

Saint Paul Catholic School

STUDENT-PARENT HANDBOOK



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Saint Paul Catholic School Faith in Education

Mrs. Jane Scupham, B.S., M.S. Ed., Principal
Rev. Joseph Pawlowski, Pastor
Rev. Michael Hoffman, Associate Pastor

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MEMO TO PARENTS

The Parent/Student Handbook is part of the contractual agreement between you and Saint Paul Catholic School. Please read this handbook and familiarize yourself and your children with the information it contains. At the beginning of the academic year, you will be asked to sign an agreement form that indicates that you have read and promise to abide by the policies and procedures stated in the handbook. Please complete these forms and return them to school in a timely manner.

This handbook provides valuable information and outlines important school policies and procedures. We hope it will promote understanding, cooperation, and a spirit of support within the Saint Paul Catholic School family. Please consult the handbook prior to calling the school with a question. You may find the answer right here.

The principal retains the right to amend this handbook at any time. Parents/guardians will be notified in writing of any such changes during the year. Please keep all notifications with this handbook for easy reference.



HIGHLIGHTS

- Saint Paul Catholic School is a Catholic school in the Diocese of Gary. Accredited by the State of Indiana and AdvancEd, we offer grades kindergarten through eight.
- The SPCS mascot is a panther.
- The school colors are blue and gold.
- In addition to religion classes, students attend Mass twice each school week.
- Saint Paul Catholic School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of my brothers, you do unto Me." (Matthew 25:40) In view of this philosophy, we have developed a school-wide code of conduct.
- Grades six, seven, and eight are organized in a middle school concept with students changing classes.
- Some of the middle school classes are divided into smaller sections for certain subjects.
- Students in grades six, seven, and eight have lockers.
- Grades K-5 have aides in the classroom.
- Licensed/certified teachers instruct in the core academic subjects and other subjects such as music and physical education.
- An enrichment teacher works with individual or small groups of students.
- The school is a state-of-the-art facility with current computers in the Computer Lab where class is led by a Computer Technology instructor.
- After-school foreign language, CYO sports, Scouting programs, chess club, and the children's church choir are available.
- In conjunction with the Valparaiso Community Schools, SPCS offers a hot lunch program, bus service, speech service, band, and orchestra.
- Traditionally SPCS students score well above the state averages on the ISTEP tests and comparably to the local community schools.
- RenWeb is our online grade book and staff/parent communication system.
- The Link is our weekly newsletter.
- The school website is <www.stpaulvalpo.org>.
- The Student Family Program groups students in cross-grade-level "families" which meet monthly and are led by an eighth grade "parent" and are under the supervision of a staff member. Group activities include prayer services, parties, and service projects. This program fosters leadership and mentoring skills; cooperation; and cross-grade-level friendships — and it is fun!



STAFF DIRECTORY

Pastor Rev. Joseph Pawlowski
Associate Pastor Rev. Michael Hoffman
Principal Mrs. Jane Scupham, BS, MS Ed.

Elementary School

Kindergarten
Kindergarten
1st Grade
2nd Grade
2nd Grade
3rd Grade
4th Grade
5th Grade

Teacher

Sarah Lindsey, BS
Donna Shane, BA
Debbi Czapla, BS, MS
Pam Rowley, BS
Kate Bogan, BS
Alene Sullivan, BS
Kathy Olson, BA
Deanna Hrosik, BS

Aide

Cassandra Muryasz
Kelsey Starkey
Marcelle Azar, RN, BSN
Patricia Fagen
Tiffany Maxey
Paulette Klawitter, AS
Mary Ellen Blankenship
Michelle Lekarczyk, CB

Middle School

Health
6th Grade & Language Arts
7th Grade & Social Studies
8th Grade & Math
8th Grade & Science

Lisa Hargarten, BS, MS
Nycole West, BS
Judy Randazzo, BS
Ruth Anne Olson, AA, BA
Sofia Chittenden, BS

Non-Core

Art
Computer Applications
Enrichment
Librarian
Music
Physical Education
Resource Manager
Spanish

Sarah Rowe, BA
Anna Funk, BA, MBA
Gayle Bakota, BA
Kim Kaye, BA
Alex Luke, BA
Lisa Hargarten, BS, MS
Janet Korzow, BS, MS Ed
Marina Cherry

Additional Staff

Secretary
Media Manager & Office Assist.
Bookkeeper
Scrip Coordinator
Athletic Director
Food Service Director
Maintenance Director
Director of Religious Education
Director of Tiny Tim's Dev. Center

Melissa Czekaj, BS
Victoria Schmidt, BA
Diane Kepa, BS
Ann Marie Delinsky
Ray Tarnow, BA
Joni O'Shea
Mike Kloss
Joanne White, BS, MBA, LEM
Jan McCorkle, BS, MA



OFFICE HOURS

Monday – Friday 7:15 am - 3:15 pm

DAILY SCHEDULE

Outside doors open	7:25 am
Arrival in the classroom	7:35 am - 7:45 am
School starts	7:45 am
Mass starts	7:55 am
Dismissal	2:40 pm

MASS SCHEDULE

Monday and Tuesday	Adults only
Wednesday	Grades 5-8
Thursday	Grades K-4
Friday	All-school (K-8)

TELEPHONE DIRECTORY

Saint Paul Catholic School Office	(219) 462-3374
School Fax Number	(219) 477-1763
Saint Paul Catholic Church Office	(219) 464-4831
Religious Education Center	(219) 464-8502
Tiny Tim's Development Center	(219) 465-0882
Bus Transportation Office	(219) 531-3120
Hot Lunch Information, Diane Kepa	(219) 462-3374
Director of Room Parents, Sharon Frawley	(219) 476-4284
SAC President, Jessica Clements	(219) 548-7310
Athletic Director, Ray Tarnow	(219) 477-8489



HISTORY OF SAINT PAUL CATHOLIC SCHOOL

In 1867, a priest from Ireland, Reverend Michael O'Reilly, along with a few Sisters of Providence, three lay teachers, and a supportive parish, made Saint Paul Catholic School a reality with \$8,000. Later, a permanent appointment of the Holy Cross Sisters added stability to the fledgling school.

In 1988 the last two nuns left the school. Saint Paul Catholic School remains blessed with dedicated priests whose preaching, teaching, presence, and leadership in the school community have enhanced the students' spiritual development and connection to the Church. Due to the strong support of parents, school advisory council members, parishioners, and a dedicated staff, we offer over 250 students a faith-centered academic curriculum.

Saint Paul Catholic School has a reputation in the Valparaiso community for setting high expectations, fostering leadership skills, and building a strong foundation of Catholic/Christian values. SPCS has strong collaborative relationships with many local organizations including Valparaiso Community Schools, Valparaiso University, the YMCA, the Boys and Girls Club, and the Valparaiso Public Library.

Saint Paul Catholic School offers a creative balance of information and formation. While many things have changed, the reason for our existence remains the same: the integration of gospel values into the curriculum and daily school life. A solid foundation of faith and academics allows students and faculty to reflect, pray, and worship together as they engage in the educational process.

This is our ninth year at our new location. The Education Center, located on the Saint Paul Catholic Church campus on Harrison Boulevard, houses Saint Paul Catholic School, Religious Education, and LIFE TEEN. The building serves the entire parish by hosting parish events as well as educational and parish ministry meetings and events. We are blessed with our building and the people who help support us so we can continue to grow!



MISSION STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

At Saint Paul Catholic School, teachers, parents, and students work together to create a safe, caring environment, based on Christian values and service to others that enables students to learn and develop spiritually, academically, emotionally, and physically.

PHILOSOPHY STATEMENT

Called by Christ to spread His Word, Saint Paul Catholic School is an educational community of families which endeavors to:

- Integrate our Catholic Faith with learning to educate the whole child.
- Pursue academic excellence in a trusting and caring environment that serves the unique needs of each student.
- Instill a lifelong commitment to learning, Christian values, and community service.
- Emphasize the joy of stewardship - sharing time, talent, and treasures - within our community, our country, and our world.
- Develop each child's God-given talents to the fullest potential.
- Encourage children to listen for and be open to a calling to a vocation to religious life.
- Educate each child to contribute responsibly to justice and respect others.
- Emphasize participation in athletics and other extra-curricular activities that promote teamwork, sportsmanship and develop mind, body and spirit.



ABSENCE

Students absences must be called in before 8:30 a.m. on each day the child will be absent. The parent/guardian will be called if a student is not reported absent. RenWeb messages regarding absences will not be accepted.

A student should be fever-free without use of fever-reducing medicines for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Students may not participate in any school sponsored activity/program (e.g. party, study group, field trip, dance, game, practice, etc.) if they have been absent on that day or have not been in school for at least four (4) hours of instructional time on that day.

A doctor's note may be requested after three (3) consecutive days of absences. If the child has had a contagious disease, a written return release by a physician is required. If a child has an injury or illness that restricts activities, a physician's note is required. A doctor's note is also required to reinstate participation in restricted activities. A student missing two consecutive physical education (P.E.) classes must have a doctor's excuse/release.

When a student returns after an absence, a written note with parent/physician signature (not an e-mail or RenWeb message) must be given to the school office. This is done in addition to the phone calls on absent days.

A parent may request homework by calling in before 8:30 a.m. Assignments will be available for pick-up in the office after 3:00 p.m. If requested, these assignments are due upon the student's return to school. Please do not ask for the work unless the student is able to complete it.

It is the student's responsibility to request assignments upon returning to class.

In the event that the work was not sent home the absent days, students have one day for each day absent to make up missed assignments due to excused or unexcused absences. The one exception to this rule is for scheduled exams or tests where the review was already given to the student before he/she was absent. Students must make arrangements with teacher(s) to make up tests and quizzes. Make-up testing may not be administered during class time, especially with older students.

The school calendar provides for extended weekends throughout the school year. Family vacations scheduled outside of regular school vacations are unexcused absences and are discouraged. Parents/guardians must realize that when unexcused absences occur, it puts the student at a disadvantage because there is a gap in the learning process. The children miss out on academics and some social times that are an important part of their educational process. Beyond the academic and social ramifications, these absences affect the school's attendance rate which is reported to the Indiana Department of Education and which can affect the school's accreditation. We ask you to consider this when scheduling vacations.

If an unexcused absence is scheduled, please send a note to the school office at least seven (7) days in advance. No work will be given out in advance of the absence. Upon return, parents are responsible to see that their child(ren) complete the missed work in a timely manner.

When parents/guardians will be out of town for an extended period of time, the school office should be notified and given names and phone numbers for emergency contacts.



ABSENCE DURING THE SCHOOL DAY

Students needing medical appointments during school hours require a written note by the parent. If the student is dismissed early due to a doctor's appointment, a note from the doctor is required the next day. Parents/guardians must sign the child out in the school office prior to 2:20 pm. No student will be released between 2:20 pm and 2:40 pm. If a child must be dismissed early from school, the child will be called down to the office when the parent has arrived.

If the child returns to school during the same school day, he/she must be signed back in at the school office.

ACADEMIC ASSISTANCE

If a student is having an academic problem, a teacher or student may arrange a time for additional academic assistance. Arrangements must be made at least a day in advance. Students must be picked up promptly. No student may stay after school without an appointment.

Organizationally challenged students may benefit from academic assistance. Students recommended for such organization intervention will meet with a designated staff member, usually their classroom or homeroom teacher, after school for a short period of time. It is anticipated that students will exit Academic Assistance after six weeks of extra assistance. Students who need this program beyond the anticipated six weeks may be encouraged to seek other out-of-school organizational programs.

ACADEMIC INFORMATION

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all secular subject areas.

Saint Paul Catholic School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and traditional bible study, social justice, preparation of the Sacraments of Reconciliation and the Eucharist.

Liturgical services are held on Wednesdays for 5-8th grades and Thursdays for K-4th grades. The entire school community attends on Fridays and Holy Days of Obligation.

Required prayers for each grade level are set by the Diocese of Gary.

Computer Literacy

Word processing, database, spreadsheets, web design, powerpoints, effective use of social media, and integration with curriculum subjects.

Fine Arts

Art (K-8), Band (6-8), Choir (6-8), Music (K-8), Orchestra (5-8)

Band, Orchestra, and Choir are offered to our students through the Valparaiso Community Schools. At the end of fourth grade, students are introduced to orchestra instruments. Those interested can choose an instrument and take summer classes. In Fall of fifth grade, they go to the high school two mornings a week and arrive late to Saint Paul Catholic School.



At the end of fifth grade, students are introduced to band instruments. Those interested can choose an instrument and take summer classes. From the Fall of sixth grade through eighth grade they are bused to Ben Franklin Middle School three times per week for band class. Instructional time will be missed to accommodate the transportation requirements. **Students are responsible for all activities and assignments missed.**

Foreign Language

A foreign language exploratory class may be offered to students in middle school. The class is meant to give the children a flavor for the language and culture to help them make an informed choice of language in high school. The selection of languages depends on teacher availability.

In addition, an after-school Spanish language program is available. There is a fee for this program. Information is sent home in early Fall.

Handwriting

Students begin learning cursive in 2nd grade. All submitted work by students in grades 3-8 must be written in cursive.

Language Arts

Reading, English, spelling, vocabulary, composition, library skills, and appreciation of literature.

Students learn composition skills beginning in Kindergarten, learning how to construct a statement and three supports. The writing program culminates in 8th grade with a major research paper.

Mathematics

Mathematics skills, pre-algebra, and Algebra I.

Students in grade 8 take the End of Course Assessment for Algebra in May.

Physical Education

Physical fitness programs appropriate for each grade.

Students participate in the Presidential Fitness Evaluation in the spring.

Science

Students in grades K-3 focus on Life Science. Students in grades 4-5 begin exploration of Physical and Earth Science. Students in grades 6-8 are exposed to Life, Earth, and Physical Science, with an emphasis on application skills and hands-on learning.

Social Studies

Students in grades K-3 focus on learning about their community. Students in grade 4 learn about Indiana History. Students in grade 5 learn about American History. Students in grades 6-7 learn about ancient cultures and their impact on the modern world. Students in grades 8 continue their study of American History with a focus on citizenship.

Contest Participation

Throughout the school year various local, state, and national contests are offered to our students. Our students participate in any number of poetry, story, essay, art, math, social studies, language arts, science, stock market, spelling, and geography contests.



Standardized Testing

Standardized testing is essential to assessing student progress. It is important that students be present during testing. Please do not make any appointments for your children during testing weeks. Check the school calendar for testing dates and plan accordingly.

The following standardized tests may be given to help determine student achievement:

- ISTEPs in grades 3-8
- IN-View Cognitive Abilities tests in grades 3 & 6
- NWEA in grades K-5

Summer Reading and Skills Books

Reviewing skills over the summer is important. Students are required to do summer reading and math activities. The reading lists are given out in May along with the study skill books. Cost of these books is included in the book fees in the Fall. Only newly registered students must pay the fee for the study skills book. Spanish and Keyboarding books are also available for a fee. Both the required summer reading and study skills review books are due the first week of school. Students will be given a completion grade.

ACADEMIC PROBATION

A student will be put on probation for any of the following reasons:

1. Conduct grade of "1" on a report card or on a progress report.
2. On the progress report/report card, having a total average of core subject percentages that is below 75% (C-) or a composite score below C-.
3. On the progress report/report card, having a percentage or grade in any subject, core or non-core, of below 70%, an F, or an unsatisfactory.

A teacher/parent/student conference may be scheduled for each student on probation. Students with a real need in a specific area of study will be handled on an individualized basis to determine the appropriate measures necessary. This probation policy applies to all students in grades five through eight.

Any student on probation may not participate in any SPCS extracurricular activity, such as an Academic Bowl competition. A student may also have to miss a class reward or field trip, depending on the visible effort made by the student.

The above rules also apply for Saint Paul student athletes. The probation period will last until the next grading report (progress report or report card). During this time, the student will NOT be allowed to play in any game, but may attend practice.

If a student's grades on the following grade report (progress or report card) qualify for probation again, that student will not be allowed to participate in any school sponsored activity, sport, etc., including practices, until the next satisfactory report card or progress report.

ACCREDITATION

Saint Paul Catholic School is duly-accredited through the State of Indiana and AdvancEd. It is also repeatedly recognized as a 4-Star School and has an A state rating.



ADMISSION POLICY

Saint Paul Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national origin, ancestry, or sexual orientation in the administration of its education policies, admissions policies, or athletic or other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint Paul Catholic School:

1. Members of Saint Paul Parish
2. Members of other parishes of the Diocese of Gary
3. Non-Catholic students

Students entering Kindergarten must be 5 years of age by August 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Students who are non-citizens of the United States must meet all admissions requirements. Current, relevant federal and state laws will be followed when admitting non-citizens.

All prospective students will be interviewed by the principal and may undergo testing in reading and math to determine if our school will best meet their needs. All children must meet the immunization requirements. Parish families also must sign a Pastoral Covenant to remind them of their religious obligations as well as their financial contract. Students may be admitted on a probationary status.

No child may enter our school owing an outstanding financial bill from the previous school year either from another Catholic school or our own school.

For additional information, see Registration.

ALLERGY POLICY

Saint Paul Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. Saint Paul encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of this policy. All staff who come into contact with children with allergies are provided with training on allergies. Training is updated as needed.

1. **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school office is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. **Record Keeping**

At the beginning of each school year, or when a child joins Saint Paul Catholic School, parents are asked to submit a child's medical record. From this information, the school keeps its asthma/allergy register which is available for all school staff. If medication changes in between times, parents are required to inform the school office in writing.



4. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in Art and Science lessons that are potential triggers for children with asthma/allergies.

5. Food Allergy Policy

Saint Paul Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Saint Paul Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

6. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent/guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent/guardian.

Tables will be washed following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Parents/guardians are responsible for providing written updates of changing or additional allergies.

ANIMALS

Animals may be brought into the building only with prior permission of the teacher and principal. Animals should not be out of vehicles during carline. All animals' shots must be up-to-date.

ATHLETICS

Saint Paul Catholic School is a member of the Northwest Indiana Catholic Youth Organization (CYO) www.nwicyo.org

Athletic competition is promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the spirit necessary for successful living. Religious Education students can play only if there is a need to fill an existing roster.



Parent involvement and support are important ingredients in the ultimate success of the program. All students are encouraged to participate. Prior to participation in any team sport, a student must present verification of a current physical examination by a physician.

At the end of the playing season, uniforms must be returned to the coach. Severe consequences will result in failure to do so.

Basketball	Boys teams for Grades 5 - 8	Fall
	Girls teams for Grades 5 - 8	Winter
Volleyball	Girls teams for Grades 5 - 8	Fall
	Boys teams for Grades 5 - 8	Spring
Cross Country	Coed team for Grades 5 - 8	Fall
Track	Coed team for Grades 5 - 8	Spring
Soccer	Coed teams for Grades 5 - 8	Fall

Be aware that a change was made to CYO participation rules. The new wording reads “An individual player may participate simultaneously in both CYO and community league programs. But CYO games and practices must take precedence. Failure to abide by this policy may result in removal of that player from the team. Individuals participating in public school programs may not participate in comparable CYO programs.”

At Saint Paul Catholic School, we want to promote inclusion for all of our eligible players. We understand the need for coaches to be able to plan around their team and roster, but also understand the need for some flexibility in dealing with children with multiple activities. Therefore we have adopted the following guidelines to address the above CYO policy:

Sports Scheduling Conflict Policy

A player will give a coach one week’s notice of a conflict in order to provide the coach an opportunity to plan around the absence. If notice is not given, then the absence will be considered “unannounced”. After two unannounced absences due to conflicts, the coach and Athletic Director will have a conference with the player and the parents. A decision will then be made on the player’s status after the meeting. The decision could range from a warning, to suspension, to removal from the team.

Unsportsmanlike Conduct

Unsportsmanlike conduct will not be tolerated at Saint Paul Catholic School. Such conduct must be reported to the Athletic Director and/or Principal immediately. The unsportsmanlike actions will be reviewed and action, up to removal from the team, will be taken based on the following guidelines:

A player will not

- Disrespectfully address or contact an official, coach, or another player
- Gesture in a such a manner as to indicate resentment
- Use profane or inappropriate language or obscene gestures
- Show disgust with officials’ or coaches’ decisions
- Display any other unchristian behavior before, during, or after the game

Spectators, coaches, or players will not

- Disrespectfully address an official
- Attempt to influence an official’s decision
- Use profane or inappropriate language or obscene gestures
- Disrespectfully address or bait an opponent
- Incite undesirable crowd reactions



- Object to an official's or coach's decision by rising from the bench or using gestures
- Display any other unchristian behavior before, during, or after the game

Suspension Determinants

- 1st Infraction – one game suspension (if last game of the season, it will carry over)
- 2nd Infraction – two game suspension
- 3rd Infraction – permanent suspension

Home Games

Rules for using the gym should be followed by all school parents, coaches, and students.

- All children attending home games are expected to be in the gym or concession area. The academic area will be off limits during athletic events and practices.
- Parents are expected to supervise their own children.
- Students who cannot comply with staying in the gym and watching the game will be asked to leave. Parents will be notified to take their children home.
- No one may use the gym playing floor unless s/he is a participant and is wearing designated gym shoes.
- Fans, including small children, must stay on the runner in front of the bleachers when entering and leaving the gym or on the bleachers.
- There will be no playing on the gym floor during half time or between games.

ATTENDANCE

It is the responsibility of parents or guardians to see that students are in attendance for each minute of every required school day (180). After excessive absences, a parent conference with the principal and teacher may be deemed necessary. If your child has been absent or tardy for ten days or more, your child will be reported to the Porter County Juvenile Detention Services "Project Attend" office. A child who accumulates more than twenty days of absence during a school year risks possible retention. Depending upon the circumstances, a licensed tutor may be required to avoid retention.

Perfect attendance means the student was in school for each minute of every scheduled school day.

Please review "Attendance Guidelines" published by the Indiana Department of Education in the Appendix.

BIRTHDAY OBSERVANCES

Saint Paul Catholic School publicly recognizes the birthdays of students during daily announcements. In addition, students are invited to visit the principal to receive a birthday treat.

For reasons including student allergies and promotion of a healthy diet, any other birthday treats are not to be brought to school. So as not to create a classroom disturbance, birthday gifts sent to school for a child will be given to the child at the end of the day.

BUCKLEY AMENDMENT

Saint Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office.



A non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary notices. He/she will also be allowed to participate in conferences, classroom visitations, and all other school activities. The non-custodial parent may not visit the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

BULLYING AND CYBERBULLYING

Saint Paul Catholic School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual, including, but not limited to students, employees, and volunteers, are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, expulsion and/or other disciplinary action.

For additional information, see Discipline.

CARE OF PROPERTY

Each student and adult is expected to take care of all school property. Destruction and/or defacing of school property will not be tolerated. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

Each student and adult is responsible for keeping our building clean. Students are expected to keep desk, coat, and locker areas clean. No littering will be tolerated in any part of the building or on the school grounds. Students will be expected to share in light school cleaning duties in the classroom (e.g. washing desks and whiteboards, picking up paper, etc.).

Every student is expected to be respectful of the property of staff and other students. Disrespectful behavior has consequences.

Book Care

All textbooks and equipment belong to the school. Books should be handled with care so that they can be used for several years. It is the student's responsibility to keep all books covered and return them in good condition. No writing in textbooks is permitted.

Students should report any problems with a book when it is issued. Books must be repaired with proper mending materials. Contact the librarian at any time throughout the year to have damages repaired.

Fines are charged for damages that are not from normal usage. Please note: use of any adhesive cover is not allowed because of potential damage to books. No stretch book covers will be allowed. If a textbook is lost, the replacement cost will depend on the age of the book and will include the cost of shipping and handling.

Any student needing to replace their Student Songbook due to excessive damage and/or loss will be charged a \$10 replacement fee.

Book Bags & Instrument Cases

All book bags/back packs and instrument cases must be kept in lockers or designated areas during the school day. All instrument cases should have identification tags.



Valuables

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school staff and administration cannot be responsible for valuables that students bring to school. It is recommended that students leave their valuables at home.

Prohibited Items in School

Any devices or articles used for communication, entertainment, or to disrupt learning and/or the school routine (e.g. cell phones, talking watches, sound activated devices, radios, recording devices, laser pointers, toys, ipods, etc.) may not be brought to school except when special permission is given by the principal.

In addition, no cigarettes, alcohol, or illegal substances are permitted on the school premises. Any prohibited item brought to school will be confiscated and kept in the office for an indeterminate period of time.

CHILD ABUSE LAWS

Saint Paul Catholic School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CLASSROOM PARTIES

Students are permitted three classroom parties a year: All Saints Eve, Christmas, and Valentine's. Room parents must consult the classroom teacher regarding these parties.

CLOSINGS AND DELAYED STARTS

If extreme weather conditions exist, you will be notified by our One Call Now phone messaging service. Or you can tune your radio to:

Indiana 105 (105.5 FM)
WAKE (1500 AM)
WNWI (1080 AM)

The announcement will be made between 5:30 am and 7:00 am. Please do not call the school office, the rectory, or the radio station.

You might also try these websites: <www.cancellations.com> or <www.valpo.k12.in.us>

If Valparaiso Schools are closed or delayed, then Saint Paul Catholic School is closed or delayed.

2 Hour Weather Delay - 7:45 am start becomes a 9:45 am start. Please do not drop off students until 9:25 as there is no supervision before the delayed start.



CODE OF CONDUCT

Saint Paul School is a Catholic, Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of My brothers, you do unto Me." (Matthew 25:40) In view of this philosophy, our focus and expectations are as follows:

Respect yourself and others.

What we believe of ourselves affects our relationships with others. Therefore, it is important that our self-respect be established and fostered.

Be honest.

Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property, or cheating in any form affects us all and will not be tolerated.

Remember that we are all God's children.

Cultural diversity is one of our most precious gifts. We will always work toward an appreciation of the richness that a diverse population brings to our lives.

Find peaceful solutions.

Problems with relationships will inevitably occur. We trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner. In the event that these encounters are unsuccessful, intervention and assistance will be readily accessible.

Be polite and kind to others.

We are all people of God. Hurtful behaviors such as name calling, ridicule, bullying, mean spirited teasing, and excluding others have no part in our dealings with others and are never acceptable.

Always do your best.

God has given us intelligence in various forms, along with so many other gifts. We will use those gifts to the best of our ability. We will accept the challenge to be the best that we can be.

Play fair and cooperate.

Competition is a valued part of society. We will encourage a healthy balance between competition and cooperation in academics, sports, and other activities. We will always seek and support "win-win" situations.

Character Pledge

Saint Paul Catholic School believes that a strong character is essential to a student's development. The Character Pledge is recited every morning as a school and is as follows:

"Because I believe that we are all God's children, I shall try to treat everyone with politeness and kindness, doing my best to work and play fairly and honestly. I know that what I say and do shows respect for myself, so I will try to do what is right and accept responsibility for my choices and behavior."



COMMUNICATION

As partners in education, it is the parents' responsibility to stay informed as to school happenings. Below are listed the many methods of communication utilized by Saint Paul Catholic School. It is important to utilize these methods to stay informed about student progress and school functions.

Emergency Communication

Official school-wide emergency communications are sent using the One Call Now phone system.

RenWeb

RenWeb is our electronic message system. It is the primary way receive immediate communication from the school. It is also the method to monitor student academic progress, disciplinary concerns, and financial obligations. Messages to all school staff may not be answered immediately, but will be responded to in a timely manner.

As with all messaging systems, politeness, courtesy, and professionalism are paramount. The Golden Rule applies to all messages, whether to school staff or to other parents.

RenWeb is to be used as a communication tool and may not be used as a personal marketing tool. If interested in marketing personal business, contact the Scrip office to become part of our Scrip/Voucher program.

Message/Telephone Usage

Relaying messages to the students is an interruption of the educational routine. Therefore, only true emergency messages should be called in to the secretary.

- It is the responsibility of parent and child to discuss and make all arrangements for transportation and after school activities prior to arrival at school.
- Student use of ALL school phones is limited to school-related matters.
- Students are not allowed to use phones in the building without permission.

The Link

The Link, our weekly e-letter, is found online at <www.stpaulvalpo.org> and sent via RenWeb. All articles for The Link must be submitted to the editor by Monday morning for consideration for publication in the same week's issue. Items may be emailed to link@stpaulvalpo.org.

White Envelope

Other important information is sent home in a large envelope (the "white envelope") with the oldest child in the family on Thursday afternoons. (You may request that a different child accept this responsibility by contacting the school office.) Please empty the envelope, read everything carefully, and post all important information on your calendar. Return the envelope to school the next day. Only families with returned envelopes will receive that week's envelope information. If you lose your envelope and need another, please contact the school office. Please note that occasionally urgent information has to be sent home with students without the envelope.

All notices, letters, flyers, and other communications for distribution via the white envelope must be sent to and approved by the principal. Information to be sent only to specific families need to have the "Family Envelope Number" placed in the upper corner of the item to be stuffed. Please request a copy of the "Family Envelope Number" list by contacting the school office.



COMPUTER ACCEPTABLE USE POLICY

Before any student may enhance his/her education through the use of the school's computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer privileges and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. (See appendix for our Acceptable Use Policy.)

CONFERENCES/ADDRESSING CONCERNS

Open communication between parents/guardians, teachers, and administration is vital to your child's spiritual and emotional growth. Family problems do affect your child's performance in school. Please inform us of any such problems that may affect your child's behavior, academic performance, or social growth. Your child spends greater than one-fourth of his/her day with us. He/she needs to know that you are interested in school, and that we are working together to meet his/her needs.

It is in the best interest of the child that concerns be addressed and solved with the **teacher first**. If you have any questions concerning your child and school, please make an appointment:

- Elementary and Middle School parents should meet with their child's teacher first if there is a single teacher/student concern.
- If a conference with several teachers is needed, such as might be the case with Middle School, contact your student's homeroom teacher to schedule a team meeting.

If necessary, a teacher may request a conference with parents concerning the child's school-related progress. If these concerns are not resolved, parents have the right and obligation to contact the principal to clarify their concerns.

Appointments

Appointments with the principal or teachers should be made by sending a request directly to the principal or teacher via phone call or RenWeb.

Parental Redress

Our purpose is to be fair to all. Therefore concerns may be addressed in the following ways:

1. A parent-teacher meeting should be scheduled to voice concerns and ask questions. The child may or may not be present, at the parents' discretion, so that they may:
 - a. openly discuss issues and air both teacher's and parents' viewpoints
 - b. protect teacher-child relationship
 - c. develop a specific plan of action by parent-teacher-child
2. If concern continues, the parent can request a meeting with the teacher, child, and parent. The principal should attend as an observer and mediator, making any suggestions at this time. The principal will also make extra classroom observations if needed.
3. A follow-up meeting with the teacher and parent should be made within a certain time frame (10-14 days). The principal should be there to report her observations as well. If, at that time, the issue is not resolved, then the principal shall request a meeting with a higher authority (pastor). A report will be made and filed in the principal's office.



CRISIS PLAN

Saint Paul Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep students safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Saint Paul Catholic Church
2. Off Campus

DISCIPLINE

Discipline is the student’s ability to manage him/herself within the limits set by school policies and procedures with respect for self and others so that goals may be accomplished. Parents or guardians and teachers share equally the responsibility for discipline. Acceptable behavior provides a climate where Christian community can be experienced and a positive attitude toward life can grow. Each student who follows the Code of Conduct, as well as all the school’s policies and procedures, is well disciplined.

At school, discipline is primarily handled by the classroom teacher, but each staff member has the right and duty to correct any student of any grade level. Unacceptable behavior deprives others of the right to a happy learning situation in school. If students do not respond positively to reasonable attempts of correcting and modifying their behavior, parents will be notified and appropriate disciplinary measures will be taken. Generally the procedure is as follows:

1. The teacher notifies the parent with a note or phone call when a problem arises.
2. If the parent has any questions or concerns, the teacher should be the first one to be contacted.
3. If the situation is not resolved, a Principal/Parent/Student/Teacher conference will be arranged.

When serious breaches of discipline occur, teachers will involve the principal immediately.

There are certain types of behaviors that are totally out of context in a school where the primary focus is on Christian life. Some behaviors are minor infractions and some behaviors are much more serious. Consequences will vary according to the nature and seriousness of the rule infraction. Consideration will be given to the circumstances involved, prior offenses committed by the student, the age of the student, and the ability of the school to obtain accurate information.

Below are some examples of inappropriate behaviors, though not inclusive:

- gum chewing or eating candy or food except when permitted as an extra treat
- wearing a hat inside the building
- giving one’s locker combination to others
- running in the hallways
- not covering textbooks
- disrupting a class
- bringing unnecessary personal items to school
- using electronic equipment during school, including cell phones, I-pods, MP3 players, laptops, or tablets, unless under the direction of the teacher; if used inappropriately it may be taken away
- using skateboards or in-line skates in or around the school
- "horseplay" anywhere on school grounds, while walking to and from school, or while on the bus
- inappropriate physical contact



- throwing snow, food, or other objects
- spitting
- making excessive noise

A student may be disciplined for violating what school personnel consider to be proper student behavior. The items listed under Student Behavior Expectations are not "inclusive". Other student acts may be considered a breach of student behavior and will be handled accordingly.

Saint Paul Catholic School personnel may use any of the following disciplinary tools:

- phone calls home
- loss of privileges
- missed recess
- detention
- assignment of work which will benefit students and the school
- assignment of additional school work
- written notice
- behavioral contracts
- progress alerts
- missed field trips
- suspension

In an effort to assist a student in his/her efforts to modify behavior, the principal may deem any tool, including referral to professional counseling, an appropriate disciplinary tool.

Some behaviors are very serious in nature and will be treated as such. Parents will receive immediate notification and meet with the principal. The student may be suspended or asked to withdraw. If the student remains at school, he/she will be on probation for the remainder of the school year. A second incident within this probationary time could result in immediate withdrawal of the student from the school. If any offense is of a criminal nature, proper authorities will be notified.

Examples of behaviors of a serious nature are:

- Sexual misconduct/harassment
- Intimidation
- Possession or use of alcohol, tobacco, or drugs
- Possession or use of any weapon
- Open defiance of school authority, including verbal or physical aggression
- Serious physical aggression against another
- Deliberate destruction of school, private, or public property
- Theft
- Cheating
- Chronic truancy
- Any physical or safety issues
- Inciting other students to participate in any of the above offenses

Detention

A Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Teacher/Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, athletic events, etc.



Suspension

In-School Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a teacher.

Out-of-School Suspension

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint Paul Catholic School. Students who have been expelled will not be allowed to return without prior permission from the Principal and Fr. Joe.

Verbal and written notification of suspension will be given to the parent/guardian of the student. Except for standardized testing, any tests or quizzes given on the day(s) of suspension result in a zero. Suspended students are not eligible to make up tests or quizzes.

A copy of the student's misconduct record and the warnings of the consequences given to the student and his/her parents or guardians must be retained in the school files.

Panther Points

As an extension of the discipline policy, Middle School students also take part in the Panther Points program. This is designed to increase the personal responsibility of Middle School students. Proper conduct and behavior is the ongoing expectation at school. This program facilitates that expectation.

At the beginning of each quarter, each student has ten Panther Points. By the end of the quarter, students must have at least one point remaining to participate in the Panther Party (described below). Panther Points may be deducted by any member of the staff. Except for a severe infraction, Panther Points are deducted one at a time. Students may not re-earn Panther Points.

Panther Points may be deducted for a variety of reasons including, but not limited to:

- tardy to class
- unprepared for class
- uncovered or improperly covered textbooks
- use of gum, breath mints, tic tacs, etc.
- leaving band/orchestra instruments in hallway overnight
- improper behavior or language

In the event that a student's conduct results in a Notice of Concern, three points will be deducted. In the event that a student's conduct results in a disciplinary Detention, that student will automatically be eliminated from participation in that quarter's Panther Party. Additional consequences for inappropriate and unacceptable conduct may also occur at the discretion of the teacher and/or administration.

Students are informed when they lose Panther Points. They should be able to relay this information to parents at all times.

Panther Parties are a reward at the end of each quarter for those students who have maintained the proper amount of Panther Points. Only eligible students are invited to participate in the



Panther Parties. Ineligible students will remain in a classroom and participate in supplemental educational activities.

The Panther Parties are tentatively scheduled as follows:

- 1st Quarter – Afternoon of Activities at School
- 2nd Quarter – Afternoon at the Boys and Girls Club
- 3rd Quarter – Afternoon Movie at School
- 4th Quarter – Day at Indiana Beach/field trip to Chicago

The cost of the party for the first three quarters will be limited to transportation and possibly food. The cost of Indiana Beach or Chicago will be both the cost of transportation and the park entry ticket, as well as spending money.

DRESS ALTERNATIVE DAYS

As a special privilege for students who follow the dress code policy faithfully, usually on the first Monday of each of the school months, we have a “Dress Alternative” day for staff and students. Attire may be dressed up or dressed down from the regular dress code of SPCS. Clothing should be appropriate for a comfortable, but professional and working atmosphere, keeping in mind the activities for the day and the weather. Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational process or promote vulgarity or immodesty. On Dress Alternative days, tasteful, below the knee fashion boots may be worn.

Students may wear jeans, cargo pants, and shorts. However, shorts may not be worn November 1st through March 31st. Shorts should be loose-fitting dress or walking shorts of knee length with a finished hem. Cutoffs, running shorts, bathing suits, biking or athletic shorts, as well as short shorts are not allowed. There should be no holes, rips or tears in clothing.

Students are not allowed to wear clothing advertising or promoting alcohol, drugs, tobacco; clothing promoting gangs; clothing with inappropriate language; or attire that poses a threat to student health and safety or is a distraction to the educational process. Such clothing might be tank tops; spaghetti straps; short tops that expose the midriff; tops that are too low cut, in the front or back; yoga pants; skin tight or form-fitting clothing; clothing that exposes the student’s underwear; see-through clothing, including lace or loose-weave; outerwear (such as, jackets, coats, and hats); etc. The administration will determine the acceptability of any questionable clothing.

When in doubt, wear a school uniform.

DRESS CODE

Every student must comply with the dress code regulations. It is each student's responsibility to arrive at school clean, well-groomed, and neatly dressed in appropriate school clothing, with hands washed, and hair clean and combed.

It is the parents’/guardians' responsibility to purchase clothing that complies with the dress code regulations. If uncertain about the appropriateness of an outfit, parents should contact the principal before the outfit is worn to school. It is also the parents' responsibility to check their children before they leave for school to make sure they are well-groomed and neatly dressed in appropriate school clothing and have appropriate P.E. clothes/shoes when necessary. The dress code will be strictly enforced. Staff members will check every child’s uniform periodically — daily if necessary.



Uniforms should fit properly, neither oversized nor undersized. Clothing should always be neat and clean. No torn or ripped clothing may be worn. Alterations may be needed during the school year to accommodate growing bodies.

It is the school's responsibility to review the dress code with the students and resolve any questions or concerns. The principal makes the final decision regarding any dress code concern. All school personnel are responsible for the consistent enforcement of the dress code regulations throughout the entire school day. Therefore, daily homeroom checks, as well as periodic checks and observations throughout the day, will be used to ensure compliance. The first violation will result in a written warning given to the student to be signed by the parent. If a student comes to school a further time dressed inappropriately for the same infraction, we shall call the parent who will then be required to bring uniform clothing to the school. Repeated infractions will result in loss of future dress alternative privileges, detentions, or conferences with student, parent, and principal. We hope that everyone will work together and bear the responsibility of a successful implementation of the dress code policy.

Uniform clothing must be purchased from the specific list on hand in the Lands' End Uniform Catalog or as otherwise approved from JC Penney and Barney's Hub Bootery. Clothing may be tried on at Barney's Hub Bootery in Crown Point. Keep in mind that Scrip is available for your Lands' End and JC Penney purchases; Barney's Hub Bootery participates in the Voucher Program.

Pants, Walking Shorts, Skorts, Skirts, and Jumpers

- Solid color choices:
Elementary: navy or hunter green/classic navy plaid
Middle School: navy or hunter green/classic navy plaid
- No corduroy. No labels, buckles, decorative snaps, or other ornamentation on the outside.
- Length of shorts, skirts, jumpers, skorts: minimum to top of the knee
- Length of pants: must reach ankles when standing but may not touch the ground
- All clothing with visible belt loops requires a belt at all times. Belts must be leather, leather-type, or elastic/magnetic, unornamented, and a solid color of black, dark brown or navy blue. No cutting off of belt loops will be permitted. No belts are required for Kindergarten.
- Shorts may not be worn November 1st through March 31st.

Shirts and Blouses

- Solid color choices for Elementary: navy, white, light blue, maize
- Solid color choices for Middle School: navy, white, light blue, red, maize, evergreen, royal blue, cobalt.
- Style choices: polo shirt, button down, or dress shirt, turtleneck or mock turtleneck. All shirts must have collars. (May be short or long-sleeved, same colors as above.)
- Button-down dress shirts can be light blue or white only. Blouses can be white, light blue, or maize.
- No monograms, ruffles, or trim on shirts or blouses.
- In grades K-5, all shirts are to be tucked in at all times during the school day and on field trips. The only exception is if a shirt becomes un-tucked while playing outside.
- If a shirt is needed under the main shirt, it must be a plain white short-sleeve or sleeveless undershirt. Except at the neck area, undershirts must not be visible outside the uniform shirt.



Sweaters

- Solid color choices for Elementary: navy, white, light blue, maize
- Solid color choices for Middle School: Same as listed under shirts. Color choices must match the colors in the Lands' End uniform catalog.
- Style choices: v-neck, crew neck, cardigan, vest
- No monograms, ribbing or other ornamentation on sweaters or vests.
- Sweaters may not be tied around waist or shoulders but may be carried.
- A uniform shirt with collar or a turtleneck must be worn under the sweater or vest.
- Students may also wear the uniform-approved solid navy blue sweatshirt (non-hoodie) with an uniform shirt underneath.

Outerwear

Except with special permission, jackets, coats, sweatshirts, etc. may not be worn in the building or lunch-serving area once the school day has begun.

No hats may be worn in the building.

Spirit Wear

Saint Paul Spirit Wear (hoodies, long-sleeve t-shirts, etc.) may only be worn on Dress Alternative Days or Spirit Wear Days. Uniform bottoms are to be worn on Spirit Wear Days.

Footwear

- Footwear should be suitable for school and playground.
- For safety reasons shoes should be secured to the foot by ties or straps.
- Footwear should not have soles that leave black marks on floors.
- No flip flops or crocs, slip-ons, or shoes with wheels, clogs, or hard plastic.
- Sandals with backs may be worn in warm weather; backless sandals may never be worn; socks are required with sandals.
- Socks must be a matching pair of solid color – white, black, red, or navy blue – and must be ankle-length (over the ankle bone) or knee-length (girls) or crew-length (boys). Tights must be an opaque, or solid color of white, black, red, or navy blue. Tights with any ribbing or cabling, lace, or other types of decoration or pattern are not permitted. Pantyhose are not permitted. No leggings, cropped-stockings, or leg-warmers are allowed.
- Boots, fashion or winter, may not be worn in the classroom (except on Dress Alternative Days). No high-top sneakers.
- No moccasin or moccasin-type footwear, fur-lined footwear, or similar style footwear may be worn.

Cosmetics, Toiletries, and Jewelry

- No make-up is to be worn at school.
- No make-up, nail polish, perfume, or hair spray should be brought to, or applied, at school.
- No scented hand sanitizer or lotion should be brought to, or applied, at school.
- No body decorations are allowed. Tattoos, either temporary or permanent, must remain covered or be removed.
- No stick deodorant may be brought on gym days. Only gel/liquid type is allowed.
- Jewelry may consist of a watch, a simple religious necklace, and/or earrings. These must be appropriate for the school setting and should not be a distraction to the educational process.
- Earrings are only allowed for female students. All earrings must be worn on the lobe.



Hair

- Bangs should not be in student's eyes.
- Boy's hair length in back should be above the shirt collar and trimmed around the ears.
- No extreme hair styles are allowed. This includes but is not limited to: stripes, shaved sides, mohawks, faux hawks, spiked hair, etc. Since fad hairstyles change rapidly, this policy statement includes fads of today and in the future.
- Girl's hair accessories should be of moderate size in proportion to the age of the child. Headbands should be worn over the top of the head, not across the forehead.
- No recoloring, highlighting, streaking, etc. of hair is permitted. Student's hair should remain its natural hair color.
- The administration will determine the acceptability of any questionable haircut, hairstyle, or hair accessory.

Middle School Privilege

- The polo and turtleneck shirts may be worn untucked if the shirt length is no longer than the wrist when arms are extended downward. No oversized or undersized shirts. If shirt is too big, it will have to be tucked in.
- Button down/dress shirts must be tucked in.
- For Mass, uniform shirts are to be tucked in.
- Middle School girls may wear ballet flats with their uniform.

Consequences of Dress Code Infractions

The first violation will result in a written warning given to the student to be signed by the parent. If a student comes to school a further time dressed inappropriately for the same infraction, we shall call the parent who will then be required to bring uniform clothing to the school. Repeated infractions will result in loss of future dress alternative privileges, detentions, or conferences with student, parent, and principal. We hope that everyone will work together and bear the responsibility of a successful implementation of the dress code policy.

EMERGENCY DRILLS

According to safety regulations, fire, tornado, and other emergency drills are held at frequent intervals during the school year to acquaint the students with emergency procedures.

Indiana State Law requires that fire drills be held monthly. During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Return to the school building when the signal is given

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Kneel, face wall, and put hands over head
4. Return to the classroom when the signal is given

Man-made occurrence drills are held once a semester. The procedure is to act on the teacher's instructions in silence and immediately.



FAITH FORMATION

Altar Servers

All students are given the opportunity to serve at daily Mass at the school. Starting in fourth grade, students may go through altar server training to be an altar server at weekend Mass. Saint Paul Catholic School students who have gone through altar server training are sometimes asked to serve at funerals at the church during the school day.

Liturgy

The celebration of liturgies plays a vital part in the life of the students of Saint Paul Catholic School. A fully Christian life cannot be conceived without participation in the liturgical services in which we gather together to celebrate the paschal mystery.

During the school year, we encourage your child's active participation in the liturgy by having each class prepare and practice the readings and hymns for Mass each week. Parents/guardians are encouraged to attend these liturgies, especially when their child's class is involved. The entire school attends liturgy together every Friday, on Holy Days of Obligation, and for special occasions. Prayer services are held in the classroom, with groups of classes, and for the entire school at various times throughout the year.

Religion Classes/Activities and Sacraments

All Saint Paul Catholic School students must participate in religion classes and complete the required assignments used to reinforce learning. Service learning projects are done on both an individual classroom and all-school basis during the year. Religion is considered a core subject for everyone and is included in averaging all honor rolls. Non-Catholic students will participate to the extent that their religion permits.

The Religious Education Office, in conjunction with the classroom teachers, administer the sacrament preparation programs. To be eligible for invitation to receive the sacraments of First Reconciliation and First Eucharist, several conditions must be met:

- Regular class attendance in one consecutive Catholic school or Religious Education academic year directly prior to the reception of the sacrament, or its equivalent, is required.
- Active participation in the church community, including attendance at Sunday liturgy is mandatory.
- Parents are obliged to attend parent sacrament meetings.

Children are formally invited to prepare for the sacrament of First Reconciliation in Second grade. Children are formally invited to prepare for the sacrament of First Eucharist in Third grade. A fee of \$25 per child is charged to cover the cost of sacrament preparation.

FIELD TRIPS

Field trips are a privilege, not a right. Students may not participate in field trips unless an official school permission form is signed by parent/guardian and returned by the assigned date. Permission by way of telephone or with an unofficial signed note is unacceptable. Students have deadlines for returning the permission slip and money for trips. A student may not be able to go on a trip if this deadline is not met. The teacher can deny a student the privilege of participation in an activity outside the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior or academic performance.

Field trips always have an educational purpose directly related to the curriculum being studied.



Parents/chaperones who accompany children on a trip should park in the last row on the east side of the northeast (front) parking lot (the grass side furthest from the door). No pre-school children may accompany a class on a field trip. Drivers must have current proof of insurance on file in the school office, as well as be VIRTUS trained. All chaperones must sign in at the office.

CD players, iPods, cell phones and other electronic devices are not encouraged since the school, bus company, bus driver, and school personnel assume no responsibility for the security or safety of these items. On long trips, a teacher may give special permission to bring certain items.

GRADING SCALE

Grades are a reflection of class work, homework, tests, quizzes, and a student's participation in the learning process. All are important, and each will either add to or take away from a child's academic progress. The scale for 1-8 grades is as follows:

- A+ = 100.5+
- A = 94 – 100.49
- A- = 93%
- B+ = 92%
- B = 86—91%
- B- = 85%
- C+ = 84%
- C = 76—83%
- C- = 75%
- D+ = 74%
- D = 71—73%
- D- = 70%
- % = 69% and below

* Indicates that an adjusted program was given to the student to help him/her be successful.

Kindergarten will use the following scale:

- 4 = Outstanding
- 3 = Satisfactory
- 2 = Needs improvement
- 1 = Below grade level

For effort and conduct, the following numerical evaluation system will be used:

- 4 = Outstanding
- 3 = Satisfactory
- 2 = Needs improvement
- 1 = Unsatisfactory

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Some study or written homework may be assigned by the teachers each day. Students must record all assignments in the assignment books provided by the school. Parents can help their children by arranging for a quiet, comfortable place for their student to work and by checking the assignment book and completed work on a daily basis.



Parents with students in grades 1-5 are required to sign the assignment books on a regular basis. Parents' signatures may be required on an individual basis in the Middle School.

The amount of time spent on homework will vary by child. It is expected that each student will complete their own assignment, in their own handwriting. It is the responsibility of each student to submit their completed homework on time.

Study Habits

Special skills and techniques can make learning easier and more enjoyable for students. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and needed materials.
2. Be an active participant in class - listen well and take part.
3. Ask questions and clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.
7. Set high goals — just "getting by" is not a worthwhile goal.

HONORS/AWARDS

Christian Attitude Award

Awarded quarterly to one student per classroom who exemplifies the Christian values we strive to instill in our students.

Saint Hubert & Saint Isidore Excellence in Mathematics and Computer Technology

This award is to recognize 7th Grade Middle School students who excel in the areas of Math and Computers.

Honor Cords and Special Middle School Awards

A special awards ceremony is held each year for the eighth grade students. A committee composed of teachers and the principal choose the recipients based on the criteria of each award. Those eighth grade students who have been on 'A' Honor Roll or Principal's Honor Role every quarter throughout Middle School will be eligible to wear honor cords at graduation.

Honor Roll

Saint Paul Catholic School believes in recognizing and rewarding academic accomplishment. Honor Roll is posted quarterly for grades 5-8. Honor Roll Qualifications are as follows:

- In order to qualify for any Honor Roll the student must have earned all conduct/effort grades of 3 or 4 and all grades, core and non-core must be B- or above for B Honor; Grades of B and above for A Honor.
- Principal's Honor Roll requires all subject grades, core and non-core, must be A- or above.
- A Honor Roll can have no more than 2 B's or B+(one in core and one in non-core) with all other grades an A- or above.
- B Honor Roll requires all subject grades, core and non-core, must be B- or above.

National Junior Honor Society

Middle School students are invited to apply to join National Junior Honor Society. These invitations are sent out in the spring of each school year and are based on academic achievement, personal conduct, and leadership qualities. Decisions of the committee are final.



Other Special Awards

Perfect attendance is awarded to any student who is present every minute of every school day.

Perfect attendance certificates will not be issued to students who leave early.

100% Homework: Recognition will also be published for those students in Grades 1-4 who show responsibility and turn in all their completed homework and assignments on time.

ILLNESS AND INJURY DURING SCHOOL HOURS

If any student is ill, injured, or excused for any reason during school hours, he/she must be signed out in the school office. Students should be picked up within a half hour (30 minutes) of notification of parent or authorized person on the emergency form. Parents are responsible to have at least one person listed on the emergency form that can be contacted when parents cannot be reached. Up-to-date emergency forms with all current phone numbers are vital and mandatory. If any telephone numbers change during the course of the school year, please notify the office so we can ensure we have up-to-date information.

Parents will always be contacted about serious injuries and all head injuries.

In cases of emergency, the school will attempt to reach the parent before taking any action; however, the immediate safety of the child will be given first consideration in any action taken.

LIBRARY

Every Elementary class has a scheduled library period each week. Students may check out up to two books for a two week period. Renewal is possible if there is no waiting list for the book. At any time, students may request materials by placing a request in the library collection tote or librarian's mailbox.

An overdue book fine is \$.05 per book per school day for the first 10 days. After that, the fine is \$2.00. There is no charge for days when school is closed or the child is absent due to illness. Fines will be assessed for lost or damaged books. The maximum fine is the cost of replacement plus shipping and handling fees. A student's library borrowing privileges may be taken away if he/she repeatedly has overdue, lost, or damaged books.

LOCKERS

Middle School students are assigned school lockers for the convenience of storing books, school materials, and coats. The students may use only the locker(s) assigned. Students may not keep anything of extreme value in the locker. Students must report locker problems to the office immediately. Items may be displayed inside lockers with magnets and must be in good taste. No tape may be used inside or on the outside of lockers. Items which advertise or promote the usage of products which would be illegal if consumed or used by minors, or are immoral are prohibited.

Locks are issued to each student. Only school-issued locks may be used. It is the student's responsibility to lock his/her locker. The replacement cost of a lock is \$15.00.



All lockers provided for student use remain the property of the school. These lockers are subject to inspection, access for maintenance, and search by school administration based on the doctrine of "reasonable suspicion". Lockers are subject to search by school staff in the interests of school safety, sanitation, discipline, and enforcement of school regulations and by law enforcement officials on presentation of a proper warrant. Searches conducted by staff when there is suspicion that laws or safe and drug-free school policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

LOST AND FOUND

Our children need to learn a sense of value and responsibility for their possessions. Lost clothing, jewelry, lunch boxes, and other articles are frequently left at school and never claimed. To eliminate this problem, please put a name on everything. Encourage children to check for missing items immediately. Unclaimed items are sent to the clothing center on a regular basis.

LUNCH

Hot Lunch Program

Saint Paul Catholic School is part of Valparaiso High Schools hot lunch catering program. Usually a choice of two entrees is offered each day. The lunch menu calendar is sent home each semester. Milk is available for purchase.

Cold Lunch

Students may also bring a cold lunch from home. Milk is available for purchase. Parents are discouraged from bringing lunches or drinks from carry-out restaurants.

Due to allergies and health concerns, students may not share food with each other.

Applications for the free/reduced cost lunch program are available through the office.

MEDICATIONS

No medications will be given unless all requirements are met.

Students are never allowed to keep any type of medication in their possession, without approval from the principal.

Prescription Medication

1. The school is required to have on file the written permission of the student's parent/guardian to give the medication. Use the official school form available in the school office or print one off from the school website.
2. The written order of a doctor is required. The prescription label meets this requirement. Any additional doctor's instructions should be sent on a separate prescription note. Remember, for students to be allowed to take prescription medication a new doctor's prescription note is needed for all dosage changes.
3. All medication must be sent in the original labeled container. When filling a prescription, ask your pharmacist to provide one labeled container for home and one labeled container for school use. This will greatly improve the chances of receiving accurate doses at both places at the prescribed times.



4. All prescribed medication must have on its label the following information:
 - child's name
 - name of doctor prescribing the child's medication
 - frequency
 - dose
 - date

Over-the-Counter Medication

If there is a parent/guardian authorization filed in the school office, an over-the counter medication (i.e. aspirin, Tylenol, etc.) in the original labeled container may be kept in the office for self-administration by the student under the supervision of a staff member.

Cough drops must be accompanied by a parent's authorization and kept on the teacher's desk.

All medication authorizations must be renewed each school year.

All school personnel are trained in emergency allergic reaction procedures.

PARENT VOLUNTEER RESPONSIBILITIES

One of the most vital forces in the everyday functioning of our school is the volunteer program. Parents give countless hours of their time to help with cafeteria, library, field trips, and other special projects to make our school a productive learning environment for the benefit of our children. Only with the continued interest and generosity of parents and parishioners who support our dedicated, hard-working staff, can we hope to use all of our facilities to their fullest in educating our students - your children - according to the high goals we have always maintained. Therefore, we thank you most sincerely, and ask that you continue to offer your time and talents as you have in the past. You are part of the "plus" that makes Saint Paul Catholic School.

Child Protection

All parents who want to have any involvement with the children of our school must attend one VIRTUS training workshop offered in the Diocese of Gary and continue with the online bulletins that follow this training for one calendar year. Protection of children is a high priority and all adults (e.g. staff, coaches, field trip chaperones, Room Parents, those who help with school parties, volunteers with different activities such as Scouts, playground supervisors, etc.) must fulfill this obligation. Diocesan regulations (see appendix for complete document) will also be enforced.

Hosting of Special Events

- A First Reconciliation breakfast for students and their parents is hosted by 1st grade parents.
- A First Communion breakfast for students and their parents is hosted by 2nd grade parents.
- 7th grade students and their parents serve the 8th Grade Awards Night.

Room Parents

At the beginning of the school year, parents may sign up to be Room Parents. They assist the teachers, as needed, with preparations for class activities, holiday parties, teachers' birthday parties, class outings, and more. You do not receive fundraising hours when you are a room parent.



PARENTS AS PARTNERS

As partners in the education process at Saint Paul Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code
 - Completes assignments on time; and
 - Has lunch money in their lunch account or a nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat all staff with respect and courtesy in discussing student problems.

PARENTS' ROLE IN EDUCATION

We, at Saint Paul Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Paul Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Paul Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their education partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.



Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us commit to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARTY INVITATIONS/RIDES

Party invitations may not be passed out at school unless everyone from the class is being invited. Carpooling or special transportation to birthday destinations must occur off of school grounds.

PHYSICAL EDUCATION UNIFORM

All students and adults using the gym must have a designated pair of gym shoes for gym use only.

Grades K through 3 do not change clothes for gym class but must have a pair of designated gym shoes with laces or straps. Students must know how to tie their own shoes if they have laces. Girls can wear shorts under skirts and jumpers.

Students are responsible for bringing proper clothes and shoes for Physical Education (P.E.) classes. All gym bags and clothes must be taken to the gym, never left in the bathroom or in the hallways. Please label all articles of clothing with student's name.

All students grades 4-8 have a P.E uniform that consists of:

- Gold P.E. t-shirt with school logo and mascot (or existing spirit wear gold t-shirt with slightly different logo)
- Royal blue mesh P.E. shorts with no logo (or existing spirit wear royal blue shorts with logo)
- Socks are required.
- Designated gym shoes are to be kept in gym locker except while in use during gym class.

The following are not allowed:

- Team uniforms — which are for game use only
- Torn-off sleeves
- Sandals, backless gym shoes, or heeled shoes
- Shorts that are too tight or too short



PROMOTION AND RETENTION POLICY

Although the aim of the school is to help each student progress smoothly from one grade to the next, this is not always possible. Due to immaturity, illness, or other factors, some students may be unable to complete the required curriculum resulting in possible retention or receipt of a certificate instead of a diploma at graduation. Children who are experiencing difficulty should be retained in the primary grades, the younger the better. F's indicate that a student has not mastered the material taught in the classroom and may strongly suggest retention. If a student receives an F in two or more core subjects during the school year, this will most likely result in the recommendation of teachers to retain the student in the same grade. Grade level placement decisions are made by the principal in cooperation with teachers and working with the child's parents. Grade placement of special education students is based on the decision of the case conference committee and the student's Individual Service Plan (I.S.P.).

1. Students who are slow in adjusting or have been absent excessively may be recommended for tutoring or summer school. They may be placed in the next grade also, which means they are passed on a probationary status.
2. The parents should be notified by the end of the second quarter if the student is in danger of being retained or will be receiving a certificate instead of a diploma.
3. Retention is the last resort. The principal and teacher (and pastor if warranted) must present the final decision in a conference with the parents. A notice will be mailed to the parents should the parents refuse to meet for a conference.

Graduation Policy

All graduates wear caps and gowns for graduation. Receiving a diploma from Saint Paul Catholic School is an honor. A diploma signifies that the student has satisfactorily met the educational standards set forth by Saint Paul Catholic School. Students must pass each grade level with a C-average or above unless special circumstances exist. Any student who does not meet this requirement will receive a certificate in place of a diploma at graduation.

If financial obligations have not been met, the student will receive an empty diploma folder at the graduation ceremony.

RECESS

Recess is an important part of the elementary curriculum. It is an opportunity for physical activity that better enables the students to participate in their studies. Even during the winter, outdoor exercise is beneficial to their health and education. Children should always come to school properly dressed for the weather. In most cases, children who are well enough to come to school should also be well enough to go outside for some fresh air and exercise. **If the wind chill factor is twenty degrees or above and it is not raining, the students go out for recess.** Please do not ask for an exception without a doctor's excuse. Grades K-3 usually have morning and afternoon recess. Grades 4-5 have lunch recess and a morning break. Grades 6-8 have a lunch recess.



REGISTRATION

Student registration occurs in late January each year. A child should have attained the age of 5 years on or before August 1st of that year to be eligible to enter kindergarten.

Registration Priority is as follows:

- Current Saint Paul students will be allowed to register during the week prior to Catholic Schools Week. Classes will fill on a first come-first served basis.
- Once registration opens to new students (typically on the 1st Sunday of Catholic Schools Week) preference is as follows:
 - siblings of current families
 - graduates of Tiny-Tim's pre-school
 - contributing members of Saint Paul Parish
 - all others

We cannot guarantee that children registered after this week will be accepted. A waiting list will be kept for grades that have reached maximum enrollment. Students on the waiting list cannot be assured of an offer of enrollment. Families on the waiting list will be contacted when/if an opening becomes available.

At registration, parents must present the following:

- child's official Birth Certificate
- record of Compliance with the Health Code, including Immunization Records
- if applicable, a copy of custody and/or court orders must be on file in the school office
- All children, Catholic and non-Catholic must have a copy of their Baptismal Certificate on file. If other Sacraments have been received, those certificates are needed as well.

Students are not considered registered unless all paperwork and financial obligations have been met.

Parish & Pastoral Covenant

Every Catholic family must complete a form and be approved by the pastor in order for a family to be eligible for the Catholic member tuition rate. As the parish provides a significant subsidy to keep the tuition affordable for Catholic families, it asks that families actively participate in their parish.

Classroom Placement

The principal assigns students to appropriate grades, classes, or groups based on consideration of the needs of the students, the school, and the administration of the school. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional issues, work habits, and special learning needs. If a parent/guardian feels there is information the principal should have about his/her child, such written communication should be provided to the principal in the spring no later than May 1st. This communication should identify specific educational concerns, not a request for a specific teacher.

Parents of twins may request that their children be in the same class or separated. This request also requires written communication no later than May 1st.

Placement Testing

New students may be tested in math and language skills to enable us to better meet their needs. New students will also be tested using NWEA.



Students Transferring to Saint Paul

Saint Paul Catholic School wants to make certain that we are the best fit school for a student that enrolls. Therefore, we take careful steps to ensure that students will successfully adjust and be able to be served by us. Whenever a student enrolls at Saint Paul from another school, he or she will be placed on probation. During this time, we will monitor the student and report to the parents how the student is adjusting to our school. We look at academics and behavior of the student in order to determine if we can adequately accommodate that child. At the end of the probationary period, the teacher and principal will meet to decide if a student's needs can be met at Saint Paul. The teacher will then contact the parents to discuss how the child has progressed over the course of the probationary period and whether or not the child can remain a student at Saint Paul Catholic School.

All transferring students are required to provide a copy of the latest immunization records, report card, standardized test results, and any Individualize Education Plan. Students and parents must also meet with the principal and/or teacher. If a child has had academic difficulty at a previous school, that child will be tested by the potential classroom teacher prior to enrollment to determine placement of a child.

Students who request to enter Saint Paul Catholic School during the 8th grade, must do so prior to the end of our first quarter. Students who want to transfer into our 8th grade after the first quarter will be denied, unless special circumstances have been approved by the principal or pastor. Students 7th grade and younger who want to transfer to Saint Paul after the first quarter will be considered on an individual basis.

Students Who Transfer to Another School

If a family leaves the school and does not pay the balance of tuition, another Catholic school in the diocese may not accept that student until the tuition is paid in full.

If a family leaves the school and does not pay the balance of tuition, the school need only send the health records on to the public school. Grades and test scores do not have to be sent to the public school until the balance is paid. Verbal confirmation of grades may be given.

Change of Name/Address/Phone Number

A change of address, telephone number, legal name, or emergency contacts should be reported to the school office immediately. Up-to-date records are important in handling emergency situations.

Health Records

A health record is kept on every student. All state/local vaccination requirements must be met, specifically the following vaccinations are required under Indiana Code 20-8.1-7-9.5:

- diphtheria
- pertussis
- tetanus
- measles
- rubella
- poliomyelitis
- mumps
- chicken pox (varicella)
- hepatitis B
- meningococcal

The only exception to immunizations is an official letter from the child's doctor stating the medical reason for the child not to be immunized. Before a child enters kindergarten, a physical including all boosters and immunizations is required.



All immunization records, birth certificates, baptismal certificates and emergency forms must be in prior to the first day of school. Students will not be admitted to school without these forms.

We require a new health card to be filled out by parents each year to update health conditions or development of allergies.

Physicals are required of new students.

The teachers review these records at the beginning of the year so that they are aware of any specific problems a student may have. Parents or guardians are urged to make all health problems known to the office before the first day of school. If a teacher notices a specific problem in a student, they advise the school office and parents/ guardians are notified. All known allergies must be reported to the office.

During the year the school makes arrangements for hearing checks for kindergarten, grades one, four, and seven; vision checks for grades kindergarten, three, five, and eight. In addition, any new students undergo vision and hearing screenings.

Accidental Insurance Policy

It is mandatory that every student participate in the Accident Insurance Policy sponsored by the Gary Diocese Schools. The insurance fee is included in the tuition fees.

REPORT CARDS AND PROGRESS REPORTS

Printed report cards will be sent home following the end of each quarter in a re-usable envelope that must be signed by the parent or guardian and returned to the homeroom teacher. The school will make a printed copy of the final report card for the student's permanent file.

Progress reports are available online midway through the first, second, third, and fourth quarters for students in grades K-8. An e-signature is required for Progress Reports.

If financial obligations (tuition, fees, etc.) have not been met, no student will be given a Progress Report or Report Card.

SCHOOL ADVISORY COUNCIL

The mission of the School Advisory Council is to assist the school in providing a Catholic education at a reasonable cost within the boundaries of the parish subsidy and school budget. The School Advisory Council meets monthly; all parents are invited to attend as observers.

Requests for inclusion on the agenda must be submitted to and approved by the principal in writing at least seven school days in advance of the meeting.

School Advisory Council members serve a three-year term. Nominations and applications are received in early Spring. After careful review of all the applications the current School Advisory Council members select the new members.

For the current list of School Advisory Council members, see Appendix – School Advisory Council Members.



SCOUTING

Saint Paul Catholic School sponsors Boy Scout and Girl Scout Programs which include Cub Scouts, Tiger Cubs, Brownies, and Daisies. Each Fall a notice is sent home regarding registration and troop availability. Scouts are permitted to wear their scout uniforms instead of school uniforms on scout meeting days. Scout Masters and leaders are to give to the office a copy of permission slips for field trips so that if a parent comes to school looking for a child we will know where to send them. It is absolutely mandatory that at least two adults be present for all meetings and stay until all children have gone home. This applies to meetings held at school or away from school.

SERVICE PROJECTS

The purpose of Service Projects for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities. Each grade will participate in a service project appropriate to their grade level during the school year.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. The police will be notified as appropriate.

For additional information, see Discipline.

SMOKING

Saint Paul Catholic School is a smoke-free facility. No smoking in building or on school grounds.

STUDENT DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

STUDENT RECORDS

Saint Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail or faxed to the new school. Records will not be sent until receipt of request from prospective or new school.

No records will be given to parents to transport to a prospective or new school.

If financial obligations (tuition, fees, etc.) have not been met, no records will be sent to transferring schools of students.



TARDY POLICY

The Saint Paul Catholic School day begins at 7:45 a.m. Students entering after this time must report to the office for a tardy slip and will be marked tardy. Students arriving late because their buses are late are not considered tardy.

When a student returns to school from a medical appointment, he/she should bring a note from the doctor and check in at the office before returning to class.

It is the responsibility of each family to work out a system so that students arrive to school on time. Students who consistently arrive late to school are being deprived of social interaction, morning prayer, announcements, and time to organize themselves for the day.

Any student arriving after 8:30 a.m. will need to bring a sack lunch.

Consequences of Tardiness

If a student is late to school, they must get a tardy slip from the office. Tardies are recorded per each school quarter.

- 1st, 2nd, 3rd, & 4th offenses will be recorded in the office.
- 3rd tardy will result in a notice of concern to be signed by parents.
- 5th tardy will result in a lunch/recess detention.
- After excessive tardies, a parent conference with the principal and teacher may be deemed necessary.
- ***If your child has been absent or tardy for ten days or more, your child will be reported to the Porter County Juvenile Detention Services "Project Attend" office.***
- A child who accumulates more than twenty days of absence during a school year risks possible retention.

TRANSPORTATION

Arrival and Dismissal

The outside doors open to students at 7:25 a.m. Students who arrive earlier will wait outside until the doors open. Students arriving between 7:35 a.m. and 7:45 a.m. may go directly to their classrooms. The school is not responsible for the supervision or safety of any student who arrives before 7:25 a.m. without special permission from the principal or prearrangement with a teacher.

The school office has a record of how each student is normally transported home each day. If for any reason a child needs to go home by another means (ex. ride a different bus, go by car with another person, or walk somewhere) parents are required to send us a signed note stating such information. Do not send an e-mail or RenWeb message to the teacher during the day regarding dismissal plans; you must contact the school office. Please plan ahead - phone calls will be allowed only for emergency and unforeseen situations. Without a signed note, the student will be sent home according to the usual manner of transportation.

Be aware that relaying dismissal information via students is not always successful. Handwritten notes are frequently forgotten and left in backpacks. A timely RenWeb or phone call directly to the school office is the best option.

Students may walk, bike, or be transported by car or bus to and from school. Students being transported by car are to be dropped off and picked up at the back (south) entrance.



After dropping off your student, parents wishing to buy scrip, go to the office, or attend Mass are to park in the front (north) parking lot. Safety is very important. Be alert and drive slowly!

Visitors are required to park in designated parking spaces. No parking or idling along the sidewalk is permitted, as per state law.

No buses are available on Wednesday mornings, due to Valparaiso Public Schools delayed start on this day. Saint Paul Catholic School starts at our normal time on Wednesdays. Wednesday afternoon bus schedule is as normal.

Afternoon Dismissal Schedule

The afternoon dismissal schedule for students is as follows:

- 2:34 p.m. – Thomas Jefferson bus students
- 2:35 p.m. – Y-Care/Growing Kids students
- 2:37 p.m. – Walkers and bike riders; Walkers are escorted across the street by an adult.
- 2:38 p.m. – 1st floor carline students and scouts
- 2:40 p.m. – 2nd floor carline and Benjamin Franklin bus students

Drivers in the car line are asked to follow the directions of the supervising teachers. Cars may start to arrive on the playground for pickup at or after 2:15 p.m., forming the pick-up pattern as directed. At the 2:40 pm bell, the barricades will be put in place before the children are dismissed to the parking lot.

All adults, except kindergarten parents, are instructed to please stay in your cars and your child will find you. Ask a supervising adult to locate your child if necessary. Once the cars have been filled, the supervising adult will dismiss the cars in an orderly fashion. The barricade will be taken down, and other cars will be allowed into the parking lot for the second wave car line after all of the filled cars have gone.

Safety is a priority. There will be no speeding in the parking lot or going around other cars either in arriving or dismissing. Your cooperation is essential to keep all children safe. Car riders not picked up after the second wave of the car line will be sent to the school office. Parents will have to come in to the front office and sign the students out.

No parking is permitted in back of the school on the playground between 7:15 a.m. and 3:00 p.m.

To ensure the safety of our students during bus loading and peak traffic times, students may not be checked out between 2:20 p.m. - 2:40 p.m. If you anticipate the need to check your student out during that time period, please arrive at the school before to 2:15 p.m.

Students should leave school promptly at 2:40 p.m. The school will provide supervision of students until 3:00 p.m. No student is to remain on school premises after that time, unless participating in a school-sponsored and staffed after-school activity. The school is not responsible for the supervision and safety of any student who remains at school without prior written permission of supervising adult. Please be considerate of those supervising after-school activities and extra-curricular activities.

Bus Riders

If residing in the Valparaiso school district, bus transportation is provided by the Valparaiso Public School system. Each student's behavior is directly connected to the safety of everyone on the bus. For the safety of all, the bus driver has complete authority and must be obeyed. Parents/guardians should periodically review the bus behavior expectations:

1. Arrive at the bus stop before the bus is due to arrive.



2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped and the door has been opened by the driver before moving forward to enter.
5. Do not cross a highway until the bus driver signals it is safe.
6. Go immediately to a seat and be seated. Standing or moving from seat to seat while the bus is in motion is not permitted.
7. Keep head, hands, arms, and legs inside the bus at all times.
8. Windows and doors are opened /closed only with bus driver's permission.
9. Absolutely NO objects (books, paper, etc.) may be thrown on the bus.
10. Keep aisles free of books, packages, coats, backpacks, etc.
11. Do not intentionally cause or attempt to cause damage to the school bus.
12. Refrain from loud, boisterous, or profane language.
13. Be courteous to the driver and bus riders. Teasing, wrestling, or shoving is not allowed.
14. When exiting the bus, cross the road at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
15. Students should only depart from the bus at their regular stop or at school unless they have proper authorization from home (a parent note) or from a school official.

Failure to comply with the school bus behavior regulations can result in disciplinary action. A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus. If a student is suspended from the bus, the student's parent(s) shall be required to furnish transportation to and from school during the entire period of suspension.

To contact the Bus Transportation (Bus Barn) Office, call 531-3120.

Car Riders

Students may exit the building only if supervising teachers are present. Each child is responsible for staying in designated areas, watching for his/her car, and following the direction of supervising adults. Children may not get off the sidewalk until the cars have completely stopped.

Cyclists

Students are permitted to ride bicycles to and from school. For safety reasons, they must walk, not ride, through the parking lot to and from the bike area. The bicycle riding privilege may be removed for unsafe riding. Children must wear helmets and observe all bicycle riding regulations. Parents are asked to please realize, despite these guidelines, that bicycles brought to school are at the parents' and students' own risk. Direct supervision of the bicycle parking area is not possible.

Walkers

Students who walk to school should walk on the northeast side of the parking lot and sidewalk at all times and should enter through the front door (Door #1). They should then go straight to their assigned destination.

When walking home after school, students are escorted from the east door to the Harrison Blvd. crossing. They must follow the directions of the staff escort at all times.



TUITION POLICY

Tuition rates are subject to change from year to year. New tuition contracts are distributed in January. Please contact the school office for an updated tuition contract if needed.

Catholic Families belonging to another parish must receive written permission from their home parish to attend Saint Paul Catholic School. Families pay tuition directly to Saint Paul Catholic School and the home parish will pay a subsidy per student.

Four payment options are available:

Option 1: One Payment Plan

\$500.00 due the 15th of June with the balance due 22nd of August

Option 2: Two Payment Plan

One-half tuition/books due on the 15th of June and January

Option 3: Four Payment Plan

One-quarter tuition/books due on the 15th of June, September, December, and March

Option 4: Ten-Payment Plan

Payments due on or before the 15th of each month, June-March.

All payments are due by the 15th of the month. If payment is not received by the 15th of the month, there will be a **\$25.00 penalty fee** added to that month's payment. After August 1st, the per-child book/technology fees are non-refundable, non-transferable.

Scrip tuition credits from previous school year are applied to accounts in September.

Financial Assistance

Applications for free or reduced price lunches and/or books are available in the office. If at any time during the year your family income meets the federal/state guidelines, please feel free to apply for your benefits.

Every spring, applications for diocesan tuition assistance for the next school year can be obtained in the church office. A completed application is required to be considered for financial assistance from our school/parish.

Contractual Obligations

Every family signs a tuition/fundraising contract agreeing to pay current tuition fees, book fees, and other fees; raise fundraising dollars; and work fundraising hours.

It is understood that you will be responsible for any balance due, collection fees, court costs, and interest due in the event any amounts are forwarded to collection. Viewing of grades on RenWeb will be blocked until accounts are made current.

Each family must agree to comply with all school policies and procedures and will sign an agreement at the start of each year. Annual criminal history checks will be completed on all parents and adults working with our children.

Fees

Books - \$225 per full time student (nonrefundable)

Technology - \$150 per full time student (nonrefundable)

Home & School - \$30 per family is included in the tuition payment (nonrefundable)



Returned Check Policy

There will be a \$25.00 charge for each check returned to any school account. Additionally, after two returned checks, only cash or money orders will be accepted.

VISITORS

During school hours, all visitors and parents are to enter from Door #1, check in with the office personnel, and receive a visitor's badge. No visitors/parents will be allowed to interrupt instructional time in the classrooms without permission from the office/teacher. All classroom visits/observations and conferences must be scheduled in advance with the approval of the principal. If you are bringing in any items forgotten at home they must be dropped off in the school office. Children will not be allowed to call home for forgotten items—homework, permission slips, clothing, etc. without staff permission.