school as certified by the state of Indiana and is affiliated with the Indiana Non-Public Educator's Association.

The staff is highly qualified and dedicated. All are expected to continue in-service and professional training on a regular basis. In addition, teachers are certified religious education instructors according to Archdiocese of Indianapolis requirements. They regularly continue their religious education training and spiritual growth.

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

## **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. If possible, 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 will proceed to the gym for the morning pledge and prayer.

### **St. Paul School Pledge**

I will show respect for others and their possessions.

I will keep my hands, feet, and other objects to myself.

I will use acceptable language.

I will follow directions.

I will not prevent the teacher from teaching or other students from learning.

### **School Wide Morning Prayer**

#### **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.

Lunch money and all other items for the office will be collected in the classroom prior to the beginning of morning classes. At 8:00 AM student attendance and lunch count will be taken. Students arriving after this time will be counted as tardy. All students arriving after 8:00AM 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
7:55AM	Student Pledge and Prayer
8:00AM	Class Begins
10:00AM-10: 15AM	Grades Pre-K - 2 morning break
11:00	Pre-K dismissal
11:30AM	Grades K-6 go to lunch
12:00	Grades K-6 dismissal from lunch
12:00-12:30PM	Recess for grades K-6 (fair weather) During foul weather, grades K-2 and 3-5 will alternate Days between gym recess and classroom recess.
12:30PM	Grades K-6 resume afternoon classes.
1:45PM- 2:00PM	Grades K-2 take afternoon break
2:40PM	Early bus dismissal
2:55PM	Car riders' dismissal (K-6)
3:15-3:25PM	Dismissal of bus riders

**General Information**

**Cost**

The cost to educate a child in grades K-6 is projected to be over \$5500 for the 2011-2012 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**

1 Child: \$2004 or \$167 per month from July 15<sup>th</sup> to June 15<sup>th</sup>

2 Children: \$3552 or \$296 per month from July 15<sup>th</sup> to June 15<sup>th</sup>

3 or more children: \$4284 or \$357 per month from July 15<sup>th</sup> to June 15<sup>th</sup>

## **Book Fees**

A \$50 book fee will be collected for the 2011-2012 school year.

## **Tuition Collection Policy**

In the event of tuition payments that are more than two payments/months behind, the principal will interview the responsible persons/parents charged with payment of tuition. The principal will then determine the remedy to the situation, considering the needs of all concerned.

Any person in arrears on tuition due from the previous school year who has not had a meeting with either the Principal or Pastor to arrange an alternative payment method, will be unable to enroll a student for the upcoming school year until the previous financial obligation has been resolved.

## **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!*

## **Fundraising**

Tuition only pays approximately 31% of all the cost of operating the school. Thus, fundraising is a part of keeping our school in business. There are various fundraisers planned throughout the year. Parents will be informed in advance of these fundraisers.

Some events are “school” events and some are sponsored by PIE, however ultimately all the funds raised support our school, our teachers, and our children.

### **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.

### **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.

# Academics

**Religion:** Kindergarten to 6: *Blest are We* – RCL Benzinger

**Language Arts** – Houghton Mifflin (K – 6)

**Math** – Houghton Mifflin (K – 6)

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

**Social Studies** – Macmillan / McGraw (1 – 6)

**Science** – Scott Foresman & Glencoe

**Computer** –Computers are located in each classroom. Students also instructed weekly.

**Physical Education** - Students are instructed weekly.

**Art** - Students are instructed weekly

**Music** – Students are instructed weekly.

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

**Spanish** – Grade K-6 students are instructed weekly.

## 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.
4. Additional conferences requested by the parents and/or teachers will be scheduled as needed.
5. Cumulative records are maintained for each student at all grade levels. These records are confidential.
6. ISTEP testing will be administered at the appropriate grade levels. Documentation is placed in individual cumulative folders.
7. READ 3 will be administered at appropriate levels and times.

## Honor Roll

Students in grades 1 - 3 will receive Honors by subject area. To earn Honors distinction, these students must receive an A in any one of these following subjects in a nine-week period.

Religion	Reading	English	Math
Spelling	Phonics	Social Studies	Science

Students in grades 4 – 6 who achieve A’s in all the following subjects areas will be recognized as receiving **High Honors**. Students who receive a B or above in these subject areas will receive **Honors**.

Religion	Reading	English	Math
Spelling	Science	Social Studies	

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

### **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 2-6 will use an assignment book daily.

### **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.

## **Special Academic Services**

### **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. The speech therapist will be providing this service on location, at St. Paul School.

### **Title I Tutoring**

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

## **Additional Programs and Policies**

### **Cool Clubs**

Children will be given a charm necklace at the beginning of the year. It is their responsibility to take care of the necklace. It will cost \$1.00 if it needs to be replaced. Children will work hard academically or physically to earn charms.

To earn charms:

- Run/Walk 10 laps around the back field = 1 foot charm
- Earn 2 AR points = 1 bookworm charm
- Perfect (NO tardy or absence) attendance per semester = 1 attendance charm
- Character Charms = chosen by the teacher as the student representing the characteristics of kindness, integrity, & citizenship

**Century Club**

Century club is a reading club to encourage proficient and fluent readers. All classes will follow specific rules and all students that achieve membership will be invited to a century club party at the end of the school year.

**Field Trips**

St. Paul 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.

**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.

## **Religion**

**Student Masses:** 2 times weekly on Tuesday and Thursday at 8:00 AM

Students participate as servers, readers, and gift bearers on a rotating basis. The priest and the school staff may plan other special liturgies.

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

**Reconciliation:** Following the student Mass when scheduled.

**Holy Hour:** Monthly as scheduled by the priest.

## **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

### **Religion Class**

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

### **Student Service Club**

Savio Club – (Grades 5 & 6)

St. Dominic Savio is the patron Saint of this organization. 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.

### **Prayer in School**

A variety of traditional Catholic prayers will be learned and utilized 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 also 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 also 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

# Attendance

## **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 8:00 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 1:00 PM 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.

**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). When a child is absent, teachers will write down all assignments. The students have the number of days to return the work as they were out. For example out 1 day, work is due back the day after they return. Out 3 days, the student will have 3 days upon returning to turn in all missing assignments. Students should receive no grades on unexcused absences.

**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.

**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.

**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.

# Health Guidelines

## 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. **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. It is also important to keep the emergency information up to date. **Please notify school if phone numbers or names change.**

**Parents will be called and asked to pick up their child for the following ailments:**

**Fever**-If your child has a temperature >100 degrees. Your child must be fever free for 24 hours before returning to school.

**Diarrhea**-If your child does not have a medical disease that causes this.

**Chicken Pox**-If your child breaks out with chicken pox. Your child may return to school 24 hours after lesions are crusted over and he/she is fever free.

**Lice – No Nit Policy**-If your child is found to have lice or nits (eggs). Your child can return to school after he/she has been treated with lice killing shampoo, nits are combed out and you find NO lice or nits. Upon returning to school, your child should report to the office to be checked.

**Pink-Eye/ Conjunctivitis**-If your child has exudates (pus) coming from the eye or the eye is matted.

**Rashes**-If your child has a rash that cannot be identified. You will need to take your child for a medical diagnosis. Your child may return to school with written medical diagnosis of a non-contagious rash or when the rash is gone.

**Vomiting**-If your child vomits and is sent home from school, they cannot return to school for 24 hours after vomiting.

**Strep Throat**-If your child has a sore throat and tonsils are red and swollen with exudates (pus). Your child may return to school 24 hours following initiation of ANTIBIOTICS.

**Ticks**-If your child finds a tick on himself or herself, we will remove it and send a note home informing you that we have removed a tick from your child. You will not have to take your child home in this situation. Contact a healthcare provider if they develop a fever or rash within 4 weeks of exposure.

## At Home

**Fever**-If your child has a temperature >100 degrees. Your child must be fever free for 24 hours before returning to school.

**Diarrhea**-If your child does not have a medical disease that causes this, you need to keep them home until diarrhea is gone.

**Chicken Pox**-If your child breaks out with chicken pox. Your child may return to school 24 hours after lesions are crusted over and he/she is fever free. Please contact school so proper records can be maintained.

**Lice – No Nit Policy**-If your child is found to have lice or nits (eggs), keep him/her home, treat with lice killing shampoo and comb out nits. **Please call the school and report it.**

**Pink-Eye/ Conjunctivitis**-If your child has exudates (pus) coming from the eye or the eye is matted.

**Rashes**-If your child has a rash that cannot be identified. You will need to take your child for a medical diagnosis. Your child may return to school with written medical diagnosis of a non-contagious rash or when the rash is gone.

**Vomiting**-If your child vomits and is sent home from school, they cannot return to school for 24 hours after vomiting. They should NOT come back to school until it has been 24 hours since they have last vomited.

**Strep Throat**-If your child has a sore throat and tonsils are red and swollen with exudates (pus). Your child may return to school 24 hours following initiation of ANTIBIOTICS. If your child is prone to strep infection, please include this information on his/her medical form.

**Ticks**-Remove the tick. Contact a healthcare provider if they develop a fever or rash within 4 weeks of exposure.

### **Additional Health Related Information**

**Poison Ivy/Oak**-Caution is needed since there is poison ivy/oak in various areas of the property. Staff does 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](http://www.doe.state.in.us/sservices/sn_immunizations.html)

## **Detailed Illness & Medication Policies**

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**

- St. Paul students are not permitted to carry prescription medications on their persons except inhalers.
- 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.

- Receipt of the medication will be logged into a confidential medical log.
- The medication must be sent in the **original pharmaceutically dispensed and labeled container with instructions for administration.**
- 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.):

- Students are not permitted to carry non-prescription medications including herbs, enzymes, oils, etc. on their persons.
- 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.
- 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.
- Receipt of the medication will be logged into a confidential medical log by the administrator in charge or designee.
- **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.**
- 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.

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**

- 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:
- A written request is received from the parent (guardian) documenting the order of a physician or other medical practitioner.
- 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.
- 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.
- The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.  
The student shall notify the teacher or other staff member immediately following each use of an inhaler in case follow-up response is needed.
- 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.)

- 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.
- 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.
- 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.
- 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.
- 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.
- Parents (guardians) are responsible for providing and maintaining all supplies necessary for care (i.e., glucose monitors, snacks, insulin injectors, epinephrine injectors, etc.)

# School Meals

## **Lunch Program**

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

Schools are not required to provide meals to non-paying full price or reduced price students. Here at St. Paul School we do allow families to charge meals, in that it is our routine to bill after consumption for items in the cafeteria. Since these bills for the cafeteria go home on a weekly basis, and you may pay at your convenience, we will be enacting the following policy beginning the 2011/2012 school year:

## **Cafeteria Charge Policy**

The St. Paul Cafeteria will maintain outstanding lunch charge accounts for each student and family. There will be a \$50.00 lunch charge limit for each student. We will not allow the child to charge more meals when the limit is reached. We will serve the child a peanut butter or cheese sandwich, milk, and a fruit for a charge of \$0.50 (fifty cents) until the child's account is paid in full.

## **Breakfast**

A simple breakfast of cereal and milk or juice is served at a cost of \$0.50. Breakfast is not served past 7:40AM.

## **Lunch Cost**

St. Paul Cafeteria has not raised prices for lunches for 4 years. Due to price increases for all supplies, and new regulations concerning nutrition requirements for school lunches, we will be charging the following for the year 2011/2012:

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

\$2.00 per meal (includes one milk), \$10.00 per week per child.

Extra Entrée: \$0.90

Additional milk - \$0.40 per milk, \$2.00 per week

K, 1, 2-morning milk break - \$2.00 per week

Adult lunches - \$2.00 per day (includes one milk)

\*\*Price subject to change\*\*

## **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.

### **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.

- Foods and beverages served at school will meet the current nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- All students in grades K-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, Bike-a-thons, 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](http://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.

Children not in acceptable uniform, including shoes will receive a note home. 4 notes home will result in a lunchtime detention.

## Girls (K-6)

### **Tops:**

Oxford blouse with button-down collar long or short sleeve (white)  
Interlock knit polo w/picot collar long or short sleeve (red or white)  
Pique polo shirt with knit collar long or short sleeve (red or white)  
Peter Pan blouse long or short sleeve (white)  
Jersey knit crew neck cardigan sweater (navy)  
Fine-gauge knit cardigan sweater (navy)

### **Bottoms:**

Flat front all season pant (navy)  
Pleated Pant (navy)  
Black belt  
Unisex cushion crew socks (white)  
Nylon tights for girls (white)  
Nylon cable knee-highs (white)  
Three-tab pleated skort (navy)  
Three-tab plaid pleated skort (**navy/red** pattern)  
\*\*V-neck pleated plaid jumper (**navy/red** pattern)

\*\*Girls will wear shorts, white blouse or white polo shirt under this item 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 only on days the student will be serving at Mass.

### **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)

Oxford shirt long or short sleeve (white)

Jersey knit V-neck cardigan (navy)

### **Bottoms:**

Double-knee pant (navy)

Pleated Double knee pant (navy)

Unisex cushion crew socks (white)

\*\*Pleated short (navy)

\*\*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.

## **Parent/School Communication Information/Policies**

### **School Newsletters**

Newsletters are sent home on a weekly basis in the Red Friday Folders. 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.

### **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.

### **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.

### **Birthday Treats**

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

## **Miscellaneous Information**

### **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. 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/Candy**

Students are not permitted to bring gum or candy to school.

# **Weather**

## **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/2 Hour Delay**

School closings and delays 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.

## **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 or have alternate plan of which school is aware.

# **Extra-curricular**

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**

Basketball program for girls & boys (Grades 3 – 6) if volunteer coaching available.  
Cheerleading offered for girls (Grades 1- 6) if volunteer coaching available.

## **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.

## **Annual Events (subject to change)**

### **Fall**

Grandparents Day – grandparents are invited for lunch and afternoon activities

Open House/Science Fair (grades 1 – 6) Children will create a project to be displayed in the gym and everyone is invited to view the exhibits

Sunman Volunteer Firemen run a fire drill and teach about fire safety

Parent Teacher Conferences – individual conferences about your child's development and success

Halloween Parties – activities specific for each classroom

Veterans' Day – veterans or current service men or women are invited to speak and share with the students

### **Winter**

Christmas Program

Christmas Parties – activities specific for each classroom

Catholic Schools Week – Many activities are done with the children celebrating the joy of catholic schools; including dress up days, special presentations and parent lunch where the parents are invited to a luncheon with the students

St. Paul Drawdown – a great activity for the parish and school alike

### **Spring**

Stations of the Cross – children of St. Paul will partake in the Stations each Friday during Lent

Easter Parties – activities specific for each classroom

Spring Art and Talent Show – the students display art, writing and song. The students & public are invited to share their talents in a talent show forum

Mothers' Tea (grades k-2) Mothers of k-2 students are invited for an afternoon tea

Teacher Appreciation Week – PIE works together with parents to provide appreciation to the staff of St. Paul

Graduation and Awards – Families are invited to share their children's accomplishments at St. Paul.

### **Summer**

St. Paul Picnic

Bounce Back to School Night – reunite with friends and meet some new ones, uniform exchange

\* This is not necessarily a comprehensive list of the exciting and fun activities that the students of St. Paul will enjoy, but should serve as a guide to some upcoming events. Teachers will send newsletters detailing each event.

## **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

In addition to mastering the basic academic skills, St Paul is equally committed to helping students master the most basic of all the “basics”... SELF DISCIPLINE.

The entire school will follow the following discipline plan. It is designed to afford every student the opportunity to manage his/her own behavior. Your child deserves the most positive educational climate possible for academic growth. This plan will be in effect at all times – classroom, hallways, bathrooms, cafeteria, and playground.

The rules have been formulated and agreed on by each individual classroom. Our rules are as follows:

1. I will show respect for others and their possessions.
2. I will keep my hands, feet, and other objects to myself.
3. I will use acceptable language.
4. I will follow directions.
5. I will not prevent the teacher from teaching or other students from learning.

A color-coded behavior system will be used. The system will operate as follows

**Green-Good Behavior**

**Yellow- Warning**

**Red – Repeat Offenses or Extreme Behavior**

If a student chooses to break a rule, consequences will be:

1. Verbal Warning
2. Next Offense – go to yellow – lose 5 minutes of next recess
3. 3<sup>rd</sup> Offense – go to Red – Lunch time Detention
4. Extreme behavior – physical harm, profanity and/or abusive language, or blatant disrespect, vandalism  
Repeated Offenses – per student handbook

At the end of each day your child will color his/her calendar square based on that day's behavior. Please have your child tell you the specifics. If an improvement plan was necessary, a copy will be sent home for you to reinforce, sign, and return.

This plan focuses on putting the responsibility on the child. If a child has a 2<sup>nd</sup> offense and on “yellow”, the hope is that the behavior will improve.

Appropriate behavior is expected and will be recognized by grade level CELEBRATIONS each 9 week grading period.

Celebrations will be attended by those students who have received no more than

Grade	Yellow	Red
K	8	4
1	6	3
2	4	2
3	2	1
4	1	0
5	1	0
6	1	0

**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.**

### **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**

## **Guideline on Respecting Persons**

One of the benchmarks of authentic Catholic education is its commitment to the intrinsic dignity of each student as a child of God. In order to assist our Catholic schools in promoting this fundamental element of their identity, the below guideline is recommended for incorporation into the school handbook by the OCE.

The good name, reputation and personal safety of each student, faculty, and staff member are vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on or off campus, that is in opposition to this policy 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, 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.

## **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 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 Friday, August 5, 2011.

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We (Parents and Students) have read and discussed the handbook for the 2011/2012 school year.

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Parent Signature

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Date

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Student Signature

## 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 Heimbuerger, Carl Yaeger\*, Joseph Ege\*, Anthony Walliser, 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.