



Diocese of
Lafayette-in-Indiana

STUDENT/PARENT HANDBOOK

Diocese of Lafayette-in-Indiana



2017 – 2018

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St. Paul Catholic School reserves the right to amend this handbook at any time.

Revised August 8, 2017



Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*

St. John Chrysostom

Welcome to St. Paul Catholic School! In choosing St. Paul school, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Paul Catholic School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Paul Catholic School during the 2017-2018 school year.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray, that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Cynthia Mauman

Principal

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SECTION A: VISION AND PURPOSE

A100 MISSION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

A110 VISION STATEMENT OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

The Diocese of Lafayette-in-Indiana, Uniting in Heart, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

†

Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

†

Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

†

Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

†

Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

†

Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese.

A150 MISSION STATEMENT OF THE CATHOLIC SCHOOLS

The mission of the Catholic Schools in the Diocese of Lafayette in Indiana is to partner with families in providing a Christ-centered learning environment in which all persons can grow in faith and knowledge in order to serve God in this world and be eternally happy in the next.

MISSION STATEMENT OF ST. PAUL PARISH SCHOOL

St. Paul Parish is committed to handing on the faith to its children and toward that end, we shall provide students with a Catholic education which is dedicated to preparing them academically and spiritually for life's challenges.

SECTION B: ADMINISTRATION AND GOVERNANCE

B100 AUTHORITY FOR TEACHING

The Bishop is responsible for the supervision as well as the fostering of catechesis in the diocese as described in the *National Catechetical Directory*, *The Catechism of the Catholic Church*, and the *Code of Canon Law* (cc 394, 774). He is charged to "devote himself personally to the work of the Gospel," and to "supervise the entire ministry of the work in regard to the flock committed to his care".

In carrying out this responsibility, the Bishop ensures that catechetical goals and priorities are established for the Catholic community, necessary structures exist, and that appropriate programs are designed, implemented and evaluated in accordance with the recommended textbooks of the United States Conference of Catholic Bishops. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it.

In helping parents as primary educators of their children, the Bishop is assisted by parents, educational administrators, teachers, catechists, women and men religious, clergy, and the diocesan staff.

SECTION C: PERSONNEL

C165 SAFE ENVIRONMENT

The Diocese of Lafayette-in-Indiana is dedicated to ensuring a culture that is safe, open, welcoming and protective of all people and especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse.

The Diocese will evaluate the criminal history background of all diocesan, school and parish employees, as well as volunteers who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.

Finally, all employees, as well as volunteers with any level of contact with youth will successfully complete safe environment training on a regular basis. School staff must complete the following training and receive a certificate of completion for the following:

- Protecting Children in the 21st Century
- Internet Safety

Visit <http://dol-in.org/child-safety> to access the online safe environment training.

SECTION D: STUDENT PERSONNEL

D100 ADMISSION

Catholic schools are not to discriminate on basis of race, color, sex, national origin, or ancestry in the admission of students. Priority should be given to Catholic students. Non-Catholic families are welcome when space is available. Available space will be determined on an established registration date so that the school can fulfill its commitment to non-Catholic families who enroll. The schools reserve the right to grant or deny admission in their sole and absolute pastoral discretion.

Students with disabilities are enrolled when minor adjustments can be made for their education. Schools work cooperatively with local public schools to provide the best possible placement and accommodations possible. If the school administration determines the needs of a student cannot be met by our school, admission may be denied/rescinded.

A student should be at least five years of age on or before August 1st in order to enroll in the school's kindergarten. It is recommended that the school have an appeals process for parents who request early entrance. If a school chooses to use an assessment instrument as part of an appeal process, the decision is not to be based on a single test score or list of skills. Decisions regarding first grade enrollment are to be based on a variety of sources of information, not all of which will be objective. Entrance is not to be based on a single score or sole criterion. *(See AD100, AD100A)*

All students are required to attend and participate in religion classes and liturgical services, fulfill religion class requirements and participate in daily prayer. St. Paul Catholic School will respect the religions of our non-Catholic students and require the same respect for our faith.

Applicants for admission shall:

- a. provide up-to-date health, birth, psychological and academic records;
- b. have a 2.0 grade point average on a 4.0 scale or equivalent;
- c. not have been suspended out of school or expelled from school for his/her previous two years of school attendance;

- d. not have missed any more than six days of school the previous semester from their previous school. Exceptions may be made for medical reasons with an appropriate note from their doctor;
- e. provide verification of good standing at the previously attended school;
- f. provide all records from previously attended schools.

The above requirements may be waived under extraordinary circumstances. The Principal may request a letter of recommendation from the student's previous school. The determination to admit or retain a student lies within the sole discretion of the Principal subject to the approval of the Pastor.

Parents shall accept their responsibilities as outlined in the parent/student handbook and in the commitment form they sign. It is expected that parents will be actively involved in the school through their **TIME, TALENT, and TREASURE** as outlined in the volunteer form provided at the time of enrollment.

The principal will interview all prospective students and their parents. It is expected that families will be honest and forthright in their admission interview with the principal. Deception and/or failure to notify the school of any condition that could harm either the school or other students will be cause for dismissal. The principal reserves the right to exercise discretion in admission and retention of students.

All families are reminded that if tuition for the present school year remains unpaid, enrollment will not be extended for the following year. Exceptions will only be made at the discretion of the Pastor.

St. Paul Catholic School reserves the right to grant or deny admission in our sole and absolute pastoral discretion.

D150 ADMISSION OF CHOICE STUDENTS

All Catholic schools in the diocese are encouraged to participate in School Choice programs. Any Catholic school approved by the Indiana Department of Education to participate in the Indiana Choice Scholarship Program must adhere to the admissions requirements set forth in the Choice School Application and any rules established by the Indiana State Board of Education or the Indiana Department of Education.

Lottery Process for Choice Scholarships

In the event that the number of applicants for enrollment under a choice scholarship exceeds the number of choice scholarships available to St. Paul Parish School, the school will move to a lottery process. Priority will be given to returning students and families first, then to St. Paul Parishioners, and the remaining applicants will be drawn at random.

The following contains the lottery process procedure:

1. Families will be invited to a public drawing.
2. Lottery participants will be assigned a ticket with a number.
3. Tickets will be placed in a lottery drum and will be randomly drawn, in accordance with the above stated priority list.

The deadline to submit an application for the lottery process would be August 25, 2017. The Drawing would take place on August 30, 2017.

D200 REGISTRATION

When parents apply for kindergarten admission, they must provide a birth certificate, health certificate, immunization record, and Baptismal Certificate, if baptized Catholic, unless the Baptism occurred in the parish where the student enrolls. When students are transferring from another school, parents must arrange for the academic and health records to be sent before enrollment can be completed.

D300 STUDENT RECORDS

Permanent record files must include the following:

- an academic transcript (academic grades for each semester);
- health and immunization forms;
- attendance records (including date when student enters);
- emergency information;
- standardized testing information;
- medical records may also be included if the student has any special medical needs; and
- if the student has special learning needs, records of educational or related testing.

If these last two items were generated by another agency (including the local public school) they cannot be transferred to another school. They can, however, be released to the parent.

Cumulative record files may include additional information.

- ***All records are to be kept in a locked, fire-proof cabinet in the school office. Permanent records should never be removed from the school premises.***
- Permanent records must remain in the school in perpetuity.
- When accessing records, teachers must sign a log sheet listing the date and purpose for viewing the records.
- When parents are divorced, both parents have a right to access students and their records unless prohibited by court order.
- The Emergency Health Plans for children and staff with chronic conditions such as diabetes, asthma, and severe allergies, should be kept separately in a secure, but unlocked place known to the school nurse and his/her designees.
- Principals are advised to obtain court custodial documents. It is the responsibility of parents to inform the school of any changes in custodial arrangements. Be sure this is stated in the student/parent handbook.

D350 RELEASE OF RECORDS

When a student is withdrawn or dismissed from the school, parents should complete a withdrawal form (AD350) and sign a release of records form (AD350A) so that records can be sent to the next school. If the school to which the student transfers does not request records within ten working days, the principal should send official notice to the local public school superintendent that the student is no longer enrolled.

If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child (IC 20-33-2-10). Withholding of student records for non-payment of fees is strongly discouraged.

D400 STUDENT NAME CHANGE

In the event that a child is in a living situation where the parents have a different surname, the school records must be placed under the child's surname. In order to change a name on a student's record, it is required that there be a birth certificate or legal notification of change by court papers.

D500 FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Federal law protects the confidentiality of student information. To safeguard confidentiality and safety of student records, the following guidelines apply:

- Legal guardians and teachers (on a "need to know" basis) are to have access to the files;
- No original document is to be released. Photocopies are to be made in the school office;
- The principal is the only person empowered to release documents in a student's file;
- Parents may be given a copy of their child's file when transferring to another school;
- Anecdotal information placed in the cumulative record is to be related to the student's learning achievement and be stated factually;
- Schools shall comply with the notice requirements under applicable law in the event a court order or subpoena is presented for a student's records. Schools shall immediately contact the diocesan school superintendent in the event a school receives such a request.

D600 ATTENDANCE

St. Paul School believes success in school is directly related to daily attendance. Punctuality, dependability, and reliability are among the principles necessary to develop responsible behavioral and social patterns. St. Paul School expects students to be punctual and have regular school attendance. Fundamental responsibility for attendance rests with the parents/guardians and the student.

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Paul students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. If the school does not receive a telephone call or written note the student will be counted **unexcused**. School attendance is compulsory by law in Indiana (IC 20-33-27). In rare cases criminal charges may be filed if a student is chronically absent without excuse. Excessive absenteeism may result in a referral to Child Protective Services for investigation of educational neglect. In addition, St. Paul scholarships may not be renewed as a result of excessive absenteeism. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Students who arrive after 10:00 A.M. will be considered to be present only half of the day. Students must arrive by 12:30 P.M. or they will be considered absent for the entire day. Students who leave school before 2:00 P.M. will be considered absent half of the day.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students should be fever free 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 who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 4:00 PM. For short absences, students may receive missed assignments from their teacher when they return to school. **Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments will be given in anticipation of the vacation only at teacher discretion.**

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year. Prompt arrival at school is expected of all students. Late arrival disrupts prayer time and causes loss of instruction time.

Any child who arrives at school after 8:32 A.M. when morning prayer has begun for grades K – 6 is considered tardy. Three tardies in a grading period constitute a day of absence when considering students for the perfect attendance award.

D650 ALTERNATIVE LEARNING PLANS

Administrators in the Diocese of Lafayette will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor adjustments can be made for their education. In some cases students with disabilities will not qualify for services from the public schools and an alternative service plan may be provided if the disability significantly limits the student's ability to learn.

D700 TRUANCY

A single isolated incident of unexcused absence is not defined as truancy. Habitual truancy is evidenced by the following:

- refusal to attend school in defiance of parental authority;
- accumulating ten absences from school over a semester or seven absences over a trimester without justification ; and
- three or more judicial findings of truancy.

D800 PROMOTION/RETENTION OF STUDENTS

The retention of a student is a positive action taken to address a lack of achievement in the development of academic, social, and emotional skills. Retention of a student is a difficult decision which should only be made after a lengthy assessment process. Any consideration of retaining a student should begin with a conference between the parents and teacher. Once the issue of retention has been brought forward, a committee made up of the principal, the student's teacher(s), and the next grade level teacher shall be called together. Parents are to be involved in the process from the beginning. A written record and summary of meetings and discussions is to be kept on file. The recommendation of the committee is to be determined and conveyed to all parties involved by the end of the third quarter.

A student, who has applied her/himself to the curriculum of the grade but lacks the ability to master all of the objectives, can be placed in the next grade if she/he can continue to profit from the school program.

Principal and teacher(s) are to collaborate with parent/guardian(s) in a decision regarding the student's promotion, retention, or placement in special services. If the school recommends retention and parents/guardians do not agree, it may be necessary for them to enroll their child in another school the following year.

D900 STUDENT PREGNANCY

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort for the student to continue schooling, in-class, tutoring, homebound, or home-schooling is to be made by the principal. The principal/counselor is to reinforce Catholic teaching regarding sexual activity outside of marriage and provide information to the student and parents or legal guardians regarding counseling and medical services that may be needed.

The decision to willfully terminate a pregnancy is in violation of Catholic belief and practice. When it is known that a student is planning to terminate a pregnancy, the principal or designee is to inform only the student(s) directly involved, that is, the pregnant student and the alleged student-father, regarding the Catholic stance. Parents or legal guardians are to be notified immediately unless the student is emancipated or eighteen years of age.

D1000 DISCIPLINE PROCESS

St. Paul Parish School has a responsibility to parents and to students which goes beyond the educational program. It must provide students with a suitable environment while on the school premises and at other school-related activities away from the school grounds. An environment conducive to learning must be maintained to ensure equal educational opportunity for all students. Since the environment is partially determined by the conduct of the students, student self-discipline relative to rules and regulations is a desired goal. These rules and regulations are designed to promote a desired environment for learning.

The school has the authority and obligation to establish and enforce reasonable standards of conduct. Disciplinary action may be taken by the pastor, principal, administrative personnel, or any teacher at the school for any behavior that is disruptive, unsafe, or violates the rights of others. Such disciplinary action includes:

1. Counseling with a student or group of students.
2. Conference with a parent or a group of parents.
3. Assigning student additional work.
4. Rearranging of classes.
5. Restriction of extra-curricular activities.
6. In-school suspension.
7. Restriction of recess activities or suspension of recess.

The following list identifies some unacceptable acts subject to disciplinary action in this school. Violation of any of these offenses before, during or after school hours, while on school property, or in any school approved vehicle used to transport students, or at school functions or events held at other locations may lead to the implementation of a disciplinary action.

1. Truancy.
2. Possession, use, transmission of and/or being under the influence of tobacco in any form, any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized use of prescription drugs.
3. Possession, use, and/or transmission of a weapon, or any object that can reasonably be considered a weapon.
4. Possession and/or use of any electronic device that disrupts the educational process.
5. Harassment of any kind, verbal and/or nonverbal intimidation/threats, assaults, bullying*, or fighting. Every student has the right to attend school without fear of physical or mental abuse.
6. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel.
7. Violations of school procedures are acts disruptive to the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms, and unauthorized access to school data.
8. Running, pushing, and/or shoving at any time in the school.
9. Throwing of rocks, snowballs, or other objects on the playground or in the classroom.
10. Gum chewing.
11. Violation of any school policy.
12. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang-related materials or symbolism.

13. Criminal activity.

*Bullying definition: Bullying is physical or psychological intimidation that occurs repeatedly. The behavior is intended to inflict injury or discomfort on a victim, and creates an ongoing pattern of harassment and abuse.

Let it be understood that each teacher conducts discipline within his/her classroom in a manner he/she deems acceptable. If a student is sent to the principal's office, it is because of repetitive offenses or it is a situation the teacher does not feel able to handle. The disciplinary action or consequences given by the principal may include: in-school suspension, out-of-school suspension, or expulsion. These forms of discipline are to be used only after conferences with parent(s)/guardian(s) have occurred.

1. First visit - to principal's office
2. Second visit - to principal's office - parent called
3. Third visit - parent called-conference with child/parent set; in-school suspension given.
4. Fourth visit - possible suspension or expulsion could result.

D1050 SECLUSION AND RESTRAINT

St. Paul Parish School in the Diocese of Lafayette in Indiana believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures, that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger or physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g. disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

D1100 DISCIPLINARY RECORDS

A written disciplinary record should be specific, descriptive, and verifiable. These records are to be maintained in a file separate from the permanent records and cumulative files.

Disciplinary records are not transferred from one school to another at the time of a student's enrollment. (See AD1100)

D1200 DUE PROCESS

Students are provided due process in discipline situations. This process is defined as the opportunity for the student to be heard in a situation. All disciplinary situations are to be discussed between the supervising adult and student. Parents (or legal guardians) may be included in the discussion. Due process provides for a hearing, not a resolution. Disciplinary situations not able to be resolved at this level are to be presented and resolved at the level of the principal.

Conflict Resolution Procedures

From time to time there will be conflict between different groups or individuals in the school. Most conflicts can be resolved by talking to the appropriate person(s) at the time of the conflict or misunderstanding. St. Paul School officials want to be sure that parents are aware of the appropriate steps to take in this situation.

For issues relating to the classroom, follow this procedure:

1. Talk to the teacher first. He (she) has the authority to establish the policies for teaching and discipline in the room. They are required, however, to work within the school guidelines and policies for the operation of the classroom. If the conflict is not resolved, go to the next step.
2. Talk to the principal. The principal is responsible for the supervision of teachers and to ensure they adhere to the policies of the school. The principal will correct violations to school policy that happen in the classroom and school. The principal will discuss issues involving classroom policy and discipline with the teacher to determine if he/she decides it is justified. The principal will inform the parents of his/her decision within one week after notification of the problem. If the conflict is not resolved, go to the next step.
3. Talk to the pastor. The pastor has responsibility for all aspects of the parish. He supervises the principal. He does, however, reserve the right to intervene only when issues arise in which he has the appropriate expertise and knowledge to make a decision. He will discuss those issues with the principal and inform the parents of his decision within one week after notification of the problem. If the conflict is not resolved, go to the next step.
4. Superintendent of schools. He (she) provides guidance and advice to the pastor and the principal. Issues of major significance can be taken to the superintendent if left unresolved at the local level. To contact the superintendent, complete the "conflict resolution process request" form which is available in the office.

In conflicts involving other issues: If a teacher is involved, complete the process as above.

For all other issues, begin the process with the principal and complete as indicated above.

CONFLICT RESOLUTION PROCESS REQUEST

The following is a statement of my problem, which I hereby request to be reviewed by the Superintendent for Catholic Schools.

Name_____

School_____

City/State/Zip_____

School Principal_____

Parish Pastor_____

The problem from my perspective is as follows:

I discussed the problem with my child’s teacher on _____
(date)

I discussed the problem with my principal on _____
(date)

I discussed the problem with my pastor on _____
(date)

The administrators’ responses were...

I believe these responses did not answer the problem for these reasons...

I believe an appropriate solution to the problem would be...

Witnesses who can confirm my statements are...

Parent Signature

(date)

Send to: Dr. Peg Dispenzieri
Director, Pastoral Office for Catholic Schools
2300 S. Ninth Street
Lafayette, IN 47909-2400

D1300 SUSPENSION, EXPULSION, AND EXCLUSION

While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the jurisdiction of the principal. In-school suspension or Saturday school is preferred. A written statement of suspension is to be sent to parents or legal guardians summarizing the student's behavior and the reasonable action taken. The maximum length of suspension in the Diocese of Lafayette is ten days per incident.

Exclusion from school is rare, but may be necessary to keep order and security in the school during an investigation, when there might be threat of communicable disease, or another temporary situation which threatens an individual student or the school community. In the case that exclusion is necessary, every effort will be made to continue the student's education at home.

Notice of suspension, expulsion, or exclusion and a summary of the event are to be sent to the Superintendent within three days of the event. *(AD1300)*

D1400 GROUNDS FOR SUSPENSION/EXPULSION

Students engaging in any of the actions listed below subject themselves to suspension or expulsion in accord with the discipline policy of the school. Grounds for suspension or expulsion include but are not limited to the following:

- a) reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance or behaviors interfering with school purposes or urging others to engage in such behavior;
- b) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- c) blocking the entrance or exits of any school building, corridor, or room depriving others of lawful access;
- d) setting fire to or substantially damaging school property or building;
- e) possessing, handling, or transferring an object that could be considered a weapon or urging others to do so;
- f) possessing, using, transmitting any controlled or abused substance, such as a narcotic or alcoholic beverage;
- g) unlawful selling of a controlled or abuse substance;
- h) substantial instances disrupting classroom or educational function, or unlawful meeting on school property;
- i) continuously and intentionally making noise or acting in any manner so as to interfere with the ability of a teacher or other school personnel to educate;
- j) stealing or attempting to steal school property or private property;
- k) taking something of value from another person;
- l) intimidating any student with the intent of bodily harm;
- m) harassment, bullying of students or staff including hazing, cyber-bullying and sexting;
- n) any activity interfering with the ability of a teacher or any of the other school personnel to conduct the educational function under one's supervision;
- o) repeated violation of any rules; or
- p) engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function.

D1500 STUDENT HARASSMENT

St. Paul School is to be free of discrimination, inappropriate and unlawful harassment, bullying and cyberbullying. Actions, words spoken, written or internet based, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or sexual orientation are inappropriate in a Catholic environment, either on the part of the staff or of the students. St. Paul School upholds the dignity of all students, staff members, and include educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Retaliation against any student for complaining of harassment or enforcing this policy is a violation of this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to prompt and appropriate disciplinary action up to and including expulsion from the school.

D1600 HAZING

Hazing refers to any activity expected of someone joining a group or to maintain full status in a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Administrators, teachers, supervisors, and support staff can be held responsible for this activity if they know or should have known about it. The following duties can help to prevent harassment in general or hazing in particular:

- a) Minimize risks by examining student practices and routines on and off school campuses;
- b) Educate the students showing how word or deed can demean others;
- c) Investigate if a student expresses discomfort or reports being hazed or witnessing someone else being hazed;
- d) Report any conduct which may constitute hazing to administrators immediately;
- e) Discipline students with prompt corrective action who engage in hazing;
- f) Monitor and be watchful of student activities that intimidate or threaten mental health, shame, humiliate, embarrass, or affect the student's dignity.

D1700 SUBSTANCE ABUSE

School environments are to be made safe for all students. Soliciting, possessing, selling, or using of a controlled or abused substance is an unlawful and serious infraction, contrary to Catholic values. This may include "look-alike" substances. Students who engage in these activities will subject themselves to suspension or expulsion and reporting to civil authorities, if necessary.

D1800 FIREARMS/WEAPONS

Possessing, firing, displaying, or threatening the use of firearms, bombs, explosive devices or other weapons on school grounds for any unlawful purpose is an occasion of serious harm to persons. Therefore, students who engage in these activities will subject themselves to expulsion and be reported to legal authorities.

D1850 LOCKER POLICY

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to search and/or seizure of lockers, book bags, persons, or vehicles at any time. Lockers may not be decorated inside or out. The students are responsible for maintaining a clean locker.

D1900 BEHAVIOR OUTSIDE OF SCHOOL

Students may be disciplined for off-campus behavior that may endanger the health or safety of students of the local school community or behavior that adversely affects the educational process or damages the reputation of the school. Possible events that may be a cause of endangerment include:

- a) threats of violence to other students or teachers;
- b) off-campus use of addictive substances such as alcohol, cigarettes, controlled substances;
- c) off campus fighting linked to school behaviors;
- d) internet activity that is threatening or offensive to others; or
- e) criminal activity.

D1950 CRISIS CONFRONTATION

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

- a) a student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- b) a student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- c) a student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct (see D1975);
- d) a student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- e) a student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;

- f) a student knows but fails to disclose to school authorities, that another student either:
 - 1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - 2. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student and reporting to civil authorities where applicable by law.

D1975 CODE OF CHRISTIAN CONDUCT

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the Trojan Tribune.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a

verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

D2000 STUDENT DRESS CODE

PRESCHOOL

Clothing should be modest, clean, neat, and reflective of our Christian values. No uniform is required for preschool children.

FOR ALL STUDENTS IN GRADES K-6

The dress code will be enforced in all grades. When violations occur, parents will be called and asked to come to school.

Shirts: White or navy blue - long or short sleeved polo

White or navy blue - long or short sleeved oxford

White or navy blue – turtleneck

(All shirts are to be free of any logos or decoration other than the school logo)

Shorts: Navy blue or khaki walking shorts - no more than 4" above the knee or none hanging below the knee

Pants: Navy blue or khaki dress pants - no cargo, denim, bellbottom, hip-huggers or jeggings allowed.

Jumper/Skirt: Solid navy-blue or khaki. (girls)

Sweaters: White or navy-blue pullover or cardigan (crew or V-neck worn with collared shirt underneath) (no hooded sweaters), free of any decoration other than the school logo.

Sweatshirts: St. Paul sweatshirt worn with a collared shirt underneath.

Socks: Plain solid white or navy crew socks, knee highs, or tights – socks must cover ankles.

Shoes: White or dark colored, flat-soled with no more than a 1" heel. Shoes must have a closed toe and heel. (This applies to both Uniform and Non-Uniform Days)

Belts: Navy or dark colored (grades 2-6)

Non-uniform days – Usually the first and third Friday of the month is a non-uniform day. Please check the school calendar & newsletter for non-uniform and jean days. Students may wear clothing that is clean and neat and that is in keeping with our Christian values.

All students – hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists**. **Extreme hair coloring and bleaching is not permitted**. No beads or scarves should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops**. Boys may not wear earrings of any type. **Jewelry** should be limited. Silly bands are not allowed at any time.

Watches and fitness tracking devices with a beeping device should be disconnected during the school day. Watches and fitness tracking devices that beep will be taken away and may be claimed on the last day of the school year. Wifi compatible fitness tracking devices are NOT allowed.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops in grades 2 – 6. Belts may be navy, brown, or black.

SECTION E: CURRICULUM, ASSESSMENT, AND INSTRUCTION

E200 RELIGIOUS INSTRUCTION

All students receive religious instruction as part of the academic curriculum of the school. Sacramental preparations are to be integrated with parish based programs. The religion curriculum is developed in cooperation with the Office for Catechesis. All programs and instruction are to conform to the principles, declarations and norms of the *General Catechetical Directory* approved by the Sacred Congregation of Clergy and published by the United States Catholic Conference (1971), the statements of the National Conference of Catholic Bishops in *To Teach as Jesus Did* (1972), the *Basic Teachings for Catholic Religious Education* (1973), *On Catechesis in Our Time* by his holiness Pope John Paul II (1979), *Guidelines for Doctrinally Sound Catechetical Materials* (1990), the *Catechism of the Catholic Church* (1994, English edition), *Sharing the Light of Faith; General Directory for Catechesis* (1998), *The National Directory for Catechesis* (2005) and “*Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium*” (2005).

Work, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are to be at the center of the school. Special instruction is to be given in Catholic doctrine, Scripture, sacramental preparations, liturgical celebrations, social justice, and observance of the liturgical season.

Implementation of the requirements of the 2002 Dallas Charter of the USCCB requires that all students receive annual instruction in safety and self-protection from inappropriate behavior of adults. The *Protecting God's Children Safe Environment Curriculum* has been developed for this purpose. All schools must provide this instruction annually for all students and maintain appropriate documentation which must be submitted to the Office for Catholic Schools. Parent involvement is an important component of this curriculum.

E300 RELIGION GRADING

Religious education is to provide opportunities for content, worship, and service. The only element to be graded is that of content. Therefore, a religion grade is to reflect the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as religious education.

E500 HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Generally the following guidelines apply: Grade 1 and 2, twenty minutes; Grades 3 and 4, forty minutes; Grades 5 and 6, one hour. If a problem arises, the teacher should be contacted. Work submitted must be neat, orderly, and accurate. Messy or torn papers are not acceptable. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Each child in 1st through 6th grade has a daily planner and/or homework folder. Parents are encouraged to check the planner each day, sign it and convey any messages to the teacher.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments given in anticipation of the vacation are at teacher discretion. There will be no exceptions to this policy.

E550 REPORTING TO PARENTS

Report cards are issued after the completion of each nine weeks grading period. In addition, teachers post assignments, missing assignments or late assignments and grades on School Speak. Please carefully review your child's progress and contact the teacher if you have questions regarding grades.

Parent/teacher conferences are scheduled near the completion of the first nine weeks. The parents' attendance at conferences is very important. A parent may request a conference with his/her child's teacher at any time during the school year. Please call the teacher for an appointment if a conference is desired. It is very important that there is open and direct communication between parent and teacher. If there is a concern with your child or with what is happening in the classroom, arrange to speak with the teacher immediately. Concerns brought directly to the teacher are more readily and effectively solved.

Our grading scale is set by the Diocese of Lafayette School Corporation.

94-100 A, 85-93 B, 75-84 C, 70-74 D, 69- F

Honor Roll Grades 4,5,6 (3.0 - Honor Roll, 3.3 - High Honor Roll, All A's)

- | | |
|---------------------------|--|
| “A” Honor Roll | To be eligible for the “A” Honor Roll, a student must receive all A’s on his/her report card at the end of the grading period. |
| High Honor Roll | To be eligible for the High Honor Roll, a student must receive all A’s and B’s on his/her report card at the end of the grading period. The card must have equal number of A’s and B’s or more A’s than B’s. |
| Regular Honor Roll | To be eligible for the Regular Honor Roll, a student must have A’s or B’s on his/her report card at the end of the grading period and have no C’s, D’s, or F’s with a 3.0 accumulative. |

E600 TECHNOLOGY USE

An acceptable use of technology agreement shall be signed by each student and parent after reading the Telecommunications use agreement and technology agreement (see on the following page) which are reviewed at the beginning of each school year. Violation of any of the terms in the agreement can result in the loss of the use of technology at St. Paul School. Cell phones are not permitted for students in the school. If a cell phone is needed for after school reasons, the cell phone may be placed in the office with the school secretary until dismissal time. **At no time during the day should a cell phone be in a student’s locker or in his/her possession.** Violation of this policy will result in the confiscation of the phone by school authority.

Electronic Devices: The school reserves the right to search any electronic device brought to school.

Student Emails: Students in grades 4 through 6 are assigned a school g-mail account that is restricted to communications within the St. Paul domain. St. Paul School is not responsible for personal use of this e-mail. Violation of the terms in this agreement can result in the loss of the use of student e-mail.

School Website: The contents of the School Website are copyrighted and protected under the Copyright Act of 1976.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com[®] and www.secondlife.com[®], etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory way can face detention, suspension, or expulsion.

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com[®], Xanga[®], Friendster[®], Facebook[®], etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

TELECOMMUNICATIONS and TECHNOLOGY USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Paul School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

E700 COPYRIGHT AND ACADEMIC HONESTY

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Students will be instructed in the proper way to document the use of copyrighted material.

E750 POLICY FOR STATE TESTING

St. Paul Parish School adheres to the Indiana Department of Education's *Indiana Assessment Program Manual*, complying with all regulations set forth within regarding test preparation and administration, as well as testing security and integrity. This includes the following requirements:

- All appropriate staff must participate in the mandated state training as set forth by the Indiana Department of Education. School corporation test coordinators are responsible for overseeing that all staff are appropriately trained.
- All appropriate staff must obtain a current copy of and be familiar with the Indiana Department of Education's *Code of Ethical Practices and Procedures* to understand how to securely administer and handle the assessments while in their possession. Staff members must sign the *Indiana Testing Security and Integrity Agreement* annually prior to giving state assessments and the school must keep these forms on file locally. Annual communication to staff must take place at least annually in regard to ethical and appropriate testing practices, the implementation of test administration, and any additional information that is needed to prepare, administer, and interpret test results.
- Access to testing materials must be strictly controlled as listed in the Indiana Department of Education requirements. School corporation test coordinators and school administrators are responsible for the security of the school's testing materials.
- Testing schedules must adhere to the Indiana Department of Education guidelines.
- Staff members must provide students with testing accommodations as per the student's service plan and/or Section 504 eligibility. (Eligibility for accommodations must be documented).
- School administrators must review and monitor ethical practices in regard to test preparation, test administration and test security. Any breaches or irregularities must be reported under the Indiana Department of Education's protocol set forth in the annual *Indiana Assessment Program Manual*.
- The school must provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate, establish procedures for investigating these concerns, and must ensure protection of the rights of individuals and the integrity of the assessment.
- Teacher handbooks must include procedures that will ensure the enforcement of these policies.

Fidelity and Integrity: Requirements and Potential Consequences

Any individual with a license granted by the IDOE who violates the *Code of Ethical Practices and Procedures* as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action under IC 20-28-5-7, 511IAC 5-5-, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7.

Any staff member in the Diocese of Lafayette who violates the security and integrity of state testing may be subject to immediate dismissal.

E850 FIELD TRIPS

Field trips can provide cultural and educational enrichment to the learning experience. The purpose of these trips must align with curriculum standards and the value of the field trip must balance the loss of instructional time due to travel. Cost should not impose a financial burden on parents or the school.

1. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
2. A field trip is a privilege and not a right.
3. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
8. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
12. All chaperones must be 25 years of age or older.
13. Students with chronic conditions may require the administration of emergency medication while on a field trip. Any student who has an emergency health plan in which emergency medications are prescribed must have those medications available while on a field trip. Additionally, all students who have regularly prescribed medications normally administered during school hours must also have the medication(s) accompany them while on a field trip. Medications with documented instructions for administration must be given to school personnel who are accompanying students on the field trip. These medications, along with documentation related to their administration, must be returned to the school at the conclusion of the field trip.

SECTION F: SAFETY AND WELLNESS

F100 CHILD ABUSE

School personnel who have cause to suspect child abuse or neglect have a moral and legal responsibility to report such a case(s) to the principal. The principal should then, in the presence of the staff member, report the abuse to Child Protective Services in the county in which the child resides. A form for suspected child abuse should be completed immediately so that pertinent information is readily available to report. The principal should later (within 3 working days) send a copy of this report to the Superintendent. School personnel have the responsibility only to report the possibility of abuse, not to investigate the case. The confidentiality of persons who report child abuse in good faith is protected and they are also protected from civil and/or criminal liability.

F300 MEDIA USE OF STUDENT PICTURES

Student photos, videos and or voice recordings will be used occasionally on instructional or promotional materials including social media. A parent or legal guardian may sign an 'opt out media form' if they do not want their child included in such materials.

F850 PEST CONTROL AND POTENTIALLY HAZARDOUS SUBSTANCES

Yearly, parents are notified of the pest control and hazardous substances which may be used at St. Paul Parish School. The letter includes the contact information for our head maintenance manager should any concerns or questions arise. No toxic substances are ever used without prior notification to families.

F900 SCHOOL WELLNESS PROGRAM

St. Paul Parish School

WELLNESS POLICY

The School Advisory Council, parents, faculty, and staff of St. Paul Catholic School recognize the importance of sound health practices in the educational development of students. We acknowledge that our students' ability to learn is directly influenced by the food choices and physical activity in which they engage. We are aware that childhood obesity has become an increasing problem and that habits developed during childhood often follow us into our adult life. We recognize that the development of good health and nutrition habits begin in the home, but we also know that the school can assist parents in teaching wellness attitudes and actions.

Therefore, the following goals have been set in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the School shall:
 - 1. Promote in the classroom and through teaching, the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low fat and fat-free dairy products.
 - 2. Reinforce lifelong balance by emphasizing the link between caloric intake and exercise.
 - 3. Not allow the purchase of soft drinks during the lunch hour.
- B. With regard to physical activity, the School shall:
 - 1. Provide a daily recess period at least 20 minutes in duration to all students in grades K-6.
 - 2. Provide Physical Education classes twice a week that require the first ten minutes include a series of exercises that promote strength building and cardiovascular activities.
 - 3. Promote participation in physical activity by teaching skills in physical education that can be utilized outside of school and provide information to families which will encourage and assist them in their efforts to incorporate physical activity in their children's lives.
 - 4. Encourage all students to be physically active during recess.

F1200 IMMUNIZATION REQUIREMENTS

Children entering school are required to submit complete immunization records or letter of exemption prior to their first day of school. Exemptions must be filed annually on each student. All students entering sixth grade must have a second MMR vaccination. Any student without complete immunization records on the first day of school will be unable to attend until either a record of immunization or waiver is presented.

F1450 STUDENTS WITH DIABETES

The care of students with diabetes requires the oversight of a registered nurse and, as such, the school nurse must coordinate care between the student, parents, primary care provider, teachers and staff. The nurse will train any staff who volunteer to assist in the care of the diabetic student and both parties must document that training has occurred and that proficiency has been attained.

F1500 ALLERGIES AND ALLERGIC REACTIONS

St. Paul School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma 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 the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled 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 St. Paul School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. 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 science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

St. Paul 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, St. Paul 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.

5. 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 school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

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 or 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 or guardian.

Tables will be washed with soap and water 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.

On rare occasions students who do not have known allergies will display allergic reactions. Staff members should be trained to identify these signs and trained as first responders. Injectable epinephrine is available at the school for such emergencies and a reasonable number of staff members are trained by a Registered Nurse to administer this medication. In the event that emergency epinephrine is administered, to any child or adult, with their own dose or a stock dose, personnel must immediately call emergency responders. A report must also be filed.

F1700 STUDENT MEDICATION

The school nurse's office is located east of the school office. The nurse is responsible for the maintenance of health records, parental contact concerning health problems, care of minor injuries, training of staff in health related matters, and vision/hearing/scoliosis screening. Please be sure to contact the nurse if your child has any unusual health problems.

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only.

If emergency medical treatment is necessary the parents will be contacted. If parents are not available or it is a critical emergency the child will be taken directly to the emergency room of the nearest hospital.

Prescription Medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. The prescription must be current.
5. A medication permission slip must be filled out and signed by the parent and left at the office with the medication.
6. School personnel must give medication.

Non-prescription Medications:

1. A medication permission slip must be filled out and signed by the parent and left at the office with the medication.
2. School personnel will give medication.

At the end of the school year, or when a medication is no longer needed, it may be sent home with the child, with written permission from the parent. The exception to this is in the case of controlled substances, which may never be sent home with the child, and must be picked up by a parent or relative over the age of 18.

Emergency medications should be stored in a secure area inaccessible to children. The medication must be unlocked and immediately available to school personnel at all times students are present.

- In the case of controlled substances, they are to be stored separately from other medications in a secure, substantially constructed, locked metal or wood cabinet or drawer. A list of controlled substances can be found at the following link: <http://www.deadiversion.usdoj.gov/schedules/#define>
- Controlled substances are to be kept under single lock (locked cabinet) when students are present and under double lock (locked office and locked cabinet) at all other times. All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. This medication shall be recounted on a regular basis and this count reconciled with the medication administration log/record.
- If medications are found to be missing or if there is suspicion of tampering, local law enforcement should be contacted to assist with an investigation.

At no time are students to give medication to each other. A student who violates this procedure subjects himself/herself to disciplinary action up to and including immediate dismissal.

F1800 STUDENT ILLNESS

An ill child is to be sent to the main office. If the illness is considered for exclusion from school under local rules, such as: vomiting or diarrhea, or temperature over 100 degrees, the school will contact the parents. The parent/guardian will provide for his/her transportation home. **Students may return to school only after they have been fever free for twenty-four hours.**

F1900 COMMUNICABLE ILLNESS

Each school has a responsibility to provide a safe and secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required.

Those students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community. With such a certificate, a student is not to be denied attendance.

In the case of a communicable disease outbreak, the local Health Department is the lead agency and has responsibility to determine what measures must be taken to ensure public health. The principal shall use The Communicable Disease Reference Guide for Schools to determine when intervention from the local Health Department is appropriate or necessary.

In the case of a true disease outbreak, staff must also be able to provide proof of immunity from disease. For staff born before 1980, anecdotal history of disease is sufficient proof of immunity. Staff born after 1980 must provide documented proof of immunity from a health care provider.

If the student absence rate exceeds a threshold of 20%, the school must notify the local and State Health Department by reporting via <http://www.doe.in.gov/student-services/health/reporting-form-absenteeism-over-20>

Confidentiality with respect to students who are diagnosed with a contagious disease or are HIV positive or who are diagnosed with AIDS is essential. Parents/guardians of a student are encouraged to cooperate with the principal who is to provide a safe, caring environment. Parents/guardians are not required to notify school if their child has HIV/AIDS. If parents do notify the school that a child has HIV/AIDS, hepatitis B, or another serious life-threatening condition the principal should consult with the Superintendent who will provide counsel or notification to other persons as needed. The parents of the infected child will be informed which persons will be notified. These persons may include the school health nurse, physical education teacher, and possibly the classroom teacher.

F2100 STUDENT ACCIDENT/INJURY

All school personnel are to be trained to give immediate and temporary first aid care for minor illness or injury. All school related incidents/injuries are to be reported to the principal as soon as possible. A parent/guardian will be informed immediately when any one of the following events occur:

- a) temperature of 100 degrees or higher;
- b) severe abdominal pain;
- c) nausea, vomiting and diarrhea, if persistent;
- d) injury where there is swelling, severe pain, or a question of sprain or broken bone;
- e) injury where there is significant bleeding or if bleeding does not stop in a short period of time;
- f) chipped or uprooted tooth;
- g) eye injury;
- h) rash accompanied with fever;
- i) animal bite; additionally must be reported to proper authorities after emergency care has been given;
- j) burns;
- k) head injury (parent/guardian of student must be notified immediately);
- l) fainting, lost of consciousness or seizure;
- m) poisoning;
- n) a reaction that appears to be allergic in nature, such as hives; or
- o) any problem about which there is concern.