

Saint Paul Catholic School

Family Handbook

2026-2027

(SPCS Family Handbook)



1009 Kem Road, Marion, IN 46952

Phone: 765-662-2883

FAX: 765-664-5953

www.stpaulcatholicmarion.org/school

Saint Paul Parish is committed to passing on the faith to its children and, toward that end, will provide students with a Catholic education grounded in a strong academic and spiritual foundation, within an atmosphere of servant leadership and a culture sustained by Gospel witness, focusing on what is Good, True, and Beautiful.

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

Revised July 2026

TABLE OF CONTENTS

SECTION 1: MISSION AND VISION OF CATHOLIC SCHOOLS.....	3
SECTION 2: ADMISSIONS.....	8
SECTION 3: CURRICULUM, ASSESSMENT, AND INSTRUCTION	15
SECTION 4: ATTENDANCE.....	23
SECTION 5: CONDUCT.....	27
SECTION 6: STUDENT DRESS CODE.....	35
SECTION 7: SAFETY	38
SECTION 8: HEALTH SERVICES	40
SECTION 9: MISCELLANEOUS	44

SECTION 1: MISSION AND VISION OF **CATHOLIC SCHOOLS**

Saint Paul Catholic School, a preschool through 8th grade Catholic grade/junior high school under the Diocese of Lafayette Schools Office, is dedicated to fostering academic excellence within a Christian community. Our curriculum emphasizes academic achievement, ensuring that each child feels loved and respected by their peers and the teacher. The purpose of Catholic education is the 'formation of the human person in the pursuits of his ultimate end and of the good of societies of which, as man, he is a member, and in whose obligations, as an adult, he will share.' (Vatican II, Education #1) United in meaningful liturgy and prayer, our students gain a deeper understanding of the Christian life.

The Diocesan curriculum guidelines, consistent with the State of Indiana guidelines, are followed for teaching all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is an emphasis on principles rather than fact, on learning through problem-solving rather than precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audiovisual and technology tools, and a multi-text approach to the content areas.

HISTORY OF SAINT PAUL CATHOLIC SCHOOL

Saint Paul School began in 1909 when the Sisters of St. Joseph opened a grade school in the basement of the old Saint Paul Church on Branson Street. The following year (1910), a brick building accommodating grades one through six was erected on the corner of Ninth and Branson Streets. In 1924, an addition to the school building made room for the first two years of high school. The final two grades were added in 1932, and the first commencement exercises were held in 1933. The number of high school students from 1952 to 1954 necessitated the use of temporary buildings opposite the Coliseum by the upperclassmen.

The parishioners of Saint Paul Church, therefore, undertook construction of a new high school complex on Kem Road. Bishop John Bennett dedicated the new high school bearing his name on September 5, 1955. This twenty-five-acre site included a two-story school, McKeown Gymnasium (2,800 seats), and outdoor athletic facilities. In 1965, McCarthy Hall was erected to provide additional meeting room, student assembly and recreational space.

A new Saint Paul Church and rectory were built in 1977 on the Kem Road property. To upgrade elementary facilities and minimize operational expenses, a major consolidation relocated the entire grade school to the Kem Road site prior to the 1973-74 school year. On March 19, 1993, it was announced that the middle and high schools would close at the end of the school year due to declining enrollment.

In the fall of 2023, under the direction of Father Ted Rothrock and Principal Veronica Weimer, the full junior high (grades 7th and 8th) was reopened, making Saint Paul an accredited preschool, grade school, and junior high school. Now beginning its 115th year, Saint Paul Catholic School is a preschool through eighth grade facility under the direction of priest administrator, Father Michael Block.

MISSION STATEMENT OF THE DIOCESE 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.

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.

MISSION STATEMENT OF 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 to serve God in this world and be eternally happy in the next.

MISSION STATEMENT OF SAINT PAUL PARISH CHURCH

"They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to prayers." -Acts 2:42

VISION STATEMENT OF SAINT PAUL PARISH CHURCH

A Parish of Glad and Generous Hearts

MISSION OF STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

Saint Paul is committed to handing on the Faith by providing a Christ-centered Catholic education that prepares students academically and spiritually for life's challenges. We nurture a community of servant leadership and Gospel witness, guiding students to know the Truth, desire the Good, and love the Beautiful.

Goodness

Students are guided to pursue goodness in God and in others, fostering a heart of compassion, respect, and service in their daily lives.

Truth

Through faith and reason, students understand that they are made to know and love God, and in doing so, fulfill their purpose and attain true happiness.

Beauty

Students are guided to seek beauty in every moment, knowing that all things are beautiful because they are made by God.

ACCREDITATION

Saint Paul Catholic School is fully accredited by Lumen Accreditation from The Catholic University of America. Saint Paul Preschool is accredited by Cognia.

AUTHORITY FOR TEACHING

The Bishop is responsible for supervising and fostering 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 appropriate programs are designed, implemented and evaluated per 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/guardians as primary educators of their children, the Bishop is assisted by parents/guardians, educational administrators, teachers, catechists, women and men religious, clergy, and the diocesan staff.

CALL TO CHASTITY

At the heart of a Catholic school's unique educational charism is the integral formation of the whole human person. Our efforts at integral formation encompass the integrity of body, spirit, and moral development, and our school is deeply concerned for individual and corporate behavior and development in human sexuality. We believe that all men and women are called to a life of chastity appropriate to their vocation, and we are committed to nurturing this aspect of their development.

FIDELITY TO TEACHINGS OF THE CATHOLIC CHURCH

Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded (Mt. 28: 19-20). Christ is the foundation of Catholic education; He is the Master who journeys with students through school and life as genuine teacher. As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

GENDER IDENTIFICATION

One's biological sex and gender expression should be integrated according to God's plan. Therefore, Saint Paul will always recognize and uphold a student's biological sex in all facets of school life, including, but not limited to, identification, pronouns, uniforms, athletics, programming, and facilities.

HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE OF A MINOR

Suppose you or someone you know has been a victim of child sexual abuse in the past or present day by someone working in a parish or school for the Roman Catholic Church in the Diocese of Lafayette-in-Indiana. In that case, you are requested to report the incident in the following manner:

- Make a report to Child Protective Services by calling 800-800-5556 or local law enforcement
- Call our Ethics Hotline at 855-375-6796 or go to dioceseoflafayetteinindiana.ethicspoint.com.
- Call the Director of Human Resources at 765-269-4604.

HUMAN SEXUALITY

We believe the teachings of the Catholic Church are in accord with God's plan for sexuality, and that shaping our lives and culture in accord with these teachings are the surest paths to happiness on this earth and eternal salvation. We understand that these teachings call people to high standards of behavior contradicting those advanced by our culture. We hope the culture established at Saint Paul and the guidance and modeling of parents, teachers, and staff will lead our students to embrace these teachings.

The faculty and staff will strive to be respectful, compassionate, and sensitive with students who experience same-sex attraction while reminding them of our call to live a chaste life. We also expect students to be respectful, compassionate, and sensitive to one another as well.

It is not appropriate for students of Saint Paul to publicly advocate for behaviors that are contrary to the Catholic Church's teachings on grave matters, as described in the Catechism. This includes the Church's teachings on chastity and marriage.

*Note: Some of this policy is derived from "HUMAN SEXUALITY POLICIES FOR CATHOLIC SCHOOLS" by Denise Donohue, Ed.D., and Dan Guernsey, Ed.D., March 2016. It is used with permission.

PREVENTION POLICY

Employees have the duty to report suspected child abuse or neglect as required under IC 31-33-5.

SAFE ENVIRONMENT

The Diocese of Lafayette-in-Indiana is dedicated to ensuring a safe, open, welcoming, and protective culture for everyone, especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents/guardians, civil authorities, educators, and community organizations to provide education and training for children, youth, parents/guardians, ministers, educators, volunteers, and others about making and maintaining 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 regarding 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:

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

SCHOOL ADVISORY COUNCIL

- Priest Administrator- Father Michael Block
- School Administrator (ex-officio member)- Veronica Weimer
- Assistant Principal (ex-officio member)- Heather Newell
- **Voting Members**
 - Chairperson- Trent Dailey (2027)
 - Vice-Chairperson-
 - Secretary-
 - Debby Cheruiyot Bii (June 2026 to continue for 2nd term through June 2029.)
 - Kelly Riddle (June 2027)
 - Ronald Morrell (June 2027)
 - Giovanni Cruz (June 2028)
 - Jorge Martinez (June 2028)
 - New Member needed to finish term in 2025-2028.
 - New Member (2026-2029 term)
 - New Member (2026-202 term)
- **Meeting:** Monthly

STUDENT PREGNANCY

Student pregnancy is a sensitive issue requiring charity and understanding. The principal must make every effort to allow the student to continue schooling, whether in class, through tutoring, or through homebound or home-schooling. 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.

TRAINING

School employees participate in training on child abuse and neglect. The school provides instruction on child abuse and child sexual abuse to students in kindergarten through grade 8, per Child Abuse Education and Policies and per Diocese Safe and Sacred requirements.

SECTION 2: ADMISSIONS

At Saint Paul Catholic School, we uphold the principle of non-discrimination. We do not base our admissions on race, color, sex, national origin, or ancestry. While priority is given to Catholic students, we warmly welcome non-Catholic families when space is available. The determination of available space is made on an established registration date, ensuring our commitment to all families who choose to enroll. Please note that 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 to their education. Saint Paul works with Marion Community Schools to provide the best possible placement and accommodation. If the school administration determines that a student's needs cannot be met by our school, admission may be denied/rescinded.

To enroll in the school's kindergarten, a student must be at least five (5) years old on or before October 1st, 2026.

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

Applicants for admission shall:

- provide a birth certificate, immunization records, up-to-date health records, and all academic records;
- have a 2.0 grade point average on a 4.0 scale or equivalent; Grades 5-8
- not have been suspended from school or expelled from their previous school for their last two years of school attendance;
- not having missed more than six days of school from their last school the previous semester. Exceptions may be made for medical reasons with an appropriate note from their doctor;
- provide verification of good standing at the previously attended school; and
- 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/Priest Administrator. Parents/guardians shall accept their responsibilities as outlined in the SAINT PAUL CATHOLIC SCHOOL Family Handbook and the commitment form; they sign.

The principal will interview all prospective students and their parents/guardians. Families are expected to be honest and forthright in their admission interviews 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 the 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/Priest Administrator. Saint Paul Catholic School reserves the right to grant or deny admission in our sole and absolute pastoral discretion.

ADMISSION OF INDIANA CHOICE SCHOLARSHIP STUDENTS

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. Go to the following Indiana Choice Scholarship Program page for more information about the voucher program. <https://www.in.gov/doe/students/indiana-choice-scholarship-program/>

- **Indiana Choice Scholarship Voucher**

- **Effective until June 29, 2026:** In accordance with IC 20-51 and IAC 512 (4), to be eligible to receive a Choice Scholarship award, a student must satisfy each of the following requirements:
 - The student must have legal settlement in Indiana.
 - The student must be at least five (5) years of age and less than 22 years of age on or before October 1, 2026.
 - The student must be a member of a household with an annual income of not more than 400% of the amount required for the individual to qualify for the federal free or reduced-price lunch program.
- **Effective June 30, 2026: Income requirement is removed.**
 - The student must have legal settlement in Indiana.
 - The student must be at least five (5) years of age and less than 22 years of age on or before October 1, 2026.

When a Choice school has been selected for an Indiana student, the student should enroll in the school. The Choice school has access to an electronic application that they will use to submit the student's Choice application.

- Period 1 Application Dates: March 1, 2026, through September 1, 2026
- Period 2 Application Dates: November 1, 2026, through January 15, 2027
- The parent/guardian must provide documentation of eligibility to the Choice school.
- The application will be submitted by the participating Choice school with information provided by you via a password-protected website that is only available to Choice school administrators.
 - Applications submitted in the first period are full year awards, provided that the student is not withdrawn prior to the end of the school year.
 - Applications submitted in the second period are a half-year award, provided that the student remains enrolled through the end of the school year.
- If a student is approved for a Choice Scholarship, the school will provide the parent/guardian with a copy of the award letter at the time the student's application is approved. This award letter will detail the estimated amount of the Choice Scholarship. Please save this letter for your records.

If the number of applicants for enrollment under a choice scholarship exceeds the number of choice scholarships available to Saint Paul Catholic School, the school will move to a lottery process. Priority will be given to returning students and families first, then to Saint Paul Parishioners, and the remaining applicants will be drawn randomly.

The following contains the lottery process procedure:

- Families will be invited to a public drawing.
- Lottery participants will be assigned a ticket with a number.
- Tickets will be placed in a lottery drum and randomly drawn per the above-stated priority list.
- The application deadline for the lottery process would be July 15, 2026.

- The drawing will take place on August 1, 2026.

FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Federal law protects the confidentiality of student information. To safeguard the 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/guardians 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 if a court order or subpoena is presented for a student's records.

GROWING IN VOLUNTEER EXCELLENCE (GIVE) PROGRAM

Saint Paul Catholic School believes that the education of students is a partnership with families. We require family involvement through the Growing In Volunteer Excellence (GIVE) program. This program is an opportunity for each family to help in accomplishing a common goal – the preparation of students academically and spiritually for life’s challenges. Each family completes 5 volunteer hours between July 1st and June 15th annually.

Families are responsible for recording their hours using the online GIVE form. You can retrieve the form by scanning the QR Code or finding it on the school website. No paper documentation will be counted.



NSF POLICY FOR AUTOMATIC WITHDRAWAL

The following policy is in place for automatic withdrawals of non-sufficient funds (NSF).

- If Saint Paul is notified of an NSF on an automatic withdrawal, a letter will be sent to the parent/guardian stating that the outstanding balance should be paid immediately.
- If Saint Paul has not heard from the party within 30 days, a letter will be sent home with the student stating that the amount needs to be paid the next day or the child cannot come back to school. The same procedure will be followed the second time an NSF payment occurs, with an additional \$10 charge.

As always, Saint Paul will work with parties having financial difficulties. Issues should be brought to the attention of the business manager or Pastor/Priest Administrator.

PROMOTION/RETENTION OF STUDENTS

A student's retention 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 that should only be made after a lengthy assessment process. Any consideration of retaining a student should begin with a

conference between the parents/guardians and the 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/guardians are to be involved in the process from the beginning. A written record and summary of meetings and discussions are 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 herself/himself to the curriculum of the grade but lacks the ability to master all the objectives can be placed in the next grade if they can continue to profit from the school program. Principal and teacher(s) are to collaborate with the parent(s)/guardian(s) in a decision regarding the student's promotion, retention, or placement in special services. If the school recommends retention and parents/guardians disagree, they may need to enroll their child in another school the following year.

Indiana IREAD retention laws apply. Per state law, to ensure students have a solid foundation in reading before being promoted to fourth grade, SEA 1 requires third grade students to be retained if they do not pass IREAD after 3 test administration opportunities. Students who do not pass on their 2nd attempt are required to attend summer school and take a 3rd and final IREAD attempt before the end of June.

REGISTRATION

When parents/guardians 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 transfer from another school, parents/guardians must arrange for the academic and health records to be sent before enrollment can be completed.

RELEASE OF RECORDS

When a student is withdrawn or dismissed from the school, parents/guardians should complete a withdrawal form and sign a release of records form to send records to the next school.

If a parent/guardian of a child who has enrolled in an accredited nonpublic school is in breach of a contract that conditions the 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)

STUDENT NAME CHANGE

If a child is in a living situation where the parents/guardians have a different surname, the school records must be placed under the child's surname. 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.

STUDENT RECORDS

Permanent record files include the following:

- an academic transcript (academic grades for each semester);
- health and immunization forms;
- attendance records (including the date when a 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, educational or related testing records.

If these last two items were generated by another agency (including the local public school), they cannot be transferred to another school. However, they can be released to the parent/guardian. Cumulative record files may include additional information.

Parents/guardians who are divorced, both parents/guardians have a right to access students and their records unless prohibited by court order. It is the responsibility of parents/guardians to inform the school of any changes in custodial arrangements.

TUITION AND FINANCIAL OBLIGATIONS

	Monthly	Semesterly	Yearly
3s Part-time Preschool	\$193.70	\$968.50	\$1937.00
4/5s Full Day Preschool	\$584.20	\$2921.00	\$5842.00
Kindergarten-8th Grades	\$800.00	\$4000.00	\$8000.00

Kindergarten-8th Grade Registration Fee: \$25 per student

- Current students enrolled in Saint Paul during the 2025-2026 school year.
- The registration fee must be paid within one week of the student registration for the 2026-2027 school year to hold the child's seat in the class.

Kindergarten-8th Grade Enrollment Fee: \$25 per student

- Students not enrolled at Saint Paul during the 2025-2026 school year.
- The enrollment fee must be paid within one week of acceptance for the 2026-2027 school year to hold the child's seat in the class.

Technology/Book Fee: Is included with the tuition price.

Financing: Tuition must be paid by one of the following methods.

- Yearly by paying in full before the start of the school year.
- Semesterly by paying each semester in full before August 15th and January 15th.
- Monthly by paying 10 monthly payments from August to May. To enroll in monthly payments, an additional form needs to be completed.

Tuition Assistance: As a Catholic school, it is important that Saint Paul cultivate a diverse enrollment that is open to all qualified students, regardless of their race, ethnicity, or financial capacity. In gratitude to God, and with thanks for the generosity of many parishioners and benefactors, it is possible for us to offer tuition assistance to our families. Our goal is to make every effort in welcoming any student without regard to their financial capabilities. Below are the different avenues we have for tuition assistance.

Information about each tuition assistance program can be found below. To apply for assistance, an appointment must be made before July 31, 2026. All paperwork and documentation needed must be brought to the appointment.

Parents/guardians must provide the following to apply and/or receive financial assistance:

- Proof of Indiana Residence
- Proof of Student Age (birth certificate)
- 2025 household income (2025 taxes)

1. Indiana Choice Scholarship Voucher

- **Effective until June 29, 2026:** In accordance with IC 20-51 and IAC 512 (4), to be eligible to receive a Choice Scholarship award, a student must satisfy each of the following requirements:
 1. The student must have legal settlement in Indiana.
 2. The student must be at least five (5) years of age and less than 22 years of age on or before October 1, 2026.
 3. The student must be a member of a household with an annual income of not more than 400% of the amount required for the individual to qualify for the federal free or reduced-price lunch program.
 - **Effective June 30, 2026: Income requirement is removed.**
 1. The student must have legal settlement in Indiana.
 2. The student must be at least five (5) years of age and less than 22 years of age on or before October 1, 2026.
2. **Tax Credit Scholarship: Student Granting Organization (SGO)-** The Tax Credit Scholarship Program is authorized under [Indiana Code 20-51](#) and [Indiana Code 6-3.1-30.5](#). Funding for scholarships comes from private, charitable donations to qualified scholarship granting organizations (SGOs). Therefore, findings may be limited.
 - Student must have legal settlement in Indiana.
 - Student must be at least four (4) years by October 1, 2026.
 - Family is at least 300% or below the Federal Free and Reduces Lunch Income Guidelines.
 3. **Father Christopher Tuition Assistance Memorial Fund** is for families with students in kindergarten through eighth grade needing financial assistance. This fund has been made available through generous parishioner and stakeholder donations, along with money raised at our annual Saint Paul Auction.
 4. **Child Care Development Fund (CCDF)** is for families who meet the following eligibility requirements:
 - Child must be a resident of Indiana.
 - Parents/guardians in the household must have a service need (working, going to school, attending job training).
 - Families must earn less than 135% of federal poverty level (FPL).
 5. **On My Way Pre-K** grant is for families who meet the following eligibility requirements:
 - Child must be four (4) years old by August 1, 2026, and plan to start kindergarten in fall 2027.
 - Child must be a resident of Indiana.
 - Parent/guardian who is working, in school, or attending job training.
 - Live in a household with income at or below 140% of Federal Poverty Level (FPL).
 - For information and to apply visit www.onmywayprek.org.
 6. **Catholic Ministry Grant** is for families with students in preschool needing financial assistance and do not qualify for On My Way Pre-K or Child Care Development Fund. This fund has been made available through the Diocese of Lafayette

To apply for assistance, an appointment must be made before July 31, 2026. All paperwork and documentation needed must be brought to the appointment.

SECTION 3: CURRICULUM, ASSESSMENT, AND INSTRUCTION

ACADEMIC HONESTY

Academic honesty is an integral part of a Catholic education. Saint Paul Catholic School prohibits cheating, plagiarism, copying, or forgery in any form. Students will be instructed and informed throughout the year about *academic dishonesty* and given strategies to avoid it.

- Copying work from a classmate or using former students' materials to complete assignments or tests are forms of cheating.
- Students must be aware that using an older sibling's or previous student's work, either word for word or as a guideline, is considered academic dishonesty and is not allowed.
- Students must remember that turning in any work that is not completely and originally their own is considered cheating.
- Students must not allow other students to cheat on them or copy their work.
- Any academic dishonesty, such as cheating, copying, plagiarism, or allowing another student to copy, may result in detention and/or a zero on the assignment or test. Repeated instances of academic dishonesty may lead to more severe consequences, including suspension or expulsion.
- Students cannot use any form of artificial intelligence (AI) to generate assignments.

MASS

Students in Kindergarten through 8th grade attend Mass at least two times a week. Students are required to wear their Mass uniform on Mass days.

ALTERNATIVE LEARNING PLANS

Administrators in the Diocese of Lafayette-in-Indiana will work with Local Educational Agencies (LEA) to provide services for students with special needs when minor educational adjustments can be made. 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.

BAND AND CHOIR

3rd and 4th grade students will attend the liturgy choir once a week. Students in 5th-8th grades will get to choose between band and choir. Students in the band must bring their own instruments. Students who forget their instrument three times in a quarter will no longer be allowed to be in the band.

CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

Senate Enrolled Act 78: Beginning July 1, 2026, Indiana's new "Bell to Bell" law requires schools to prohibit students from using and possessing personal wireless devices—including cell phones, smartwatches, and gaming devices for the entire school day. During the school day, use or possession of a cell phone or personal electronic device is prohibited. This includes:

- Cell phones
- App machines
- Tablets
- Personal computers
- Smart watches of any type

If you feel your student needs a cell phone or personal electronic device at school, it must;

1. Be turned into the main office when the student arrives at school.
2. The power must be turned off.

The administration may search students' cell phones if there is a concern about student safety or well-being. There are no exceptions.

Students will be given their cell phone or personal electronic device once they leave the school building for the day. They will not have them during pick up time or aftercare.

Violation of these rules will result in confiscation of the electronic device. A parent or guardian must pick up the confiscated device from the school office. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined may result in termination of the student's enrollment from the school.

CONFESSION

Catholic students in the 2nd to 8th grades are expected to go to confession during Advent and Lent. Saint Paul Catholic School will provide opportunities for students to go to confession during these seasons. Non-Catholic students are encouraged to participate but are not required to do so.

ELEARNING DAYS

Planned E-Learning Days are on the school calendar and are used for teachers to participate in professional learning or Parent-Teacher Conferences. Emergency E-Learning Days are not planned and occur due to severe weather and other emergencies that require the school building to be closed.

E-learning day lessons will be posted no later than 8:30 a.m. on unplanned E-learning Days and no earlier than 4 p.m. the day before the planned E-learning Day. E-learning days consist of 100% asynchronous learning, so students will not have live classes or Zoom calls.

Students and families can organize their day in a manner that suits them. Students are required to complete all work before it is due, but there is no specific time requirement otherwise. Therefore, the family may choose to start early if they wish.

It's important to remember that all learning material must be completed. Failure to do so will result in an unexcused absence. This is a reminder that each student is responsible for their own learning and must strive to complete their work.

FIELD TRIPS

Field trips are not just a break from routine, they are a privilege and an opportunity to learn in a different environment. The teachers and administrators have the discretion to refuse a student's participation, so it's important to appreciate and respect this privilege.

- Permission slips must be completed, signed, and dated by the parent or adult and returned to school by the due date.
- If a student does not turn in a permission slip, he or she will not participate in the field trip.
- The teachers will arrange transportation for the field trips by parent/adult drivers or bus.
- Fees may be required for field trips.
- Chaperones may not bring siblings or other guests.
- All chaperones are required to have current 'Safe & Sacred' training (<https://safeandsacred-dol-in.org/>) per Diocesan policy. This training is designed to equip chaperones with the necessary skills and knowledge to ensure the safety and well-being of students during field trips. If you have questions, please contact the parish Safe and Sacred coordinator.
- All Chaperones must not consume alcohol or use "intoxicants," defined as "consumed substances, whether legal or illegal, that are likely to cause physical or psychological impairment," while

serving on school field trips, including overnight field trips. All chaperones must be 25 years of age or older.

- If parents are transporting students, they must complete a form and provide copies of their driver's license and proof of insurance to the school office personnel.
- Parents may assess fees for field trips.
- **Student cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

FILTERING SOFTWARE

Saint Paul Catholic School uses *Securly* to filter and protect services. It provides teachers and administrators with a portal to direct students' attention to specific online resources and close off-topic tabs on one or more devices. The goal of *Securly* is to help keep students on-task and away from inappropriate content. Whenever a student is logged into any computer using their school-provided Google Account, we monitor the student's internet activity and school email accounts with *Securly*. Students using their Google accounts or school devices inappropriately, including accessing websites, inappropriate searches, searches unrelated to an assignment, and personal or inappropriate email, may face disciplinary action at the discretion of the teacher or administrator.

Students must sign out of their Google accounts when they are done working at school or done doing work at home. The students are ultimately accountable for signing in and out of their Google accounts at school and home. They may receive consequences for misuse or inappropriate searches that occur on their account while they are signed in. Students must never share their passwords.

GOOGLE CLASSROOM and GMAIL

Students and teachers use Google Classroom to collaborate, educate, learn, and further our mission. All parties are to abide by the terms of use and practice good digital citizenship. Students are subject to the Saint Paul Digital Contract. Google Classroom is further explained within the classroom.

Students are provided with a school email address. In older grades, students can access their school Gmail account (@edu.stpaulcatholicmarion.com) to communicate with their teachers or peers in their study or project group. Students are NOT permitted to use the school Gmail account for personal use. Students may face disciplinary action for using it for personal use and/or for inappropriate or unkind message content. Student Gmail accounts are monitored.

GRADE SCALES

The Diocese of Lafayette-in-Indiana School Corporation sets our grading scale.

- **Kindergarten-2nd Grade**
 - Standards-based reporting is used.
- **3rd-8th Grades**
 - Non-High School Credit Courses- 94-100 A, 85-93 B, 75-84 C, 70-74 D, 0-69 F
 - High School Credit Courses- 90-100 A, 80-89 B, 70-79 C, 60-69 D, 0-59 F

HIGH SCHOOL CREDIT COURSES

8th-grade students will be able to take select high school credit courses. Students who attend Marion High School will be able to transfer them. Students attending a different school district may be unable to transfer these credits.

HOMEWORK

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

HOMEWORK DUE TO ABSENCE

The school calendar provides for extended weekends throughout the school year. Parents/guardians are encouraged to schedule trips or family outings during these times 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 if a *Pre-Planned Absence Form* is not completed in advance. Assignments given in anticipation of the vacation are at the teacher's discretion.

HONOR ROLL

Grades 3 (second semester), 4, 5, 6, 7, 8

- **“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. This includes religion and all special classes.
- **High Honor Roll-** To be eligible for the High Honor Roll, a student must receive all As and Bs on his/her report card at the end of the grading period. The card must have an equal number of A's and B's or more A's than B's. This includes religion and all special classes.
- **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. This includes religion and all special classes.

LIVING STATIONS OF THE CROSS

The eighth-grade students perform the Living Stations of the Cross on Good Friday, with the help of the homeroom and Religion teacher. Each eighth grader is assigned a role.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted at the end of the first quarter. The first quarter report is distributed at the conference so parents and teachers can discuss the student's performance. Additional conferences may be scheduled as needed.

Conferences are mandatory for students in preschool through 5th grades. Conferences are not mandatory in junior high school. If teachers are concerned about a specific student, they will notify parents that a conference is requested.

POLICY FOR STATE TESTING

Saint Paul Catholic School adheres to the Indiana Department of Education’s *Indiana Assessment Program Manual*, complying with all regulations regarding test preparation and administration and testing security and integrity. Please refrain from scheduling appointments during standardized testing. Consult the school calendar and parent newsletter for testing days.

- Reading and Math universal screeners are administered to all students in kindergarten through 2nd grade at the beginning of the school year.
- ILEARN tests assess students in grades 3-8th 4 times per year.
 - Fall Formative Assessment: Checkpoint #1
 - Winter Formative Assessment: Checkpoint #2
 - Spring Formative Assessment: Checkpoint # 3
 - Spring Summative Assessment
- IREAD is administered to second and third graders in the spring.

POWER SCHOOL

Power School is the education technology platform utilized to communicate the academic progress of our students. Power School helps increase parent involvement, raise student achievement, and save on paper-related operating expenses. Power School student grades will not be accurate up to the minute. The general expectation of teachers is that they update Power School grades once a week. If a check of Power School grades seems alarming, or if you feel the Power School grade is significantly outdated, contact the teacher for a more accurate picture of your child's grade.

Student's confidential information is visible only to their parents who login with their own screen name and password. To begin using your Power School account you will need to activate your account. Please contact the school's Administrative Assistant.

PowerSchool District Code and instructions:

1. Go to <https://dol.powerschool.com/public/home.html>
2. Click on Create Account tab
3. Click on blue Create Account button
4. Fill in Parent Account Details
 - a. Email- use an email that you check daily
5. LINK STUDENTS TO ACCOUNT
 - a. Type in student's first and last name
 - b. On the attached paper there is a parent access code in the middle of the paper (NOT THE BOTTOM CODE)
 - i. YOUR CONFIDENTIAL ID is: _____
 - ii. YOUR PASSWORD is: _____
 - c. Add all your children on one page- new code for each child
6. Hit create account
7. A verification email will be sent.

IF YOU ALREADY CREATED AN ACCOUNT AND DID NOT RECEIVE A VERIFICATION EMAIL

1. Go to <https://dol.powerschool.com/public/home.html>
2. Click Forgot Username or Password.
3. Type in your password and email address.
4. It will say 'EMAIL ALREADY IN USE or SENDING VERIFICATION EMAIL'
5. Go to Verification Email (might take a few minutes)

Access through PowerSchool App- Must already have an account created.

- Download from App store
- District Code- JQZF
- Diocese of Lafayette

RELIGION GRADING

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

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).

Catholic teaching asserts that the parents are the primary educators of their children. Saint Paul School supports the faith formation that occurs at home and works as partners with parents and families. Catholic religious education and faith formation are integral parts of the curriculum.

- Students and staff members pray daily.
- Religion curriculum is taught daily.
- All students are required to attend and participate in Religion classes.
- Students in Kindergarten through grade 8 attend Mass twice a week.
- Catholic and non-Catholic students are encouraged to be trained as altar servers.
- Clergy are visible and available to the staff and students.
- Sacramental preparations are provided through the school and parish (2nd grade- First Reconciliation and First Eucharist, 8th Grade- Confirmation).
- Retreats are scheduled for students at some grade levels.
- All students participate in Mass, Advent Services, Stations of the Cross, Adoration, Rosary, and other Catholic traditions.
- Students who are not Catholic are expected to attend school masses and all religious education and faith formation activities.

REPORTING TO PARENTS/GUARDIANS

Report cards are issued after each nine-week grading period. In addition, teachers post assignments, missing assignments, late assignments, and grades on Power School. Please review your child's progress carefully and contact the teacher if you have grade questions.

Parent/teacher conferences are scheduled near the completion of the first nine weeks. Attendance at conferences is very important. A parent/guardian 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 arranged.

It is very important that there is open and direct communication between parent/guardian and teacher. If you have a concern about your child or 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.

RETREATS

Junior high school students attend at least one retreat (CYO Camp) during the school year, either on or off campus. The principal, homeroom teachers, and the Religion teacher plan the retreats.

SERVICE HOURS

One of the primary purposes of a Catholic school is to educate young people in the ways of faith. An important part of this is an involvement in Catholic culture that nurtures and supports the values of the Church. Parents are encouraged to participate with their children in service projects as role models of mature Christian adults. As part of this process, students are required to complete a minimum number of service hours.

Service hours are their own grade on the report card. Students are required to complete their service hours and turn in the Service Hour Reflection Form.

- A= All required hours completed
- B= ½ of the required hours completed
- C= ¼ of the required hours completed
- F= No hours completed

Grade 6 = 8 hours (2 hours per quarter)

Grade 7 = 12 hours (3 hours per quarter)

Grade 8 = 16 hours (4 hours per quarter)

Grade	Total Hours Required	Due September 30 th	Due December 16 th	Due March 3 rd	Due May 19 th
6 th	8	2	2	2	2
7 th	12	3	3	3	3
8 th	16	4	4	4	4

Students may complete hours through the following activities:

- Assisting with PTO-sponsored events
- Working parish events and functions
- Assisting teachers after school
- Students may perform other activities not listed that truly provide service to another promoting the mission of our program.

Although service among family is a natural part of Christian life, qualifying service hours must be provided for people other than **immediate** family members.

TECHNOLOGY USE

Each student and parent/guardian must sign a Saint Paul Digital Contract annually. Violating any of the terms in the agreement can result in the loss of the use of technology at Saint Paul Catholic School.

- **Electronic Devices:** The school reserves the right to search for any electronic device brought to school.
- **Student Emails:** Students in grades Kindergarten through Junior High are assigned a school Gmail account that is restricted to communications within the Saint Paul domain. Saint Paul Catholic School is not responsible for personal use of this email. Violation of the terms of this agreement can result in the loss of the use of student email.
- **School Website:** The contents of the School Website are copyrighted and protected under the Copyright Act of 1976.
- **Sexting:** Students who possess or transmit inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- **Texting:** Students should not text during the school day. Students who do so 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 a student's life. Parents/guardians are cautioned to be aware of the online sites visited by their children, knowing that predators often do not live in a neighborhood but are present in 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.
- **Social Media/Blogs:** Engagement in social media sites or online blogs such as, but not limited to, Facebook®, Instagram®, Twitter®, SnapChat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent/guardian includes defamatory comments regarding the school, the faculty, other students or the parish.

DETENTION

Students with multiple missing/late assignments, assignments that need to be redone, or accumulated multiple days' incomplete assignments or tests may be assigned to detention. Detention takes place during lunch and recess in a teacher's classroom or principal's office. A teacher or the principal monitors it.

SECTION 4: ATTENDANCE

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

ABSENCE/SCHOOL ATTENDANCE

Indiana Senate Enrolled Act 482- Absenteeism and Student Discipline- These policies and definitions are established by the State of Indiana.

- **Attend** (20-33-2-3.2): Means to be physically present: (1) in a school, or (2) at another location where the school's educational program is being conducted.
- **Chronically Absent** (IC 20-18-2-2.4): Defined as missing ten percent (10%) or more of a school year for any reason (excused or unexcused). This total to 18 school days during a school year.
 - At the end of each nine-week period, attendance letters will be sent home to parents if a student has missed 10% of the school year.
 - Letters must be signed and returned to the school office within one week of receiving an attendance letter.
- **Habitual Truancy** (IC 20-18-2-6.5): Defined to include students absent from school for more than 10 or more days within a school year without being excused or being absent under parental request filed with the school.
- **Habitual Absence** (IC 20-33-2-25): Requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake office of the juvenile court or the Indiana Department of Child Services (DCS).

Reporting an Absence

- If a student is absent from school, a parent or guardian must notify the office by 8:30 AM each day of the absence. Please indicate the child's name and the reason for the absence.
 - Call the school office at 765-662-2883.
 - Remind- Send a message on Remind to Saint Paul Attendance 26-27.
 - @attend2627
- Parents or guardians should not call or text individual teachers to report an absence. This is not considered verification of an absence.
- If the office does not receive a call, a parent or guardian will be contacted. This policy is for the protection and safety of the Saint Paul students.
- Students will be marked as unexcused absence if no communication is made.

Types of Absences and School Reporting to the Department of Education

- **Non-Exception (Excused) Absence- Students are excused and reported as absent.**
 - **Medical**
 - This category includes absences that occur due to physical or mental illness, injury or other health related conditions that require the student to seek treatment or recovery. This type of absence is excused when documentation by a parent calling in or healthcare provider note/documentation.
 - If a student is sick for 3 or less consecutive days, a doctor's note is not required, but parent/guardian telephone verification must be made each day to the school office.
 - If the student is out sick for more than 3 days consecutively a doctor's note is required to be counted as excused.
 - If a student is out for a medical appointment, a doctor's note is required.

- **Death/Funeral**
 - This category includes absences due to the death of a close family member or loved one that requires a student to attend a funeral or engagement in related mourning and family responsibilities.
- **Religious**
 - This category includes absences for the observance of religious holidays, practices, or events that are significant to a student's faith.
- **Family Choice- Planned**
 - This category includes absences pre-arranged by the student's family for reasons such as vacations, family events, or other personal matters. This absence is considered planned, non-emergency that is scheduled in advance.
 - Parents/guardians must complete a *Pre-Planned Absence Form* for all prior known absences, including doctor appointments and vacations. This form is a crucial tool that helps us ensure that students are not falling behind in their studies due to planned absences. By completing this form and ensuring that all work is completed within one week of returning to school, parents and students can help us maintain the continuity of their education.
- **Family Choice- Unplanned**
 - This category includes an absence that occurs unexpectedly due to unforeseen family circumstances or decisions such as a sudden emergency, an urgent need to attend to personal matters, weather, lack of transportation, or other impromptu situations.
 - Unplanned absences should not happen more than five times a school year.
 - A parent or guardian phone call must be made to the office.
- **Administrator Approved**
 - This category includes absence from school that has been reviewed and authorized by a school administrator. This approval is based on a variety of circumstances including but not limited to health issues, family emergencies, religious observations.
- **Unexcused Absence- Any absence without authorization.**
 - No parent call and/or no show of student at school.
 - Student sick with no parent/guardian verification or doctor's note (for more than absences of more than 3 days) turned in when the student returns.
 - 'Sleeping in' and arriving at school after 9:30AM will be counted as a ½ unexcused absence.
 - Any absence not outlined above is subject to be counted as unexcused.

Extracurricular Activities

- Students who have been absent from school for any reason (except funerals or appointments with doctor's notes) **may not attend or participate** in extracurricular activities on that day (including PAL CLUB, Marion Community Sports, or other outside-of-school activities).

TARDIES AND ½ DAY ABSENCES

All students are expected to arrive promptly at school. Late arrival disrupts prayer time and causes a loss of instruction time.

- Tardy: Any child who arrives at school between 8:00 AM and 9:30 AM.
- Morning Absence: Students who are not at school by 9:30AM will be counted as a half day absence.
- Afternoon Absence: Students who leave school before 1:30PM will be counted as having a half day absence.
- Students must arrive by 12:00 PM or be considered absent for the entire day.

ARRIVAL AND DISMISSAL PROCEDURES

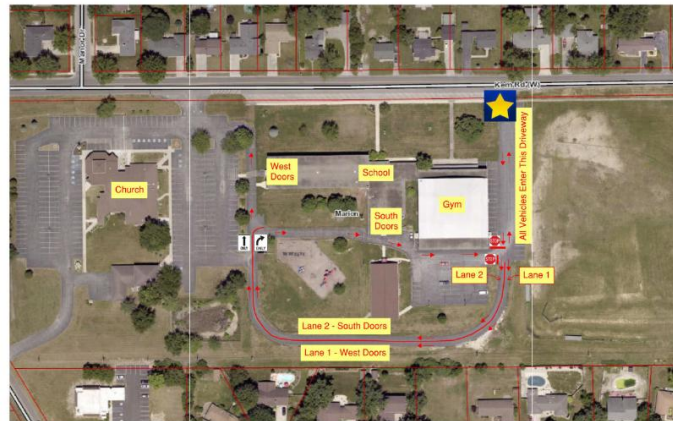
Arrival: Doors open beginning at 7:45 AM and close at 8:00 AM.

- Any student arriving after 8:00 AM must walk to the front school doors.
- NO STUDENTS ARE TO ENTER THE FRONT DOORS DURING ARRIVAL TIMES.
- No parents will be allowed to walk students to their classrooms.

Dismissal is from 3:15 PM to 3:30 PM.

All families, unless they purchased an *Auction Reserved Parking Spot*, are to use the car line for drop-off. Parents/guardians are to use the entrance east of the school gym. Each family will be assigned to either Lane 1 or Lane 2. Families are to use these assigned lanes for both drop-off and pick-up. After stopping at the stop sign, move into the correct car lane.

- Lane 1 (left lane): Drops off and picks up at the west door, Door B.
- Lane 2 (right lane): Drops off and picks up at the south door, Door C.



MAKE UP WORK

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 for 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/guardian may call the school office before 9:30 AM to arrange for homework assignments.

Jr. High School Student Responsibilities

- If a student is absent due to sickness, he/she should stay home, get rest and return to health.
- If a student feels healthy enough, he/she should check their Google Classroom accounts to see if homework is posted and to check the test calendar. By checking these online resources, they can complete what homework they are able to with the materials they have at home.
- Students cannot request homework from teachers ahead of a known absence. They can, however, use Google Classroom or anticipate what they expect will be assigned while they are gone.
- When a student returns to school, he/she must talk to each teacher to record missed assignments or ask questions about missed instruction.
- When recording assignments, they should write down the assignment they missed AND the materials they must take home to complete missed homework.

RETURNING AFTER ILLNESS

- 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.

SECTION 5: CONDUCT

We, the students, parents or guardians, faculty and administration of Saint Paul School, do promise each other that we will place God before all others, and our neighbor before ourselves. We are a team committed to preparing ourselves/students academically and spiritually for life's challenges.

It is the desire of Saint Paul Catholic School for students, parents, and school faculty to work together to provide a quality, Christian education, allowing students and staff to put their faith into action by living virtuously according to the gospel. An outgoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

Students and parents/guardians are expected to be involved in the educational process and will be required to behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion, to set a positive example for our children both at home and in the community.

These principles include, but are not limited to:

- Strive to model the actions of Jesus.
- Conduct self as a representative of Saint Paul Catholic School always.
- Follow the school expectations as given by adults or in the Family Handbook.
- Demonstrate honesty, respect, fairness, and courtesy in all actions and interactions.
- Be accountable for all personal actions.
- Treat school and church property respectfully.
- Strive for personal best.

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about school operation and 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- school-sponsored programs, performances, after-school care, athletics, field trips, and via electronic platforms, including but not limited to, e-mail, text messages, and social media.

Saint Paul Catholic School reserves the right to determine, in its discretion, which actions fall short of meeting the Christian Code of Conduct and principles of the school. Failure to follow these could result in a verbal or written warning to the student and/or parent/guardian but could result in additional disciplinary action up to and including a requirement to withdraw from the school (e.g. suspension of student or suspensions of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, etc.).

Saint Paul Catholic School reserves the right to terminate the enrollment of any student in the event it is determined by the School Administration that:

- 1) A positive working relationship between the school and the parent/guardians no longer exists and/or is irreparably damaged by, but not limited to, conversations/pictures on social media, email, text messaging, or in the public which are destructive to the school and the reputation of the school or its employees.
- 2) The parents/guardians have failed to provide support, assistance, and the example necessary for the religious and secular education to which each child is entitled.

- 3) Failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

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 school's reputation. Possible events that may be a cause of endangerment include:

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

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 intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed concerning a particular student or group of students. Our commitment to this cause is unwavering, ensuring a secure and nurturing environment for all.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents/guardians in any instance where school authorities possess information that 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 student has engaged in or has threatened to engage in any illegal conduct, whether on school property;
- 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 on school property;
- 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 in violation of the law or in violation of the *Code of Christian Conduct*;
- 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;
- 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;
- a student knows but fails to disclose to school authorities that another student either:
- Has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons or
- 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/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/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/guardian 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.

DISCIPLINARY ACTIONS

Teachers, who oversee their respective classrooms, are expected to set, explain, and enforce their discipline plans that are consistent with our mission and the Saint Paul Catholic School Family Handbook. The teacher, often in conjunction with an administrator, will weigh the circumstances, the results of misconduct, and the severity of the incident. An appropriate consequence will be given, which may be above or beyond those outlined in the Classroom Expectations.

While suspension or expulsion is not a desirable outcome of discipline procedures, both forms of discipline are within the principal's jurisdiction. Exclusion from school is rare, but it may be necessary to keep order and security in the school during an investigation, when there might be a threat of communicable disease, or another temporary situation that 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.

The student disciplinary consequences may include but are not limited to the following:

- **Discipline Note:** Written documentation of inappropriate behavior that is maintained in the student's disciplinary record. Parents may be notified as appropriate.
- **Behavior Contract:** A written agreement outlining behavioral expectations, interventions, and consequences. The contract is developed collaboratively by the student, parent(s)/guardian(s), and school administration, as appropriate.
- **Revocation of Student Privileges:** Temporary loss of privileges, including but not limited to recess, special activities, field trips, extracurricular participation, or other school privileges, as determined by the administrator.
- **Parent-Teacher Conference:** A meeting between the parent(s)/guardian(s) and the teacher to discuss the student's behavior, review expectations, and develop strategies for improvement.
- **Detention:** Assigned disciplinary time served during lunch, recess, before or after school (when applicable), or in another designated setting under staff supervision, as determined by the administrator.
- **In-school suspension (ISS)** is the full-day removal of the student from the classroom. The student attends school supervised by a staff member and may not participate in extracurricular activities, including weekends, until the suspension has been completed. The administrator will determine the number of days for ISS.
- **Out-of-school suspension (OSS)** involves removing the student from school. The student remains under the daily supervision of his or her parents and may not participate in extracurricular activities, including weekends, until the suspension has been completed. The administrator will determine the number of days for OSS.
- **Parent-Principal-Priest Conference:** A conference involving the parent(s)/guardian(s), student (when appropriate), administrator, and pastor to discuss the student's behavior, review previous interventions, develop a behavior improvement plan, and determine any additional disciplinary actions.
- **Expulsion:** The permanent dismissal of a student from Saint Paul Catholic School. Expulsion is reserved for serious or repeated violations of school policy when less disciplinary measures have been unsuccessful or when warranted by the severity of the offense.

The administrators determine the consequences of the behavior. Saint Paul Catholic School expects parents to take an active, constructive, cooperative, and supportive role in the interactions between home and school.

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 a situation the teacher does not feel able to handle.

DISCIPLINARY RECORDS

Written disciplinary records are maintained in a file separate from the permanent records and cumulative files.

DISPLAYS OF AFFECTION

Displays of amorous affection between boys and girls are prohibited at school and may result in behavior marks and discussions with parents.

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 the student. Parents (or legal guardians) may be included in the discussion. Due process provides for a hearing, not a resolution. Disciplinary situations that cannot be resolved at this level are to be presented and resolved at the level of the principal.

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 will be reported to legal authorities.

HALLWAY AND STAIRWAY RULES AND ETIQUETTE

Grade School Student Responsibilities

- There must be silence when traveling in the hallways. No yelling, shoving, pushing, running, skipping steps, or fighting is permitted. Students must keep hands to themselves and be respectful and helpful to others always.

Jr. High School Student Responsibilities

- Junior high school students travel independently throughout the building. There are specific hallway and stairway rules to ensure safety for the students and a quiet learning environment for other students and teachers in the building. Students may talk quietly at their lockers or as they switch classes. There must be silence when traveling on the stairs and in front of and around lower-grade classrooms. No yelling, shoving, pushing, running, skipping steps, or fighting is permitted. Students must keep their hands to themselves and always be respectful and helpful to others.

LOCKER POLICY

Each student is assigned a locker to store clothing and textbooks. 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 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.

Jr. High Student Locker Responsibilities

- Each junior high student is assigned a locker. Students keep their books, notebooks, folders, binders, pens, pencils, etc. in their lockers. Lockers are the property of Saint Paul Catholic School and can be searched by school personnel at any time.

REASONS FOR DISCIPLINARY ACTIONS

The following behaviors are prohibited and may result in disciplinary action. This list is intended to provide examples and is not all-inclusive. Violations occurring before, during, or after school hours; on school property; while being transported in school-approved vehicles; at school-sponsored or school-related events; or through electronic means that substantially disrupt the educational environment or interfere with the rights or safety of others may result in disciplinary action.

- **Bullying:** Overt, repeated acts or gestures, including verbal, written, physical, or electronic communications or conduct, committed by an individual or group of students with the intent to harass, ridicule, humiliate, intimidate, threaten, or harm another student. Bullying includes conduct that creates an intimidating, hostile, or abusive educational environment.
- **Cheating:** Using, copying, sharing, or attempting to obtain another person's work, answers, or information on assignments, homework, quizzes, tests, projects, or other academic work without authorization. Cheating also includes the unauthorized use of notes, electronic devices, artificial intelligence tools when prohibited, or other unauthorized resources.
- **Cyberbullying:** Bullying, harassment, intimidation, or humiliation through electronic means, including computers, cell phones, social media, text messages, email, websites, gaming platforms, or other digital communication.
- **Discrimination:** Treating an individual or group unfairly or differently in a manner inconsistent with the school's mission, policies, or applicable law based on protected characteristics or other unlawful or inappropriate distinctions.
- **Disruption of the Educational Environment:** Any conduct that substantially interferes with the educational process, school operations, or the safety and orderly functioning of the school, including but not limited to:
 - Failure to comply with school rules, policies, or directives from school personnel.
 - Disobedience, defiance, insubordination, disruptive conduct, disrespect, or repeated classroom disruptions.
 - Use of profanity, obscene language, or inappropriate gestures.
 - Unauthorized activation of fire alarms or misuse of safety equipment.
 - Unauthorized access to, misuse of, or attempted interference with school technology systems or data.
 - Conduct involving force, violence, threats, intimidation, coercion, passive resistance, or other actions that create a reasonable concern for the safety or well-being of others.
 - Occupying or obstructing school buildings, classrooms, hallways, entrances, exits, or school grounds in a manner that interferes with normal school operations.
 - Setting fires, attempting to set fires, or causing significant damage to school property.
 - Participating in unlawful or disruptive activities on or off campus that substantially interfere with school purposes or the educational environment.
- **Harassment:** Unwelcome verbal, written, physical, or electronic conduct directed toward a student, employee, volunteer, or other member of the school community that is severe, pervasive, or persistent enough to interfere with an individual's educational experience or participation in school activities.
- **Hazing:** Any intentional act or activity expected of a student seeking to join or maintain membership in a group that humiliates, degrades, abuses, endangers, or risks emotional or physical harm, regardless of the student's willingness to participate.
- **Plagiarism:** Presenting another person's words, ideas, research, images, or work as one's own without proper acknowledgment or citation.
- **Possession, Use, or Distribution of Prohibited Items:** Possessing, using, distributing, selling, or being under the influence of prohibited items, including but not limited to:
 - Tobacco or nicotine products in any form, including electronic cigarettes, vaping devices, or related products.

- Alcohol, narcotics, controlled substances, inhalants, hallucinogens, unauthorized prescription medications, or drug paraphernalia.
- Weapons or any object that could reasonably be used as a weapon.
- Pornographic, obscene, defamatory, racist, gang-related, or other inappropriate materials or symbols.
- Electronic devices used in violation of school policy or in a manner that disrupts the educational process.
- **Profanity or Obscene Conduct:** Using vulgar, obscene, profane, or offensive language, gestures, images, or actions that are inconsistent with the values and expectations of Saint Paul Catholic School.
- **Retaliation:** Any act of intimidation, harassment, coercion, discrimination, interference, or reprisal against an individual for reporting misconduct, participating in an investigation, or exercising rights under school policy. Retaliation is prohibited and may result in disciplinary action up to and including expulsion.
- **Stealing or Theft:** Taking, attempting to take, possessing, or knowingly receiving school property or the property of another person without permission.
- **Teasing, Ridiculing, Humiliating, or Intimidating Others:** Engaging in verbal, written, physical, or electronic conduct intended to embarrass, mock, demean, ridicule, isolate, threaten, or emotionally harm another individual. Such conduct may constitute bullying or harassment depending on its nature and severity.
- **Uniform Violations:** Failure to comply with the Saint Paul Catholic School dress code or uniform requirements, including repeated or intentional violations after corrective instruction has been provided.
- **Vandalism:** Willfully damaging, destroying, defacing, or misusing school property or the property of students, employees, volunteers, or visitors, including unauthorized tampering with equipment, facilities, or technology.

SECLUSION AND RESTRAINT PLAN

As an Indiana-accredited school, state law requires our school to have a Seclusion and Restraint Plan. The plan's purpose is to ensure 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.

STUDENT HARASSMENT

Saint Paul Catholic 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. Saint Paul Catholic School upholds the dignity of all students, staff members, and includes educational approaches and disciplinary procedures, which ensure that differences among students/teachers are respected. Students making such threats (seriously, in jest or online) face detention, suspension, and/or expulsion.

SECTION 6: STUDENT DRESS CODE

Saint Paul Catholic School views the education and formation of its students as its most important task. All aspects of school life must support this task. Our uniform policy is not just about what students wear but about creating an atmosphere that builds on personal discipline and equality. The Saint Paul uniform allows our students to be recognized as members of our community who actively demonstrate the values inherent in our Saint Paul Catholic School mission.

Therefore, the school requires students to dress in a manner that significantly contributes to the creation of a Catholic-Christian learning environment. This is not just a rule, but a crucial part of our collective responsibility to uphold the values of our school. Students are expected to conduct themselves as ambassadors representing Saint Paul Catholic School.

Enforcement of the uniform policy is managed by the principal and teachers. Parents will be contacted to bring appropriate clothing if a student's attire violates the uniform policy. Any questions or concerns about the uniform policy will be promptly and thoroughly addressed by the principal, ensuring that all stakeholders feel supported and heard.

PRESCHOOL

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

GRADE SCHOOL AND JR. HIGH SCHOOL

Shoes

- White or dark colored, flat-soled with no more than a 1-inch heel.
- Shoes must have a closed toe and heel.
- NO boots, crocs, slipper, or Uggs are allowed.

Sweater

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

Sweatshirt

- Saint Paul, solid navy and solid gray sweatshirts may be worn with a collared shirt underneath.
- No hooded sweatshirts.

Fleece Jacket

- May be worn- navy, charcoal with Saint Paul Monogram

NON-MASS DAY POLICY

Boys K-8

- Boys khaki or navy pants or shorts
 - Shorts not allowed in November-February
- Navy or dark-colored belt (Grades 3-8)
- Navy, charcoal gray, or white short or long-sleeved polo (must be tucked in)
 - White undershirts may be worn but must not be visible
- Entirely white or dark socks

Grade School Girls K-5

- Girls khaki or navy pants, shorts, or skirts, and Saint Paul Plaid **jumper**

- Shorts not allowed in November-February
- Navy or dark-colored belt (Grades 3-8)
- Navy, charcoal gray, or white short or long-sleeved polo (must be tucked in)
 - White undershirts may be worn but must not be visible
- Entirely white or dark socks or knee highs with a jumper
 - Girls may wear tights or leggings (must be entirely navy, white, gray, or black) under the jumper

Jr. High Girls 6-8

- Same as Girls K-5, except skort is worn instead of the jumper

MASS DAY POLICY

Grade School: K-5th

- ***Boys***
 - Boys khaki pants and navy polo with crest
 - Navy or dark-colored belt (Grades 3-5)
- ***Girls***
 - Saint Paul plaid jumper with navy polo (crest not required)
 - Schoolbelles.com
 - School Code: S1776

Junior High 6th-8th

- ***Boys***
 - Khaki pants and white polo with crest
 - Navy or dark-colored belt
- ***Girls***
 - Saint Paul skort and white polo with crest
 - Schoolbelles.com
 - School Code: S1776

NON-UNIFORM DAYS

Students are required to wear their school uniform every day.

JR. HIGH PE CLOTHES

- Jr. High students are allowed to change into athletic clothes for PE class (not recess).
 - Saint Paul shirt or solid color crew neck t-shirt only
 - Shorts must be longer than the fingertips
 - No leggings, spandex pants or shorts

OTHER UNIFORM GUIDELINES

- All clothing is to be free of holes, rips, or major stains
- Shirts must remain tucked in.
- Coats, hats, and non-uniform sweatshirts or sweaters are not to be worn in Church or the classroom. If a student is cold, he/she should wear the appropriate fleece sweatshirt.
- Hair should be neat with bangs above the eyebrows.
- The boy's hair that reaches the shirt collar should be neat and pulled back.
- Hair accessories should be kept to a minimum. Extreme hair coloring and bleaching are not permitted.
- No cosmetics, lip gloss, colored lip balm, or artificial nails may be worn.

- No tattoos of any kind.
- No Hologram contact lenses.
- No body piercing except pierced ears.
- Girls may wear **one** pair of earrings that are not larger than a dime and without hoops.
- Boys may not wear earrings of any type.
- Jewelry should be limited.

SCHOOL BELLES

Jumpers and skorts must be purchased from School Belles.

- Schoolbelles.com
- School Code: S1776

CREST

Saint Paul Crest can be purchased at Hoosier Jiffy Print.

- 1417 W. Kem Road
Marion, Indiana 46952
- <https://www.hoosierjiffyprint.com/>

UNIFORM VIOLATIONS

Teachers are expected to enforce the dress code in their classrooms. Anything that becomes a distraction in each classroom may be addressed by the classroom teacher as he or she deems inappropriate. The administrator, who is the final authority in any uniform matter, will review and make decisions on any uniform violations that are brought to their attention.

SECTION 7: SAFETY

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, as the designated authority, 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. School personnel are responsible only for reporting 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.

CRISIS MANAGEMENT AND SAFETY PLAN

All teachers and staff are well-versed in the procedures to keep your children safe in any emergency. In the event of a crisis, circumstances permitting, the building will be evacuated, and students will be moved to a secure designated location. This preparedness is a testament to our commitment to your child's safety.

In the rare event that Saint Paul needs to close, parents/guardians will be promptly informed through the *Remind Application*. Similarly, in the event of a school evacuation, children will be moved to the church, and parents and/or guardians will be contacted. If we are unable to move to the church, children will be evacuated to an off-site secure location. We understand the importance of keeping you informed and involved in your child's safety, and we encourage you to pick up your child within an hour of being contacted.

EMERGENCY DRILLS

Students and teachers participate in emergency fire, tornado, earthquake, and lock-down practice drills. Any person in the building must participate in the drill.

MEDIA USE OF STUDENT PICTURES

Student photos, videos, and/or voice recordings will be used occasionally in instructional or promotional materials, including social media, to showcase the school's activities and achievements. If a parent or legal guardian does not want their child included in such materials, they may sign an opt-out media form.

SEARCH POLICY

The Saint Paul Catholic School staff maintains the right to inspect students' backpacks, purses, lockers, and personal belongings and their contents when suspicion arises. This includes, but is not limited to, maintaining sanitary conditions, attempting to locate lost or stolen materials, ensuring the item is used for the intended purpose, searching for prohibited or dangerous material, or following up on personal or confidential information. The school reserves the right to search for anything brought on school property, including cell phones and other electronic devices.

SECURITY VIDEOS

Security cameras are used to monitor and improve student safety, and they are used in various places inside and outside of the school building and school grounds. Saint Paul School maintains images of students captured on security recordings. The school principal is the FERPA designee as the school's "law enforcement unit" to maintain security cameras and determine the appropriate circumstances in which the school will disclose recorded images. School personnel may see video from the security cameras as needed. Security videos may be disclosed to law enforcement authorities without parental consent. (See FERPA 34 CFR § 99.8). Only under certain circumstances will parents have access to view videos.

THREATS

In the event of a threat made by a student in any form (verbal, written, online, social media, etc.) in which the student implies or states possible or actual intent to harm self or others, a threat assessment will occur. The threat assessment team is comprised of, but not limited to, school administrators, school social workers, the Marion Police Department, and the Diocese of Lafayette-in-Indiana Schools superintendent. The threat assessment team will determine the level of threat. The student in question's parents will be notified by either school administrators or police of the threat assessment. The student will be subject to disciplinary action, including possible suspension or expulsion.

SECTION 8: HEALTH SERVICES

ACCIDENTS

In a serious accident, school personnel will contact medical personnel and parents immediately. Depending on the emergency, the student will be transported to the hospital indicated on the student's medical form or the closest hospital. If an emergency occurs during a field trip, the nearest medical care facility will be utilized.

COMMUNICABLE ILLNESS

Each school is responsible for providing a safe and secure learning environment for all students. Strict adherence to safety measures is required in the case of severe contagious disease.

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.

The local health department is the lead agency in a communicable disease outbreak. It is responsible for determining 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.

EDUCATIONAL COMPONENTS

- Nutrition education occurs in Health class.
- Educate students, staff, and parents about food allergies and other restrictions some students experience regarding their diets.
- Encourage classroom teachers to incorporate healthy nutrition lessons and examples in their classroom, lessons, or between lessons.
- Encourage classroom teachers to incorporate physical activities in their lessons or between lessons.
- All students have recess daily.
- All K-5th grade students will have PE once a week.

EMERGENCY FORM

Parents are required to complete this form and return it to the school office by the first day of school. Please notify the school office if the information changes.

GOALS

- At Saint Paul Catholic School, we are dedicated to promoting children's health and well-being. This commitment is reflected in our comprehensive health policies and procedures.
- At Saint Paul Catholic School, we maintain a strict policy of a tobacco, drug, and alcohol-free environment. This is to ensure the safety and well-being of all our students and staff.
- We teach healthy living habits and wish to play a role in preventing health risks related to student choices in nutrition, physical activities, and other related areas.
- We support adults serving as role models in providing education about wellness and healthy choices.

ILLNESS

Parents must self-check children at home before coming to school for symptoms of illness. If your child is sent home, then he or she will not be permitted to return to school that same day. Students sent home due to illness or absence may not participate in extracurricular events that day or evening.

According to the Indiana Department of Education and the Indiana Department of Health, a student should be temporarily excluded for:

- A temperature of 100.4 degrees or higher. Before the student returns to school, the temperature should be below 100.4 degrees for 24 hours without fever-reducing medication.
- Most inflammatory eye conditions, such as pink eye. If pink eye is diagnosed, the student must be on eye medicine for 24 hours before returning to school.
- Rashes or eczema that are known to be contagious or infectious.
- Head cold of any consequence, especially with a persistent cough or discharge.
- Sore or inflamed throat. If strep throat is diagnosed, the student must be on medication for 24 hours before returning to class.
- Discharge from the ears.
- Head lice or body lice.
- Vomiting and diarrhea must be free for 24 hours before returning to school.
- Incomplete immunization record.

IMMUNIZATION

Immunization records must be on file in the school office on the first day. All required immunizations must be up to date to avoid suspension from school. Please contact the school nurse if you have any questions.

MEDICATION

To protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards when administering prescription medications to children.

- All medication must be kept in the health clinic. Emergency medication, if provided by the parents, may be kept in the cardinal café and/or classrooms. The health clinic staff, school secretary, administrators, teacher, or parent volunteers administer all medications. Students are not permitted to medicate themselves.
- All prescription medication to be administered during school hours must be in the original prescription container marked with the student's name, the name of the medication, the accurate dosage, and when it is to be administered. Any dosage changes must have a doctor's written statement (which must be faxed to the school) or a new original prescription container. All prescriptions must be current within the year.
- All prescription medication, including inhalers that are administered on a regular basis, must have a completed "Prescription Medication Permission Form" on file.
- For medications, such as antibiotics, which should be administered four times per day, which necessitate a dose during school hours, please request an extra bottle from the pharmacist so just the amount of medication needed at school can be sent. The student can avoid transporting the medicine between home and school daily.
- Non-prescription medications (including cough drops, Benadryl, Tylenol, and Advil) must be in the original container with the parent's written authorization detailing the medication's reason and time. **Saint Paul will NOT PROVIDE any non-prescription medication.**
- If a student needs medication that is not kept at school, a parent may administer the medication at school. Please inform the school office beforehand.

If your child is taking any medications or has a change in medications, it is crucial that you notify the school office. Your active involvement in your child's health and well-being is vital, especially in emergency situations.

Please contact the school nurse regarding inhalers and EpiPens. The school requires a minimum of two EpiPens for students who have severe allergic reactions.

SCREENINGS

As mandated by State law, the following services are provided to students:

- Vision screening: grades 1, 3, 5, and 8 (for acuity)
- Hearing screening: grades 1, 4, and 7
- Articulation screenings may occur in pre-kindergarten through grade three.
- Students outside of the grade levels may be screened at the teacher's discretion.

STUDENTS WITH DIABETES

The care of students with diabetes requires the oversight of a registered nurse, who will, as such, assist with the coordination of care between the student, parents/guardians, primary care provider, teachers, and staff as requested. The nurse or parent/guardian 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.

WELLNESS POLICY

The faculty and staff of Saint Paul Catholic School recognize that physical activity and healthy eating patterns are essential for students to achieve their full academic potential, for physical and mental growth, and for lifelong health and well-being. We believe that our school can encourage positive wellness attitudes and actions to help prevent future health problems for our students and staff by having the knowledge and skills to practice a healthy lifestyle.

SECTION 9: MISCELLANEOUS

AFTER SCHOOL CARE

Saint Paul Catholic School offers a convenient After-School Care Program that takes place in the cafeteria, school gym, and outside. This service is only available when school is in session and for students enrolled at Saint Paul Catholic School and Saint Paul Preschool, providing parents with peace of mind about their child's care after school.

- **Hours**
 - Monday through Friday from 3:30 PM to 5:15 PM
 - In the rare event of a delayed pick-up, students not collected by 3:30 PM will be sent to After School Care, ensuring their safety, and charged a nominal fee of \$3.00 per student.
 - Students who are not picked up by 5:15 PM will be charged an additional fee of \$1.00 for every five minutes not picked up per student.
- **Rate**
 - Daily Rate- \$3.00 per student
 - Weekly Rate- \$12.00 per student
 - Balances will must be made in the school office.
- **Snack**
 - Students are allowed to bring their snacks. Any parent willing to donate snacks to the After School Care Program is greatly appreciated.
- **Behavior/Discipline**
 - The same policies apply to the Saint Paul Catholic School Family Handbook.
 - Respectful behavior is expected, and rough play will not be tolerated.
 - To maintain a focused and engaging environment, we do not allow personal electronic devices to be brought or used during the After School Care Program.

ATHLETIC TEAMS AND SCHOOL CLUBS

Saint Paul athletic teams, volleyball, soccer (through the PAL Club and Marion Public Schools), basketball (5th-8th grades), and clubs are open to students at Saint Paul.

The purpose of athletics at SAINT PAUL CATHOLIC SCHOOL is to:

- Develop good sportsmanship
- Have an opportunity to participate
- Learn skills
- Improve techniques

All students will be allowed to participate if they are on a team. Practice and game times will be made available to parents as soon as possible.

A Christian attitude is to be displayed at all athletic events. We want to leave opponents, referees, and fans with a positive impression of Saint Paul Catholic School. Athletes and their family members are conducting themselves in a spirit of encouragement and support. Athletes who use foul language will be dismissed from the game or lose participation for one week. Fighting or any other inappropriate conduct, either during an athletic event or otherwise, may result in dismissal from the team for one week at the principal's or the coach's discretion. The principal and coach are held responsible for the behavior of players and fans.

Athletes must maintain their scholastic standing and proper classroom behavior. Those with an "F" in any subject or has missing classwork/homework may not participate in practice or a game until brought up to a "D" or work has been completed.

If a student is issued a disciplinary note at school for any reason, the student is required to attend the next practice/game but will not be able to participate.

Students who are absent from school for any part of the day may not participate in a practice or game. Scheduled appointments, with an excused note, are allowed.

BACKPACKS

Junior high school students must keep all backpacks in their lockers throughout the day. No bags or purses carried classroom to classroom. School personnel can search backpacks at any time.

LUNCH AND LUNCHROOM

Students are to bring lunch to school daily. There is no lunch service.

- Students may bring something that needs to be heated up, but it must take less than 90 seconds.
- **NO GLASS CONTAINERS ALLOWED.**
- Students who forget to bring lunch to school will make a sandwich in the office. A note will go home each time a child forgets their lunch.
- Parents are not allowed to bring students lunch from a restaurant, stay and eat with students, or check students out for lunch.

Students enter the cafeteria quietly, heat up their food (if needed), sit down, and eat lunch using good table manners. Yelling, throwing food, or making a mess is not permitted. Students will be assigned duties to wipe the tables and sweep the floor. Students are expected to treat adults with gratitude and respect.

PARENT-TEACHER ORGANIZATION (PTO)

Saint Paul Parent-Teacher Organization (PTO) welcomes and encourages parents/guardians of preschool children to participate in the organization. The PTO works to support and enhance the school's educational ministry. Fund-raising, parent education, and community-building are the goals of this organization. Meeting dates and times will be communicated through the PTO Remind Group.

REMIND

All parents must join the Remind classes to receive important school announcements and information.

PEST CONTROL AND POTENTIALLY HAZARDOUS SUBSTANCES

The school office provides information on pest control and hazardous substances that may be used at Saint Paul Catholic School upon request. No toxic substances are ever used without prior notification to families.

SNACK

The school no longer provides daily snacks for students. When their teacher allows it, each student may bring a healthy and easy-to-eat snack to school.

STUFFED ANIMALS AND TOYS

Students are not allowed to bring stuffed animals or toys to school, unless instructed by their child's teacher.

VISITORS

All visitors must enter through the main doors and report to the school office. Please sign in using the computer system and wear a printed badge sticker. Before leaving, sign out at the office. Visitors must always be supervised and not alone with students.

VOLUNTEERS

Volunteers are encouraged and needed often in the school. Please enter through the main school doors, sign in at the office, and wear the security badge during the visit. Volunteers should dress in appropriate business casual attire.

All parents and volunteers must complete a Background Check and take the parish-sponsored "Safe & Sacred" Training, valid for three years, before helping in the school. Please see Field Trips for specific guidelines.

WEATHER EMERGENCIES OR CLOSURES

If the school should be closed due to weather conditions or for any unpredicted reason, a message will be sent home using the PowerSchool Student Information System and Remind App., posted on the Saint Paul Catholic Church and School Website and Facebook Pages, and broadcasted over the local WBAT (1400AM) radio station. In the event of closure due to weather, you, the parent/guardian, are responsible for finding alternative care.