

SAINT PAUL PARISH POLICIES

August 2023

STANDARDS FOR EXCELLENCE: AN ETHICS AND ACCOUNTABILITY CODE

**Standards for Excellence:
An Ethical and Accountability for Catholic Parishes**

This handbook has been prepared to assist you in becoming familiar with the policies of Saint Paul Parish, your responsibilities as a member of the Parish staff and the benefits our employees may enjoy.

This handbook is presented as a matter of information only. Saint Paul Parish embraces the wisdom of the policies discussed within and is committed to regularly reviewing its policies. Consequently, Saint Paul Parish reserves the right to change and/or terminate any or all of the policies at any time. Any practices or policies, which have been in effect up to now, but are contrary to these provisions, are to be immediately considered no longer in effect and no longer apply to any diocesan employment practice.

Indiana is an “employment at-will” state, which basically means that just as you have every right to end your employment at any time, for any reason, Saint Paul Parish Catholic Church/Community has the same right regarding your employment.

No policy or practice of Saint Paul Parish is to be construed to change our “employment at-will relationship.” Only the Bishop and the Diocesan Director of Human Resources have the right to modify or change the “at-will relationship” by executing a written employment contract in specific and individual situations. When a written employment contract is executed it is, without exception, in effect for only one (1) year. All such contracts must be renewed, in writing, each year. Failure to annually renew the contract is not to be construed as an extension of the original contract, nor is continued employment after expiration of the original contract to be understood as creating an implied employment contract.

No language, writing or terminology in this handbook is to be understood as creating a contract, real or implied, with Saint Paul Parish and any and all of its employees. The intent of this handbook is to express policies that reflect our values as a Church and act as a general guideline in the everyday ministry we engage in as staff members at Saint Paul Parish.

This handbook does not attempt to answer all the questions, which may arise. It serves only as a framework in which objectives can be developed, implemented, reviewed and evaluated. Saint Paul Parish will comply with all applicable civil and canon laws pertaining to the employment of Church personnel.

The Pastor is responsible for the overall administration and interpretation of these policies. Any questions should be brought to the attention of the Pastor.

This handbook Adopted with the recommendation of the Pastoral Council and the consent of the Pastor on January 9, 2019

INDEX

SECTION 1

- 101 Equal Employment Opportunity
- 102 Harassment Policy
- 103 Sexual Harassment
- 104 Child Abuse & Sexual Misconduct
- 105 Drug & Alcohol Use Policy
- 106 Ethics and Conduct
- 107 Conflict of Interest Policy
- 108 Personal Relationship Policy
- 109 Whistleblower Policy

SECTION 2

- 201 Hiring Procedure
- 202 Pre-Employment Procedure
- 203 Employment Application
- 204 Employment Reference & Background Check
- 205 Search Process
- 206 Hiring Process
- 207 Office Transfer
- 208 Employment Compliance Posting & Reporting

SECTION 3

- 301 Employment Category
- 302 Position Description
- 303 Introductory Period
- 304 Personnel Data Changes
- 305 Personnel File Policy & Law
- 306 Performance Evaluation

SECTION 4

- 401 Payroll Deductions
- 402 Direct Deposit
- 403 Vacation Policy
- 404 Holiday Policy
- 405 Sick Leave Policy
- 406 Bereavement Leave Policy
- 407 Jury Duty Policy
- 408 Health Insurance Policy
- 409 Benefits Continuation (COBRA)
- 410 Workers' Compensation Insurance
- 411 403 (b) Thrift Plan
- 412 Family Medical Leave Act (FMLA)
- 413 Personal Days
- 414 Flexible Work Schedule

SECTION 5

- 501 Timekeeping Policy
- 502 Travel Pay Policy
- 503 Pay Policy
- 504 Pay Advances Policy
- 505 Pay Deduction Policy
- 506 Employment Termination
- 507 Employment Layoff

SECTION 6

- 601 Smoking Policy
- 602 Use of Phone & Mail System
- 603 Computer & Email Usage
- 604 Internet Usage
- 605 Use of Equipment
- 606 Business Travel Expenses
- 607 Visitors in the Workplace
- 608 Emergency Closings
- 609 Cell Phone Usage in the Workplace

SECTION 7

- 701 Employment Rules
- 702 Attendance & Punctuality
- 703 Personal Appearance
- 704 Return of Property
- 705 Resignation
- 706 Progressive Discipline
- 707 Conflict Resolution
- 708 Resignation & Rehire

SECTION 8

- 801 Wedding Policy
- 802 Wedding Regulations
- 803 Required Documents
- 804 Wedding Ceremony
- 805 Additional Guidelines

SECTION 9

- 901 Religious Education Mission Statement
- 902 Religious Education Policies
- 903 Religious Education Instructors
- 904 Religious Education Texts
- 905 Home Schooling Policy
- 906 Consultative Education Advisory Board

INDEX

SECTION 10

- 1001 RCIA General Introduction
- 1002 Right of Christian Initiation of Adults
- 1003 Initiation for Children of Catechetical Age
- 1004 Preparation of Uncatechized Adults for Confirmation and Eucharist
- 1005 Reception of Baptized Christians into full Communion of the Catholic Church
- 1006 Baptism of Infants and Children prior to reaching Catechetical Age
- 1007 Christian Initiation of a person in Danger of Death
- 1008 Canonical Qualifications of Sponsors and Godparents

SECTION 11

- 1101 Fundraising Policy
- 1102 Fundraising Regulations
- 1103 Use of Vendors
- 1104 Donations and Gifts

SECTION 12

- 1201 Finance Council Policy
- 1202 Finance Council Regulations

SECTION 13

- 1301 Pastoral Council Policy
- 1302 Pastoral Council Regulations

SECTION 14

- 1401 Tuition Assistance Policy

SECTION 15

- 1501 Minors in Leadership Roles

SECTION 16

- 1601 Definition of a Parishioner

SECTION 17

- 1701 Saint Paul School

SECTION 18

- 1801 Saint Paul Faculty

INDEX OF APPENDIXES

- 21. Appendix A-Letter of Transfer**
- 22. Appendix B-Letter of Appointment/Introductory Period**
 - 22.1 Introductory Period of Review**
 - 22.2 Confirmation of Hire after Introductory Period**
 - 22.3 Period of Review**
 - 22.4 Employee Self Evaluation**
 - 22.5 Confirmation of Resignation**
- 23. Appendix C-Sexual Misconduct Policy**
 - 23.1 Safe Environment Plan**
 - 23.2 Practical Guide for a Safe Environment**
 - 23.2.5 Faith Formation Publicity Form**
 - 23.3 Diocese of Gary Volunteer Screen Form**
 - 23.4 Virtus Volunteer's Code of Conduct**
- 24. Appendix D-Position Request**
- 25. Appendix E-Position Information Form**
 - 25.5 Employment Information**
- 26. Appendix F-Employment Application**
- 27. Appendix G-Conciliation Procedures**
- 28. Appendix H-I9 Verification Form/English**
- 29. Appendix H-I9 Verification Form/Spanish**
- 30. Appendix I-Reference Check Form**
- 31. Appendix J-Employee Acknowledgement Form**

- 32. Appendix K-Criminal Background Check Form/Indiana**
- 33. Appendix K-Criminal Background Check Form/Out of State**
- 34. Appendix L–Conflict of Interest Form**
 - 34.5 Interest Disclosure Statement**
- 35. Appendix M–Personnel File Request Form**
- 36. Appendix N-Progressive Disciplinary Form**
 - 36.5 Appendix O–Resignation and Rehire Policy/Procedures**
- 37 Religious Education Program-Handbook**
 - 37-2 Religious Education Home Study Program**
- 38 Finance Council Constitution HB**
- 39 Parish Council Constitution HB**

- 41 Saint Paul Catholic School Handbook**
- 41 Saint Paul Catholic School Faculty Handbook**
- 43 Saint Paul Catholic School Advisory Council Constitution**
- 44 Standards of Excellence-Receipt and Acknowledgment**
- 45 Standards of Excellence-Electronic Signature**

EMPLOYMENT POLICIES

SECTION 100

WELCOME

- **101** **Equal Employment Opportunity Policy**
- **102** **Harassment Policy**
- **103** **Sexual Harassment**
- **104** **Child Abuse and Sexual Misconduct Policy**
- **105** **Drug and Alcohol Use Policy**
- **106** **Ethics and Conduct**
- **107** **Conflict of Interest Policy**
- **108** **Personal Relationship Policy**
- **109** **Whistleblower Policy**

Welcome

Welcome to the Diocese of Gary. As disciples of Jesus Christ, we are called to respect and honor the sacredness of all people. It, therefore, is the constant goal of Saint Paul Parish to engage all diocesan, parish and school employees in a context of fairness and justice. Practically, this means that Saint Paul Parish and all its entities will deal consistently with employees.

Saint Paul Parish seeks to create an inclusive work place. It is expected that all diocesan, parish, and school staff members endorse and are committed to this policy. This handbook of policies, procedures, and guidelines found in Sections 100 through 700, give us tools to fulfill our missions.

This handbook is available for review at the parish office. Every employee, lay minister, teacher, staff member and volunteer will be provided a copy of Sections 100 through 700 and is required to read the contents this handbook.

At the conclusion of their review, the employee lay minister, teacher, staff member and volunteer is expected to sign acknowledgement of these sections, *Appendix J*. The policies and forms set forth are subject to change at any time. If any law contradicts any of the terms or conditions this handbook contains, then the applicable law shall supersede those conditions which are contradicted.

This handbook is not an employment contract nor a legal document. This handbook has been prepared to provide information to employees regarding current personnel policies, procedures and benefits. It is not intended to be all-inclusive. Personnel and policy practices are under constant review, so benefits, policies and forms can be added, changed, or deleted at any time with or without notice.

We serve a diverse local Church; therefore, we remain open to diverse approaches in fulfilling our mission. Practically speaking, this means that the Diocesan Mission is achieved in a unified fashion by taking advantage of the significant differences present in Northwest Indiana, including race, gender, nationality, native language, religion (and more).

We are proud of the diversity of the “region” and our policies reflect the belief that the inclusion of many different types of people appreciably assists in the building up of the Father’s Kingdom of Love, Peace, and Justice.

101 EQUAL EMPLOYMENT OPPORTUNITY POLICY

Saint Paul Parish and all its’ entities is an Equal Opportunity Employer with the guidelines established for religious organizations in Federal and State law. We are committed to providing equal employment opportunity in all employment policies and practices. Consequently, it is the constant goal of Saint Paul Parish to administer its policies without regard to race, color, religion, national origin, age, gender, marital status, veteran status, service membership, sexual orientation, amnesty or physical disabilities (not affecting one’s ability to perform

the essential functions of one's job with or without accommodation). This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, benefits, leaves of absence, compensation, and training.

There are certain positions in Saint Paul Parish for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are practicing Catholics and who have a full understanding of the Catholic faith. Since the unique and distinctive mission of the Diocese of Gary is primarily religious, the diocese, whenever possible, will retain a Catholic in good standing to perform work for the diocese. Such preference is allowed under state and federal law as a bona fide job qualification and does not constitute an act of discrimination.

It is the goal of the Diocese of Gary to offer employment opportunities to the most qualified candidate. It is also the goal of the Diocese of Gary to offer employment opportunities to women at all levels, except those positions precluded by canon law.

An employee understands that as an employee of a Catholic Institution, an employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of his/her religious affiliation. As such, the employee agrees to refrain from conduct of lifestyle which would be in contradiction to Catholic doctrine or morals. Employees understand and agree that the Employer has the right to dismiss an employee for violation of these standards, thereby terminating any and all rights the employee may have to continued employment.

102 HARASSMENT POLICY

In an inclusive Christian work environment, there cannot be accommodations for behavior that preys on our differences. When individuals feel intimidated and threatened because of such factors as sex, race, color, national origin, age, religion, service membership, disability or sexual orientation; the entire work environment is diminished and individuals may feel harassed. It is for this reason that Saint Paul Parish has established its harassment policy.

“Harassment” is defined as any act, pattern of actions, attitudes or behavior whose purpose or effect creates a hostile, offensive or intimidating work environment. Harassment can also result from an unintentional but negligent act, pattern of actions, attitudes or behavior whose effect creates a hostile, offensive or intimidating work environment and which continues after it is brought to the individual's attention.

Practically speaking, harassment can occur whenever one employee or group of employees engages in:

- Verbal abuse
- Physical abuse
- Racial insult or inappropriate humor

- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Inappropriate Internet usage or any other means of electronic communication related to any of the above

Saint Paul Parish and all its' entities cannot and will not tolerate harassment of any kind that is inconsistent with our understanding of the Gospel message. All employees are responsible to report any appearance of harassment to their Pastor, his designee, or the Diocesan Manager of Human Resources immediately after the occurrence. Failure to report harassment in a timely manner may make it difficult for the Diocese to adequately investigate and justly resolve the matter. Upon notification of potential harassment, all reports will be investigated immediately. False or malicious reports will result in progressive discipline up to and including termination. At no time will an employee be retaliated against for bringing forth harassment concerns in the workplace.

103 SEXUAL HARASSMENT POLICY

Saint Paul Parish is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, service membership, disability, sexual orientation or any other legally protected characteristic will *not* be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Sexual comments
- Sexual jokes
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
- Physical conduct that includes touching, assaulting, impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decision; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, he or she is to report it as soon as possible to the pastor and or the employee's supervisor or the Diocesan Manager of Human Resources. An employee may raise concerns and make reports without fear of reprisal or retaliation. All reports and allegations of harassment must be reported to the Diocesan Manager of Human Resources for immediate investigation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, confidentiality of the complainant, any witnesses, and the alleged harasser will be protected against unnecessary disclosure. You will be informed when the investigation is completed.

Any Office employee who becomes aware of possible sexual or other unlawful harassment must immediately advise the pastor, or his designee so that the Diocesan Manager of Human Resources [or any designated person] can investigate in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

104 CHILD ABUSE AND SEXUAL MISCONDUCT POLICY

Saint Paul Parish and all its' entities are committed to the careful enforcement of our sexual misconduct policies (*Appendix C*). It is a sad reality of our society that children are victimized in this manner. The Diocese upholds the standard set by the State of Indiana in reporting the "suspicion" of any appearance of abuse of a minor to the proper authorities.

In addition to our stringent policy on child abuse, Saint Paul Parish also maintains a zero tolerance of any type of sexual misconduct among the priests, deacons, religious, and laity serving or employed by Saint Paul Parish.

105 DRUG AND ALCOHOL USE POLICY

Saint Paul Parish desires to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the premises of all Diocesan facilities and while conducting business-related activities off Diocesan premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, employees may be invited guests to diocesan functions where alcohol is served

such as dinners or programmatic events. As long as the employee is not working at the event or operating in an official capacity, alcohol may be consumed in a moderate and legal manner. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The Diocese of Gary reserves the right to conduct reasonable suspicion drug testing when an employee appears under the influence of drugs or alcohol and requires drug testing after an employee sustains a workplace injury.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in an approved treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the pastor, his designee or the Diocesan Manager of Human Resources to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the Diocesan health insurance benefit coverage if eligible. Leave may be granted if the employee agrees to participate in approved treatment program; abides by all Diocesan policies, rules and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Saint Paul Parish or any of its' entities any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Diocese of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the pastor, his designee or the Diocesan Manager of Human Resources without fear of reprisal.

106 ETHICS AND CONDUCT

The successful operation and reputation of Saint Paul Parish and all its' entities is built upon the Christian principles of fair dealing and ethical conduct of our employees. Our reputation for integrity requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the parish and Diocesan Mission is dependent upon the trust of those we serve and the professionalism of those we work with. As employees and volunteers, we are called to be stewards and maintain high ethical standards. To preserve that principle, employees owe a duty to the parish and the Diocese to act in a way that will merit the continued trust and confidence in all those we encounter.

Saint Paul Parish will comply with all applicable laws and regulations. In general, the use of good judgment, based on high ethical principles will guide all employees and volunteers to conduct all parish and Diocesan business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

Acceptable conduct includes assuming a friendly, cordial and cooperative Christian attitude with our colleagues. This means discord and rancor within our own ranks cannot be tolerated. In seeking a healthy, trusting environment, consistent with the message of Jesus, it is expected that all differences of opinion, conflicts and/or misunderstandings be dealt with promptly by addressing the issue(s) to whoever is the source of the issue. To assume a posture of resentment, resistance and/or a critical negativity, notwithstanding the satisfactory fulfillment of one's other duties is a violation of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. (See Section 708)

If matters between colleagues cannot be resolved by open dialogue then either side to the dispute may approach the pastor, his designee, or the Diocesan Manager of Human Resources to discuss a mutually acceptable approach of mediating the problem.

Compliance with this policy of ethics and conduct is the responsibility of every parish and Diocesan employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

107 CONFLICT OF INTEREST POLICY

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction if an employee is uncertain whether a potential conflict of interest exists. If an employee is uncertain if a conflict of interest exists, the employee can seek further clarification on issues from the pastor or the Diocesan Office of Human Resources.

A conflict of interest is defined as a situation in which financial or personal considerations may compromise or have the appearance of compromising the judgment and objectivity of an employee or volunteer.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of parish business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the pastor or the Pastoral Council, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm or business with which the parish does business, but also when an employee or relative receives any kickback, substantial gift, or special consideration as a result of any transaction or business dealings involving the parish.

As employees and volunteers, we are called to be good stewards and maintain high ethical standards. This policy is intended to set forth standards for behavior to avoid potential conflicts of interest that could compromise the objectivity that is essential for effective decision-making and damage the reputation of the individuals involved, the parish or the Diocese. Each employee and volunteer will be required to sign a conflict of interest disclosure at the time of hire and subsequently on an annual basis. (Appendix L)

This policy applies to all lay employees and volunteers of Saint Paul Parish, its entities and agencies, including St. Vincent De Paul Society. It also applies to members of the Pastoral and Finance Council, and their various subcommittees and advisors.

There are four basic types of conflicts of interest, each of which will be explained in the sections that follow:

1. Business interests or investments
2. Gifts, payments, or favors
3. Employment of relatives
4. Confidential information

Employees and volunteers must disclose:

- Any business, investment or ownership interest in any entity with which the parish has (or is negotiating) any transactions or arrangements.
- Any compensation received (or offer of compensation) from any entity with which the parish has (or is negotiating) any transaction or arrangements.

Employees and volunteers must also disclose if their family members have any business interests or compensation as described above.

Disclosure must:

- Occur as soon as possible.
- Include all relevant information.
- Be made in writing on the attached form.
- Be submitted to the Pastor and Pastoral Council.

The Pastoral Council, in consultation with appropriate parties, will determine if the disclosed situation is permissible or not with respect to parish policies and recommend a plan to either manage, reduce, or eliminate the conflict.

Employees and volunteers must disclose Gifts, Payments, and Favors:

No employee or volunteer may offer, exchange, or accept gifts, payments, or favors, either directly or indirectly, from any individual or organization which is conducting or soliciting business with the diocese. "Gifts, payments and favors" include, but are not limited to gifts of objects or money, vacations, and loans. The term "indirect" includes the offering or acceptance of gifts, payments and favors by a relative, a person acting on behalf of the employee, or a business entity in which the employee or volunteer has an interest.

This policy does not preclude the offering or accepting of Christmas remembrances, thank-you gifts, business meals, or occasional gifts of nominal value, the sum total of which may not exceed fifty (\$50.00) from any organization in a calendar year. Any exceptions to this policy require the prior knowledge and consent of the Pastor.

Pastors, employees and volunteers must disclose employment of relatives:

In order to retain the objectivity that is essential to effective decision-making, relatives are not to hire or supervise one another or check, review, and/or process work of one another. Supervisors may further restrict the employment of relatives where close proximity might disrupt optimal performance of functions.

A relative, for this purpose, is defined as: husband, wife, father, mother, stepfather, stepmother, child, stepchild, grandparent, grandchild, in-law, brother, sister, niece, nephew, aunt, or uncle.

The purpose is to prevent situations in which an employee's family situation may create a conflict-of-interest with his or her job duties. Any exceptions to this policy require the prior approval of the pastor and Pastoral Council.

Employees and volunteers must disclose confidential information:

Employees and volunteers often become aware of confidential information concerning parish and Diocesan matters, other employees or volunteers, and persons who are served by the various programs of the parish and Diocese. Such information should be kept private and should not be used for personal gain or in a manner that would harm the parish, Diocese or any employee, volunteer, or person served by the parish and/or the Diocese.

Employees and volunteers must disclose compensation arrangements:

As followers of Jesus Christ, we need to model good stewardship in the use of our resources, including our compensation practices. Also, as a tax-exempt organization, donations we receive must be used in the best interests of the people we serve, not for the personal benefit of our employees, vendors, or contractors. Therefore, all compensation arrangements (salaries, benefits, "perks", contracts for goods and services, etc.) must be reasonable, within approved budgets, and comparable to the "going rate" in the marketplace among similar organizations for the services provided.

Disregarding or failing to comply with this policy could lead to disciplinary action, up to and including possible termination of employment or removal from council or volunteer positions.

108 PERSONAL RELATIONSHIP POLICY

The employment of relatives or individuals involved in a dating relationship in the parish may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into the day-to-day relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Generally, relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Saint Paul Parish also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the parish that may affect the review of employment decisions.

It is the responsibility of those involved in such a relationship to disclose the existence of the relationship to the pastor or his designee. The pastor or his designee will decide if it is necessary to terminate an employee to resolve the potential conflict of favoritism and/or decide who is to be transferred to another position.

If that decision is not made within thirty (30) calendar days, the Diocese will decide who is to be transferred or, if necessary, terminate from employment.

Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

109 WHISTLEBLOWER POLICY

The purpose of this policy is to protect those individuals who want to raise issues of illegal, dishonest, or unethical behavior with the assurance of not becoming a target of subsequent recrimination. This formal policy has been implemented in the spirit of the initiatives of the Sarbanes-Oxley Act that was signed into law in July, 2002. This law prohibits publicly traded companies from taking any adverse employment action against an employee because of his/her protected

whistleblowing activities, but some of the concepts are appropriate for non-profit organizations as well.

A whistleblower is defined by this policy as an employee of a parish, school, or other diocesan associated entity who reports an activity that he/she reasonably believes to be illegal or dishonest or reports unethical behavior to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

"Dishonest" or "unethical" is defined as violating some objective and publicly identifiable standard of conduct, not merely the reporter's subjective opinion. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial reporting. Examples of dishonest and unethical behavior include violations of employer policies in the respective Employee Personnel Manual, Code of Personal and Ethical Conduct, or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact the pastor or his designee, or the Diocesan Manager of Human Resources. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Whistleblower protections are provided in two important areas - confidentially and against retaliation. To the extent practical under the circumstances, the confidentially of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy and to provide accused individuals their legal rights of defense.

The employer and associated entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes he/she is being retaliated against must contact the pastor *and* the Diocesan Manager of Human Resources immediately either through written or verbal communication, i.e., signed written letter, in-person visit, etc. The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

HIRING POLICIES

Section 200

- **201*** **Hiring Procedure Policy**
- **202*** **Pre-Employment Procedure Policy**
- **203** **Employment Application Policy**
- **204*** **Employment Reference and Background
Check Policy**
- **205*** **Search Process Policy**
- **206*** **Hiring Process Policy**
- **207*** **Office Transfer Policy**
- **208** **Employment Compliance Posting and Reporting**

201 HIRING PROCEDURE POLICY

When a staff position is opened, through resignation, transfer, retirement or dismissal, or newly created, the Pastor or his designee will complete and file with the Pastor a "Position Request Form" (*Appendix D*). This form is to provide the following information:

- I. Title of Position
 - ...Job Description (*See Section 302*)
 - ...State whether position is to be considered exempt or non-exempt (*See Section 301*)
 - ...State whether position is to be considered part-time or full-time
 - ...Salary Classification
 - ...Recommended Starting Salary
 - ...Benefits to be offered
- II. Provide a job posting to be distributed via electronic mail and placed on employee bulletin boards describing position and requirements. A position will be posted for five (5) days.
- III. Employment Justification
 - ...A brief description why the particular office has this particular employment need at this particular time.
- IV. Employment Authorization
 - ...Signed by Pastor or his designee

No employment postings, interviews, etc. may take place until the "Position Request Form" is returned and the pastor declares the position "open." Once the "Position Request Form" is properly authorized and returned to the Pastor or his designee, then the search for the most qualified candidate may begin.

202 PRE-EMPLOYMENT PROCEDURE POLICY

All applicants are required to complete a written "Employment Application" (*Appendix F*). In doing so, all potential employees are responsible for making available to Saint Paul Parish employment related facts about themselves with regard to their qualifications, experience, related skills and abilities and any other factors which may affect job assignments or continued performance. Applicants will also provide a list of references. The Pastor or his designee will check at least two (2) professional references during the interview process.

Within the first two weeks of employment the Pastor or his designee, will review a number of personnel documents with the new employee. The following documents are required to be on file with the parish office and or the Diocesan Manager of Human Resources within the first two weeks of employment:

1. Completed Employment Application
2. W-4 Form
3. W-H4 Form
4. I-9 Form
5. Completed Reference and Background Check Forms
6. Signed Handbook
7. Letter of appointment
8. Conflict of interest Form

Saint Paul Parish and all its' entities are committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 (see *Appendix H*) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not previously completed an I-9 with the Diocese within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Within the first two weeks of employment, the Pastor or his designee will review the personnel manual with the new staff member. Upon reviewing the manual, the new staff person will execute the "Acknowledgment and Acceptance" form verifying that the policies have been reviewed, explained and accepted (see *last page of Policy Manual*). The Pastor or his designee and/or the Coordinator of Benefits will also explain the benefits available to the new staff member and any necessary forms to be completed.

203 EMPLOYMENT APPLICATION POLICY

Saint Paul Parish relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

204 EMPLOYMENT REFERENCE AND BACKGROUND CHECK POLICY

All new applicants for employment or volunteers with the Diocese of Gary must complete a criminal background check. Some positions require additional items. It is the responsibility of the supervisor to ensure that all applicable requirements are met.

If an offer of employment is made prior to completion of the criminal background check, (this is NOT recommended), the offer MUST contain the statement: "This offer is contingent on the verification of credentials and other information required by diocesan policies and any applicable state laws including the successful completion of a criminal background check.

Criminal background checks must be completed prior to the start of employment or the start of volunteer service. If the criminal background check search finds any reportable issues, the diocesan Safe Environment Coordinator will notify the location pastor and designated contact for their review. No offer of employment may be finalized with an applicant who has reportable issues on a criminal background check without consultation with the diocesan Director of Human Resources and the diocesan Safe Environment Coordinator. [Additional policy details in pastor appendix].

To ensure that individuals who join the Saint Paul Parish staff are well qualified and have a strong potential to be productive and successful, it is the policy of Saint Paul Parish to check at least two (2) employment references (Appendix I) for eligible applicants.

The Pastor or his designee will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by Parish and or Diocesan records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

All new employees and volunteers at Saint Paul Parish will also be subject to a criminal background check (Appendix K). This check will be conducted by the Diocesan office of schools. Should a candidate not be hired due to their background check results, contact the diocesan Director of Human Resources so that a mandatory adverse letter can be sent as required by federal law.

The Pastor or his designee will respond in writing only to those background check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by parish and or Diocesan records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Unacceptable results discovered in either a reference check or background check will result in termination or removal from the applicant pool.

205 SEARCH PROCESS POLICY

The Parish Pastoral Associate or Bookkeeper will assist the Pastor or his designee with:

- Facilitating inner-office applications
- Placing employment ads (cost will be charged to the Office with the opening)
- Screening of internal and external candidates
- Scheduling interviews, checking references, etc.

206 HIRING PROCESS POLICY

The Pastor or his designee will select the candidate that is, in his/her opinion, the most qualified for the position. The Pastor or his designee makes the selection based on the individual's competence for the particular position as determined through evaluation of written applications and resumes, personal interviews and written references. All appointments to all non-exempt positions are confirmed in writing when a "Letter of Appointment" (*Appendix B*) is issued by the Pastor.

It is the policy of Saint Paul Parish that all volunteers, staff members, employees, as a term and condition of employment or appointment, be advised of diocesan policies relating to Sexual Harassment, Equal Employment Opportunity, Conflict of Interest and any other program augmenting any condition affecting their appointment.

207 OFFICE TRANSFER POLICY

It is the policy of Saint Paul Parish to, whenever possible, promote or transfer qualified staff members.

A coordinated job posting will be printed twice in the Saint Paul weekly bulletin and parish web site. The weekly bulletin may be accessed via our web site at www.saintpaulvalpo.org. When a job opening has been declared "open", the position may also be published in the Northwest Indiana Catholic newspaper for two weeks (two publications).

If a Saint Paul paid staff member or unpaid volunteer wishes to apply for an open position, they are to apply, in writing, to the Pastor or his designee within ten (10) working days of the posting. The Pastor or his designees should always seek to work collaboratively in such matters, keeping regular communication on the matter. Staff members should not be deprived of other employment opportunities with Saint Paul Parish, even if their departure from one office will leave an

employment gap in that office. Every effort will be made to complete transfer within (4) weeks. (*Appendix A*)

208 EMPLOYMENT COMPLIANCE POSTINGS AND REPORTING

Saint Paul Parish will comply with all federally and state mandated laws regarding employment posters and mandated reporting. Annually, no later than January 31, of the respected year, Saint Paul Parish will report and mail W-2's and 1099's to reporting agencies, employees and contractors. Saint Paul Parish is an Equal Employment Opportunity Employer.



INTEROFFICE MEMORANDUM

To: Priests of the Diocese of Gary
From: Kelly A. Venegas, SPHR
Re: Employment of Minors
Date: 5-21-19

As the summer approaches, some parishes or schools may be considering hiring temporary student workers. The Fair Labor Standards Act (FLSA) sets rules around employing young people to ensure that work does not jeopardize a young person's health, well-being or education. Here are some helpful hints in hiring summer help:

14-15 Years Old: Children who are 14 or 15 years old may be employed in non-manufacturing and non-hazardous jobs over the summer and work until 9 pm. Permitted jobs include:

- Office and clerical work
- Work of an intellectual or artistically creative nature
- Cooking with electric or gas grills (not over an open flame)
- Cashiering
- Bagging and carry out orders
- Errand and delivery work
- Clean up work
- Kitchen work
- Loading onto motor vehicles
- Certain lifeguarding responsibilities (15 and older)

16-17 Years Old: Children age 16 and 17 may be employed for any number of hours in any occupation other than those that are considered hazardous by the Department of Labor (coal mining, explosives, power driven machinery, demolition etc). In most cases, minors age 16 and 17 years old are allowed to use most mowing and weed cutting equipment. Weed cutters, however, must not be outfitted with a saw blade attachment. Push mowers, garden tractors and riding lawn mowers are also allowed, as long as the tractors and riding mowers are not operated on public roadways.

Violating the youth employment provisions may result in a fine of up to \$11,000 for each youth subject to the violation. For more information: <https://www.in.gov/dol/childlabor.htm>

Please feel free to call me with questions. Thank you.

EMPLOYMENT STATUS AND RECORDS

Section 300

- **301** **Employment Category Policy**
- **302*** **Position Description Policy**
- **303*** **Introductory Period Policy**
- **304*** **Personnel Data Changes**
- **305** **Personnel File Policy and Law**
- **306*** **Performance Evaluation Policy**

301 EMPLOYMENT CATEGORY POLICY

It is the intent of the Saint Paul Parish to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the Saint Paul Parish.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. All employees are paid at least the federal minimum wage.

- NON-EXEMPT employees are usually paid an hourly rate and entitled to overtime pay for all hours worked over 40 hours in a workweek under the provisions of federal and state laws. Most positions will fall under this category.
- EXEMPT employees are usually paid a salary and are employed as bona fide administrative, executives, professionals, outside sales, certain computer positions and others defined by the government. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis no less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

If an employee is uncertain of their employment status they should direct their questions to the Office of Human Resources at the Diocesan Level.

In addition to the above categories, each employee will belong to one other employment category.

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule of thirty (30) hours a week for at least 40 weeks per year. Generally, they are eligible for the Diocesan benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME "A" employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than twenty-nine and a half (29 1/2) hours per week or less but more than twenty five (25) hours per week, fifty two (52) weeks per year. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance and a pro-rated vacation benefits), they are ineligible for other Diocesan benefits.

REGULAR PART-TIME "B" employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than twenty (24) hours per week, and/or who generally do not work fifty two (52) weeks per year. While they do receive all legally mandated benefits (such as

Social Security and Workers' compensation Insurance), they are ineligible for other Diocesan benefits.

INTRODUCTORY Employees who satisfactorily complete the introductory period of three (3) months (90 days) will be notified of their new employment classification.

CONTRACTOR Contractors are often retained to perform a specific job or project for a specified amount of time. They are self-directed, invoice for their services and are issued a tax form 1099 for services rendered.

CONTRACTED EMPLOYEES (Teachers and Principals only) Employees who are given an employment contracts are teachers and principals only. For more information, please contact the Office of Catholic Schools.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change. While temporary employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all of the Diocesan benefit programs.

VOLUNTEER a person who voluntarily offers himself or herself for a service or undertaking and a person who performs a service willingly and without pay. These are ineligible to receive any Diocesan benefits but are eligible for limited training.

302 POSITION DESCRIPTION POLICY

All positions within Saint Paul Parish are to have a "position description." These descriptions are to be kept on file by the Pastor and or Bookkeeper.

The position descriptions are to specify or indicate:

- The title of the position which accurately conveys its function
- To what extent, if any, is Catholicity (i.e., a knowledge and practice of the Roman Catholic Faith) a necessity
- The FLSA exemption status: Exempt or Non Exempt
- The essential functions of the position for purposes of complying with the Americans with Disabilities Act
- The minimum requirements and qualifications for the position
- The preferred requirements and qualifications for the position

- The duties and responsibilities of the position and how the position contributes to the overall Diocesan mission
- The Pastor or his designee to whom the position is accountable

303 INTRODUCTORY PERIOD POLICY

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Saint Paul Parish uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Saint Paul Parish may end the employment relationship at-will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ninety calendar days after their date of hire. Employees who are promoted or transferred within the Parish must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Pastor or his designee determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period with the written authorization of the Diocesan Office of Human Resources.

In cases of inner-office transfers, an employee, in the judgment of the individual Pastor or his designee in consultation with the Office of Human Resources, who is not successful in the new position, can be removed from that position at any time during the secondary introductory period. If this occurs, the Diocese does not guarantee further employment.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Benefits eligibility and employment statuses are not changed during the secondary introductory period that results from an inner-office transfer within the Saint Paul Parish.

304 PERSONNEL DATA CHANGES

Every employee will fill out an "Employment Information Sheet" (*Appendix E*). It is the responsibility of each employee to promptly notify the Saint Paul Parish of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If

any personal data has changed, please present a modified “Employment Information Sheet” to the Parish Booker

305 PERSONNEL FILE POLICY AND LAW

Saint Paul Parish and the Diocesan office maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training and salary increases along with other employment records.

Personnel files are the property of the Saint Paul Parish and access to the information they contain is restricted on a need to know basis only. Generally, only the Pastor or his designee and the Diocesan Office of Human Resources have access to an employee’s personnel file.

An employee who wishes to review his or her own Parish personnel file should contact the Pastor. An employee should complete a Personnel File Request Form (Appendix M) and indicate that it is the parish files they wish to review. With reasonable advance notice, employees may review their own Parish personnel files in the pastor’s office and in the presence of the pastor or his designee.

Those employees who wish to review their diocesan personnel file would contact the Office of Human Resources and complete a Personnel File Request Form (Appendix M). With reasonable advance notice, employees may review their own personnel files in the Manager of Human Resource’s office and in the presence of the Manager of Human Resources.

306 PERFORMANCE EVALUATION POLICY

The Pastor or his designee and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted annually. After the first ninety days, the introductory period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals.

Saint Paul Parish may award across the board pay adjustments.

EMPLOYMENT BENEFIT POLICIES

Section 400

- **401*** Payroll Deductions
- **402** Direct Deposit
- **403*** Vacation Policy
- **404** Holiday Policy
- **405*** Sick Leave Policy
- **406** Bereavement Leave Policy
- **407** Jury Duty Policy
- **408** Health Insurance Policy
- **409** Life Insurance Policy
- **410** Benefits Continuation
- **411** Workers' Compensation Insurance
- **412** 403 (b) Thrift Plan
- **413** Family Medical Leave Act (FMLA)
- **414*** Personal Days Policy
- **415*** Flexible work schedule

EMPLOYEE BENEFIT POLICY

Eligible employees of the Saint Paul Parish are provided a wide range of benefits consistent with those offered by the Diocese. A number of the programs (such as Social Security, Workers' Compensation, State Disability, and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Coordinator of Benefits can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees;

- 401 – Payroll Deductions
- 402 – Direct Deposit
- 403 --Vacation Policy
- 404 --Holiday Policy
- 405 – Sick Leave Policy
- 406 – Bereavement Leave Policy
- 407 – Jury Duty Policy
- 408 – Health Insurance Policy
- 409 – Life Insurance Policy
- 410 Benefits Continuation (COBRA)
- 411 Workers' Compensation Insurance
- 412 – 403 (b) Thrift Plan
- 413 – Family Medical Leave Act (FMLA)
- 414 – Personal Days
- 415 – Flexible work schedule

Some benefits programs require contributions from employees, but most are fully paid by the Saint Paul Parish or the Diocese of Gary. The benefits package for regular full-time employees represents a substantial benefit, effectively increasing your total compensation by thousands of dollars.

401 PAYROLL DEDUCTIONS

Such programs include:

- Dependent Health Coverage
- Credit Union Contributions
- Tax Sheltered Annuities
- Voluntary Insurance Coverage
- Approved Pre- Tax Deductions

402 DIRECT DEPOSIT

Saint Paul Parish provides employees the optional benefit of having their earned wages deposited directly into their individual bank checking and/or savings accounts. If there are any changes to your bank information, the Payroll Department must be notified in writing.

403 VACATION POLICY -this policy does not apply to teachers, childcare workers, aides or principals

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following classifications are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time “A” employees (Pro-rated vacation)

An employee earns vacation time during the current calendar year from January 1 to December 31, and is eligible to use earned vacation time during that same calendar year. New employees are eligible to use earned vacation time after the first thirty (30) days of service.

Vacation time is accrued each month as 1/12th of the annual entitlement. An employee’s annual entitlement is based on years of service. During the month of an employee’s 6th and 16th anniversary date, the monthly accrual rate would increase to that annual entitlement for the remainder of that calendar year.

The following schedule shows an employee’s annual entitlement and the monthly accrual rate:

SERVICE YEARS COMPLETED	ANNUAL ENTITLEMENT	MONTHLY ACCRUAL RATE
1 Year	5 days	.42 days per month
2 – 5 Years	10 days	.83 days per month
6 – 15 Years	15 days	1.25 days per month
16 + Years	20 days	1.67 days per month

Calculating a Pro-rated vacation for Regular part-time “A” employees will be done on the bases of the number of hours the employee works per week in relation to a standard of a forty hour week, fifty two weeks per year.

Vacation accruals are available online through our payroll vendor. Vacation accrual and balance inquiries should be made to the Pastor or his designee or Payroll Coordinator.

Annual earned vacation must be used before the end of each calendar year. During the 4th quarter of the current calendar year employees will be notified of their

vacation balances. In the event that available vacation is not used before the end of the calendar year, employees will forfeit any unused vacation time.

In the event of employment termination and re-hire within a 12-month period, credit will be given for past service for purposes of vacation accrual only. If a terminated employee returns after a 12-month period, credit for past service will not be given.

To take vacations, an employee should request advance approval from the Pastor or his designee. Requests will be reviewed based on a number of factors, including business needs, staffing requirements and seniority. An employee should not assume that the needs of a particular office would be able to accommodate their request for time off. Granting vacation leave is at the discretion of the Office Coordinator.

Paid vacation time can be taken in minimum increments of one-half day. All paid vacation time must be exhausted before unpaid time will be granted in cases of emergency or a leave of absence.

Staff wishing to draw upon unearned vacation time may do so with the consent of the Pastor or his designee, with the understanding that should they terminate their employment without accruing sufficient vacation time, they may be required to reimburse the Diocese.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

404 HOLIDAY POLICY -This section does not apply to teachers, childcare workers, aides or principals

Federal Law does not require employers in the private sector such as the Saint Paul Parish to have a holiday policy or to observe Federal recognized holidays. Notwithstanding this fact, the Saint Paul Parish may give its employees twelve (12) paid days off for the following holidays.

The Saint Paul Parish may grant holiday time off to all employees on the holidays listed below:

- New Year's Day (*January 1st*)
- Martin Luther King, Jr. Day (*Third Monday in January*)
- Good Friday (*Friday before Easter*)
- Easter Monday
- Memorial Day (*Last Monday in May*)
- Independence Day (*July 4th*)
- Labor Day (*First Monday in September*)

- Day Before Thanksgiving ½ day
- Thanksgiving Day (*Fourth Thursday in November*)
- Day After Thanksgiving
- Christmas Eve (*December 24th*)
- Christmas Day (*December 25th*)
- Day After Christmas (*December 26th*)

The Saint Paul Parish may grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) *times the number of hours the employee would otherwise have worked on that day.* *Holiday pay hours are not counted towards overtime eligibility.* Eligible employee classification(s) are:

- Regular full-time employees
- Regular part-time employees "A" and "B"

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, and sick leave), the employee will be ineligible for holiday pay. However, scheduled vacation leave may bookend a paid holiday.

If eligible employee works on a recognized holiday, a flexible work schedule will be provided. They may request an alternate day off with holiday pay in the pay cycle.

If a recognized holiday falls on a Saturday, eligible employees are scheduled for time off with pay on the Friday prior to the holiday.

If a recognized holiday falls on a Sunday, eligible employees are scheduled for time off with pay on the Monday following the holiday.

405 SICK LEAVE POLICY -This section does not apply to Principals or Teachers

Employers are not required by Federal or State Law to provide sick pay to employees. Notwithstanding this fact, the Saint Paul Parish provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification is:

- Regular full-time employees

Eligible full time employees accrue sick leave benefits at the rate of 10 days per year (.83 of a day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees become eligible to accrue sick leave benefits upon hire. Paid sick leave can be used in minimum increments of one-half day. Employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

Employees who are unable to report to work due to illness or injury should notify their Pastor or his designee before the scheduled start of their workday, if possible. The Pastor or his designee must also be contacted on each injury; a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of five (5) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

If an employee receives an injury or becomes ill during a vacation or holiday, they may *not* transfer one of their sick days for a vacation day or a holiday.

A lifetime total of thirty (30) sick days may be accumulated and used only for catastrophic medical conditions such as major surgery or life-threatening disease of the employee or a family member. Once the maximum of thirty (30) sick days is reached, no further sick days may accrue unless and until some or all of the previously accrued thirty (30) sick days are used for a catastrophic medical condition. Unused lifetime accrued sick days are *not* to be calculated in any benefit settlement as a result of the employee's resignation or discharge. The Saint Paul Parish reserves the right to determine what constitutes a "catastrophic medical condition."

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will *not* be paid to employees at the time of their departure from their employment with Saint Paul Parish.

[*]Thirty Accumulated Sick days per year mandated by Bishop Melczek, June 6, 2010]

406 BEREAVEMENT LEAVE POLICY

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

All regularly scheduled employees receive up to 3 days time off with pay for the death of an immediate family member, including parent, brother, sister, spouse, child, grandparent, grandchild, mother/father-in-law, daughter/son-in-law, brother/sister-in-law, or step-relative. If additional time off is needed, employees should use vacation time or floating holiday time (if available) or unpaid personal day.

407 JURY DUTY POLICY

The Saint Paul Parish encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to two (2) weeks of paid jury duty leave over any one (1) year period. Pay for time spent serving as a juror will be the difference between the per diem the court pays and the regular daily salary of the employee. In other words, if an employee regularly earns \$50.00 a day from the Saint Paul Parish, and the court pays the employee for serving as a juror \$30.00 a day, then for up to two (2) weeks, the Saint Paul Parish will pay the employee \$20.00 a day. To qualify for this benefit the employee must present proof of court payment.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees "A" and "B"

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their Pastor or his designee as soon as possible so that the Pastor or his designee may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Saint Paul Parish or the employee may request an excuse from jury duty if, in judgment of the Saint Paul Parish, the employee's absence would create serious operational difficulties.

The Saint Paul Parish will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave and holiday benefits will continue to accrue during unpaid jury duty leave.

An Office Coordinator on an as needed basis will review circumstances outside the above parameters.

408 HEALTH INSURANCE POLICY

The Saint Paul Parish's/Diocese of Gary health insurance plan -- Preferred Provider Organization (PPO) provides employees and their dependents access to medical insurance benefits. Employees in the following employment classification(s) are eligible to participate in the health insurance plan:

- Regular full-time employees working 30 + hours per week and at least 40 weeks per year

Eligible employees may participate in the health insurance plan subject to all terms and conditions as contained in the summary plan description. The details of our plan are explained in this booklet which is available from the Coordinator of Benefits. It is important that all employees understand that the Diocese of Gary funds its own health insurance plan. In other words, to some extent we act as our own insurance company. It is every employee's responsibility to carefully read the summary plan description and direct any questions to the Coordinator of Benefits. It is important that eligible employees wishing to participate in the health insurance sign up within the first thirty-(30) days of employment without being subject to late enrollee penalties. If an eligible employee does not want to participate in the health insurance, they should complete a medical insurance waiver form.

409 LIFE INSURANCE POLICY

Life Insurance offers you and your family important financial protection. The Diocese of Gary provides a basic life insurance plan for eligible employees.

Employees in the following employment classification(s) are eligible to participate in the life insurance plan:

- Benefits eligible employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement in the Group/Life Handbook.

Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to eligible employees. Conversion of this policy is available upon separation of employment. Contact the Coordinator of Benefits for more information about the life insurance benefits.

410 BENEFITS CONTINUATION (COBRA)

As a not-for-profit religious organization, the Diocese of Gary and Saint Paul Parish is exempt from Federal Benefits Continuation (COBRA).

Benefits continuation will *not* be available to employees who resign or who are discharged unless other arrangements are agreed upon between the employee and the Director of Human Resources.

411 WORKERS' COMPENSATION INSURANCE

The Diocese of Gary provides a comprehensive Workers' Compensation Insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the Moderator of the Curia immediately. No matter how minor an on-the-job injury may appear, it is important that the injury be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Parishes will report the "First Report of Injury" form directly to Gallagher Basset insurance company.

Neither the Diocese of Gary nor its self-insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Saint Paul Parish.

412 403 (b) THRIFT PLAN

The purpose of the 403 (b) Thrift Plan is to enable you to accumulate long term savings for your retirement while benefiting from contributions from your pre-tax salary. Participation in this 403 (b) retirement savings program is voluntary. You are eligible to participate in the plan on the first day of the month coinciding with or immediately following your date of hire.

Employee contributions are always 100% vested. Full-time employees are eligible to receive employer matching contributions on the first of the month following one year of service. Employer matching contributions are 100% vested after 3 years of service.

Contact the Benefits Office for more information, on the 403 (b) Thrift Plan, including eligibility and enrollment.

413 FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act of 1993 (FMLA) provides an entitlement of up to twelve (12) weeks of leave during a twelve-month (12) period.

The leave period commences with the date the leave begins.

FMLA leave is available for the following reason(s):

- a) the birth of a child
- b) the placement of a child for adoption
- c) the need to care for a family member (child, spouse, or parent) with a serious health condition as defined under the FMLA
- d) an employee's own serious health condition

The Diocese of Gary provides an unpaid leave of absence, in accordance with the requirements of FMLA, to eligible employees. This leave may be paid, or a combination of paid and unpaid, depending on the amount of vacation time, personal days and/or applicable sick pay the employee has earned.

Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous twelve (12) months.

The Diocese of Gary maintains health care coverage for the duration of the leave. However, the employee must pay any applicable dependent contributions during the course of the leave. Payment is by payroll deduction for the paid portion of the leave. The employee and their Office Coordinator should make written arrangements for payment of premiums during the unpaid portion of FMLA leave and notify the Coordinator of Benefits of the arrangements.

Employees will not earn seniority or employment benefits, such as vacation, personal and sick days during a leave period.

In most cases, employees are restored to their original or an equivalent position upon their return from FMLA leave.

Request for leave must be in writing to your Pastor or his designee and a copy forwarded to the Coordinator of Benefits. A thirty-day (30) advance written notice is required when the leave is foreseeable, and as soon as possible when the leave is unforeseeable. This notice should include the approximate ending date of the leave.

Saint Paul Parish requires medical certification to support a request for leave because of a serious health condition. Saint Paul Parish, at their own expense, may require an employee requesting a leave to obtain a second opinion from a physician designated or approved by the Diocese. If the second opinion differs from the original certification, the Saint Paul Parish may require, at the expense of the Diocese, a third opinion to be obtained from a physician that is jointly approved by the employee seeking the leave and the Saint Paul Parish. The opinion of the third physician is final and binding.

Saint Paul Parish may request periodic progress reports from the employee's physician and a fitness to return to work release from the employee's physician upon their return to work.

In the event that an employee does not return to work from FMLA leave for at least thirty (30) days, the Saint Paul Parish may collect from the employee any health and life insurance premiums that were made on the employee's behalf during the leave.

The Saint Paul Parish will also provide up to 26 weeks of FMLA leave during a single 12-month period to permit a spouse, son, daughter, parent or next of kin to care for a member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. The Saint Paul Parish will also provide 12 weeks of FMLA leave to the immediate family members (spouses, children or parents) of soldiers, reservists and members of the National Guard who have a "qualifying exigency," such as an overseas assignment, recall to active duty or troop mobilization.

Personal Leave of Absence

The Pastor or his designee may grant personal leave in blocks of 30 days for reasons other than those listed above at their discretion and consistently applied only to employees that have passed the introductory period. An employee must exhaust all vacation time prior to the personal leave.

Military Leave of Absence

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits. Saint Paul Parish will pay the difference between military pay and regular wages/salary for up to one month.

Employees are requested to notify their Pastor or his designee as soon as they are aware of the military obligation.

Questions regarding the company's military leave policy, applicable state and federal laws and continuation of benefits should contact Human Resources.

414 PERSONAL DAYS

All employees are entitled to take three (3) personal business days each year. Anyone who begins employment after the first day of January will receive one day of personal business leave for that calendar year.

415 FLEXIBLE WORK SCHEDULE SCHEDULING

Flexible work schedule allow employees to adjust the hours of their daily schedule to accommodate their needs within a pay period. For example, an employee may come in late or leave early one day, and work longer on another day, or days in the same pay period. The total number of hours worked in a given pay period should be as originally scheduled. The intent of flexible work schedule is to allow for appointments or unexpected delays on an occasional basis, not to allow tardiness.

It is the policy of Saint Paul Parish that the Pastor or his designee grant requested flexible work schedule on a case by case basis. The Pastor or his designee has the sole discretion and reserves the right to terminate flexible work schedule.

It is the policy of Saint Paul Parish to incorporate a Flexible Work Schedule into the schedule of an employee. The purpose of a flexible work schedule is to allow an employee to work from a remote location or home to fulfill an obligation or objective set forth by the Pastor or his designee. The Flexible Work Schedule may be requested in writing and approved by the Pastor or his designee in advance. Such approval will be for a specific purpose and the written terms and conditions of the flexible work schedule set by the Pastor or his designee must be signed by the Pastor or his designee and the employee.

It is the policy of Saint Paul Parish that the Pastor or his designee reserves the right to change the regular workday, workweek and hours of its staff and employees.

416 DISABILITY INSURANCE POLICY

The Diocese of Gary's voluntary disability insurance plan provides access to disability insurance benefits. Both Short-Term and Long-Term Disability policies are available. The premium cost is 100% employee paid. Employees in the following employment classification(s) are eligible to participate in the disability insurance plan:

- Regular full-time employees working 30 + hours per week and at least 40 weeks per year

Eligible employees may participate in the disability insurance plan subject to all terms and conditions as contained in the plan booklet which is available from the Human Resources Office. It is every employee's responsibility to carefully read the plan information and direct any questions to the Human Resources Office. It is important that eligible employees wishing to participate in the disability insurance sign up within the first 31 days of employment.

417 VOLUNTARY LIFE INSURANCE POLICY

The Diocese of Gary's voluntary life insurance plan provides employees and their dependents access to life insurance benefits. The premium cost is 100% employee paid. Employees in the following employment classification(s) are eligible to participate in the voluntary life insurance plan:

- **Regular full-time employees working 30 + hours per week and at least 40 weeks per year**

Eligible employees may participate in the voluntary life insurance plan subject to all terms and conditions as contained in the plan booklet which is available from the Human Resources Office. It is every employee's responsibility to carefully read the plan information

and direct any questions to the Human Resources Office. It is important that eligible employees wishing to participate in the voluntary life insurance sign up within the first 30 days of employment without being subject to late enrollee penalties.

TIMEKEEPING PAYROLL POLICIES

Section 500

- **501*** **Timekeeping Policy**
- **502** **Travel Pay Policy**
- **503*** **Pay Policy**
- **504*** **Pay Advances Policy**
- **505*** **Pay Deduction Policy**
- **506*** **Employment Termination Policy**
- **507** **Employment Layoff**

501 TIMEKEEPING POLICY

Full time employees of Saint Paul Parish are paid for a thirty-five (35) hour week. The St. Paul Parish Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

All regular full-time employees are given a one (1) hour lunch period. Non-exempt employees are entitled to two (2) fifteen (15) minute rest periods or “breaks” – one in the morning and one in the afternoon. Regular part-time employees who work five (5) or more hours in any given day are entitled to a one half hour (1/2) hour lunch period and a fifteen (15) minute break.

The time of the lunch and rest periods shall be arranged to cause minimum disruption in work routine. It is the responsibility of the Pastor or his designee to authorize the lunch and break times for those they supervise. The lunch break should be free from interruption and interference as this time is unpaid.

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the Saint Paul Parish to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they work each day. Any employee who works over thirty-five (35) hours must have the approval of his or her Pastor or his designee. All overtime work must always be approved *before* it is performed. If overtime is worked but not approved, the time will be paid, however the employee may be subject to disciplinary action.

Generally, employees should report to work no more than sixty (60) minutes prior to their scheduled starting time and should stay no more than sixty (60) minutes after their scheduled stop time without the expressed, prior authorization from their supervisor.

It is the employee’s responsibility to sign their time records to certify the accuracy of all time recorded. The Pastor or his designee will review and then sign the time record before submitting it for payroll processing. All time cards will be retained in accordance to state and federal law for a minimum of four (4) years.

Commuting time (getting to work and returning home from work) is not considered hours worked.

Altering, falsifying, tampering with time records or recording time on either one’s own or on another employee’s time record may result in disciplinary action, up to and including termination of employment.

503 PAY POLICY

The Saint Paul Parish makes salary payments to employees on the 10th and 25th of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive paychecks on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation the employee may receive his or her earned wages before departing for vacation, if a written request is submitted at least one week prior to departing for vacation.

504 PAY ADVANCES POLICY

Saint Paul Parish does not provide pay advances on unearned wages to employees.

505 PAY DEDUCTION POLICY

The law requires that the Saint Paul Parish makes certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Parish also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Saint Paul Parish matches the amount of Social Security taxes paid by each employee.

Saint Paul Parish offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Additional deductions can be arranged with the parish Bookkeeper for Dependant Health Coverage and voluntary insurance plans.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, the parish Bookkeeper and or the Pastor or his designee can assist in having your questions answered.

With regards to wage garnishment, the Diocese of Gary will follow all court orders, in accordance with the Consumer Credit Protection Act (CCPA), and any other applicable laws.

Upon receiving a court order, the payroll department will notify the employee immediately and begin withholding wages. The employee is responsible for protesting the garnishment in court.

In compliance with the CCPA, the Diocese of Gary will not terminate any employees who have been subject to garnishments in compliance with CCPA. In addition, the CCPA protects employees from termination related to wage garnishments due to child support, regardless of the number of garnishments. The CCPA's anti-retribution statutes do not, however, prohibit firing for just cause.

506 EMPLOYMENT TERMINATION POLICY

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Saint Paul Parish will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Parish, or return of Parish-owned property. Suggestions, complaints and questions can also be voiced.

Since employment with Saint Paul Parish is based on mutual consent, both the employee and the Parish have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

507 EMPLOYMENT LAYOFF POLICY

Full-time employee's who are terminated as a result of closing, consolidation, elimination of their positions, or other staff reduction programs will be eligible for continued health insurance coverage under the same conditions as before they were terminated through the month in which the event happens. Full-time employees, having at least one full year of service will also be eligible for severance compensation equal to 1 week for every whole year of service, up to a maximum of 6 weeks. Employee layoffs, elimination of positions and downsizing

will be done for business necessity only and will be done based on objective criteria such as job performance, length of service and overall business needs of the Parish, school or other Diocese of Gary entity. If you have any questions about this process, employees should discuss with Office of Human Resources.

OFFICE EXPECTATION POLICIES

Section 600

- **601*** **Smoking Policy**
- **602*** **Use of Phone and Mail Systems Policy**
- **603** **Computer and E-Mail Usage Policy**
- **604** **Internet Usage Policy**
- **605** **Use of Equipment Policy**
- **606*** **Business Travel Expenses Policy**
- **607*** **Visitors in the Workplace Policy**
- **608*** **Emergency Closings**
- **609** **Cell Phone Usage in the Workplace**

601 SMOKING POLICY

Saint Paul Parish desires to provide a safe and healthful work environment, therefore smoking is prohibited throughout the workplace.

This policy applies equally to all employees and visitors.

602 USE OF PHONE AND MAIL SYSTEMS POLICY

Personal use of the business telephone for long-distance and toll calls is not permitted, personal cell phones should be used for this purpose and are only to be used in emergencies or during designated break times.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner.

Employees are expected to maintain their voice mail box and check it regularly insuring an appropriate greeting, and a password for security purposes.

603 COMPUTER AND E-MAIL USAGE POLICY

Computers, data files, the e-mail system and software applications provided to employees are the sole property of the Saint Paul Parish used primarily for business purposes. The Saint Paul Parish reserves the right to monitor communication and data at any time, with or without notice, to ensure compliance with this policy. Use of computers and e-mail system constitutes acceptance of such monitoring.

In order to protect the security of the network, protect data integrity, and protect computer systems, employees must have an assigned user id and password to access the Saint Paul Parish computer and e-mail systems. Saint Paul Parish reserves the right to override any employee-selected passwords. Employees are required to provide the Technology Manager and/or Pastor, or the Office Coordinator with any such passwords to facilitate access as needed.

External people who are determined to be strategically important to the Saint Paul Parish, such as temporary staff, volunteers, or contractors, will be assigned a guest user id and password. At no time should Saint Paul Parish employee or staff member allow external people use of their login. In the case where an employee or staff member does provide another person access using their login, they will be responsible for the actions of the individual using their account.

For security purposes, when employees leave unattended for an extended period any secure, controlled-access computer or other form of electronic data system to which they are assigned, they are required to log off the system.

As previously stated, the use of the e-mail system is primarily for business purposes. Brief and occasional personal use of the e-mail system is acceptable

as long as it is not excessive or inappropriate, occurs only during personal time (lunch or other breaks), and does not interfere with the person's job responsibilities. Employees should be aware that email is not considered private and is the property of the Saint Paul Parish.

The Saint Paul Parish strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Saint Paul Parish prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, pornographic images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. The discovery of these offensive materials or occasional visits to offensive web sites are grounds for immediate removal, subsequent disciplinary action and possible termination. Saint Paul Parish will immediately contact State and Federal authorities and cooperate in any criminal investigation regarding this abuse.

E-mail may not be used to solicit others for commercial ventures, political causes, outside organizations, or other non-business matters.

Employees should not open e-mail attachments if he/she is not expecting an attachment from someone he/she knows or trusts.

Saint Paul Parish purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Parish does not have the right to reproduce such software for use on any other computer outside its network.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Saint Paul Parish prohibits the illegal duplication of software and its related documentation.

Employees are not permitted to download and/or install software applications, demos or upgrades without the approval or involvement from the Pastor or his designee.

Upon separation of employment, employees agree not to delete computer files or download company information for personal use.

Employees are to notify the Pastor or his designee upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

604 INTERNET USAGE POLICY

Saint Paul Parish recognizes that use of the Internet has many benefits for the Saint Paul Parish and its employees. The Saint Paul Parish provides Internet access as a means to further its mission and to assist employees in obtaining work-related data and technology. Unacceptable usage of the Internet can place Saint Paul Parish and others at risk. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is primarily for business purposes. Personal use of the Internet is acceptable as long as it is not excessive or inappropriate, occurs only during personal time (lunch or other breaks), and does not interfere with the person's job responsibilities.

All Internet, email and computer data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of Saint Paul Parish. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The equipment, services and technology provided to access the Internet remain at all times the property of the Saint Paul Parish. As such, the Saint Paul Parish may authorize the Systems Coordinator to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, service status or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that a person sending any material over the Internet has the appropriate distribution rights.

Internet users are urged to use caution when visiting unknown internet sites and should take extreme caution when downloading software or files from the Internet. All downloaded and copied files are to be scanned for viruses prior to use; all compressed files are to be scanned before and after decompression.

Abuse of the Internet access provided by Saint Paul Parish in violation of law or Diocesan policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or

additional actions and activities that are prohibited and can result in disciplinary action:

- **Sending or posting discriminatory, harassing, or threatening messages or images**
- **Using Saint Paul Parish's time and resources for personal gain**
- **Stealing, using, or disclosing someone else's code or password without authorization**
- **Copying, pirating or downloading software and electronic files without permission**
- **Sending or posting confidential material, trade secrets, or proprietary information outside of Saint Paul Parish**
- **Violating copyright law**
- **Failing to observe licensing agreements**
- **Engaging in unauthorized transactions that may incur a cost to Saint Paul Parish or initiate unwanted Internet services and transmissions**
- **Sending or posting messages or material that could damage Saint Paul Parish's image or reputation**
- **Participating in the viewing or exchange of pornography or obscene materials**
- **Sending or posting messages that defame or slander other individuals**
- **Attempting to break into the computer system of another organization or person**
- **Refusing to cooperate with a security investigation**
- **Sending or posting of chain letters, solicitations or advertisements not related to business purposes or activities**
- **Using the Internet for political causes or activities, or any sort of gambling**
- **Jeopardizing the security of the Saint Paul Parish's electronic communications systems**
- **Passing off personal views as representing those of the Saint Paul Parish**
- **Sending anonymous e-mail messages**
- **Engaging in any other illegal activities**
- **Installing other on-line services to access the Internet on the Saint Paul Parish-owned computers.**

This list is not all-inclusive and the Saint Paul Parish retains the right to hold employees accountable for acceptable performance and behavior within the workplace.

The discovery of these offensive materials or occasional visits to offensive web sites is grounds for immediate removal, subsequent disciplinary action and possible termination. Saint Paul Parish will immediately contact State and Federal authorities and cooperate in any criminal investigation regarding this abuse.

605 USE OF EQUIPMENT POLICY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property of the Saint Paul Parish, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify the Pastor or his designee if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Pastor or his designee can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

606 BUSINESS TRAVEL EXPENSES POLICY

The Saint Paul Parish will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Pastor or his designee. The Pastor or his designee whose business travel has been approved through the Program and Budget Review process do not need to seek any further authorization.

Employees whose travel plans have been approved should make all travel arrangements through a designated travel agency approved by the pastor.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by Saint Paul Parish. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their Pastor or his designee.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports along with check requests to their Pastor or his designee within thirty (30) days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their Pastor or his designee for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

607 VISITORS IN THE WORKPLACE POLICY

To provide for the safety and security of employees and the facilities at Saint Paul Parish grounds, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter Saint Paul Parish grounds through the Main Entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Saint Paul Parish premises, employees should immediately notify the Pastor or his designee or, if necessary, direct the individual to the Main Entrance.

608 EMERGENCY CLOSINGS

At times, emergencies such as severe weather or power failures can disrupt the operations of Saint Paul Parish activities including Religious Education. In extreme cases, such circumstances may require the closing of Saint Paul Parish. This decision will be made by the Pastor or his designee and communicated via a pre-arranged method of contact.

When Saint Paul Parish is officially closed by the Pastor or his designee due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will *not* be paid for the time off and can request the use of vacation or personal days from the Pastor or his designee. Employees may request available paid leave time, such as unused vacation benefits.

609 CELL PHONE USAGE IN THE WORKPLACE

This policy outlines the use of personal cell phones at work, including special issues related to camera phones and the safe use of cell phones by employees while driving.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls or text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls or text messaging during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls or text messaging on non-work time and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

Saint Paul Parish will not be liable for the loss of personal cellular phones brought into the workplace.

Saint Paul Parish prohibits employee use without permission of cameras in the workplace, including camera phones, as a preventive step believed necessary to secure employee privacy, trade secrets and other business information.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving on company time. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

610 SOCIAL MEDIA

The Diocese of Gary respects the right of employees/volunteers to use both professional and personal websites, social networks, wikis, weblogs and other emerging digital technologies not only as a form of self-expression, in their individual capacity, but also as a means to further the work of the church. As Pope Benedict XVI noted in his message for the 44th World Day of Communication, this new form of media “can offer priests and all pastoral workers a wealth of information and content that was difficult to access before, and facilitate forms of collaboration and greater communion in ways that were unthinkable in the past.”

The United States Conference of Catholic Bishops (the “USCCB”) embraces the message of the Holy Father and states in their June 2010 Social Media Guidelines, “social media provides a tool for building community.” The USCCB guidelines immediately caution us of our responsibilities, however, by saying, “membership in communities also requires accountability and responsibility.”

Thus, the same rules that apply to our messaging and communications in traditional media still apply in the online and all digital social media space. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. Employees/volunteers should bear in mind that posting of certain comments, photos, links or references to third party websites, social networks and weblogs may have a harmful effect on the church, its people, its reputation, and its employees/volunteers. If this is the case, employees may be subject to disciplinary action up to and including termination.

EMPLOYEE CONDUCT POLICIES

Section 700

- **701*** **Employment Rules Policy**
- **702*** **Attendance and Punctuality Policy**
- **703*** **Personal Appearance Policy**
- **704*** **Return of Property Policy**
- **705*** **Resignation**
- **706*** **Progressive Discipline Policy**
- **707*** **Conflict Resolution Policy**
- **708*** **Resignation and Rehire Policy & Procedure**

701 EMPLOYMENT RULES POLICY

To ensure orderly operations and provide the best possible work environment, the Saint Paul Parish expects employees to follow rules of conduct that will protect the interest and safety of all employees and the Church.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in the disciplinary action, up to and including termination of employment:

- **Demonstrating an attitude not consistent with the Mission of the Saint Paul Parish**
- **Theft or inappropriate removal or possession of property**
- **Falsification of timekeeping records**
- **Working under the influence of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment, bringing alcohol or drugs to the workplace,**
- **Fighting or threatening violence in the workplace**
- **Boisterous or disruptive activity in the workplace**
- **Negligence or improper conduct leading to damage of employer**
- **Insubordination or other disrespectful conduct**
- **Smoking in unauthorized areas**
- **Sexual or other unlawful or unwelcome harassment**
- **Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace**
- **Excessive absenteeism or any absence without notice without valid reason**
- **Unauthorized absence from work stations during the workday**
- **Unauthorized use of telephones, mail system, computer, or other employer-owned equipment**
- **Unauthorized disclosure of business or confidential information**
- **Violation of personnel policies**
- **Unsatisfactory performance or conduct**

Employment with the Saint Paul Parish is with the mutual consent of the Saint Paul Parish and the employee, and either party may terminate that relationship at any time, with or without cause, and with 2 weeks advance notice.

702 ATTENDANCE AND PUNCTUALITY POLICY

In order to fulfill the Mission of the Church, Saint Paul Parish expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to collaborate effectively. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

703 PERSONAL APPEARANCE POLICY

As a religious organization we recognize that the Lord accepts us as we are even when we look our worst. However, a healthy attitude about oneself is demonstrated in one's personal appearance. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and leave visitors with a positive feeling about the Mission of Saint Paul Parish.

During business hours or when representing the Saint Paul Parish, employees are expected to present a clean, neat, tasteful and professional appearance according to the standards of the Church. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves direct service to our priests and laity.

The Pastor or his designee is responsible for establishing a reasonable dress code appropriate to the Mission of Saint Paul Parish. If the Pastor or his designee feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your Pastor, his designee or the Diocesan Manager of Human Resources if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Professional settings require professional dress
- Canvas or athletic type shoes are not appropriate professional attire
- Tank tops, tube or halter tops or shorts may not be worn under any circumstances
- Mustaches and beards must be clean, well-trimmed and neat
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance
- Excessive makeup is not permitted
- Offensive body odor and poor personal hygiene is not professionally acceptable. Perfume, cologne and after-shave lotion should be used in moderation or avoided altogether, as some individuals may be sensitive to strong fragrances
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, is not professionally appropriate and must not be worn during business hours
- Excessive ear piercing is not professionally appropriate and must not be worn during business hours
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours
- Visible tattoos and similar body art must be covered during business hours
- Blue jeans or denim-type pants are not appropriate
- Tight-fitting or provocative clothing is not appropriate

704 RETURN OF PROPERTY POLICY

Employees are responsible for all Saint Paul Parish property, materials or written information issued to them or in their possession or control. Employees must return all Saint Paul Parish property, (i.e., keys, computer and phone passwords, etc.), immediately upon request or upon termination of employment. Where permitted by applicable laws, Saint Paul Parish may withhold from the employee's current or final paycheck the cost of any items that are not returned when required.

Saint Paul Parish may also take all action deemed appropriate to recover or protect all of its property. This action may be civil and criminal as deemed appropriate by the Saint Paul Pastor or his designee.

705 RESIGNATION POLICY

Resignation is a voluntary act initiated by the employee to terminate employment with the Saint Paul Parish. Although advance notice is not required, the Saint Paul Parish requests at least two (2) weeks written notice of resignation from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss among other things, the reasons for resignation and the effect of the resignation on benefits. Resigning employees are required to adhere to policy section 708.

706 PROGRESSIVE DISCIPLINE POLICY

The purpose of this policy is to state the Saint Paul Parish position on administering equitable and consistent discipline for unsatisfactory conduct and/or performance in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The best interest of Saint Paul Parish lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with the Saint Paul Parish is based on mutual consent and both the employee and Saint Paul Parish have the right to terminate employment at-will, with or without cause or advance notice, the Saint Paul Parish may use progressive discipline at its discretion.

Disciplinary action may call for any of four (4) steps: (1) verbal warning; (2) written warning; (3) 2nd Written Warning including suspension with or without pay, and (4) termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are

bypassed. Disciplinary concerns will be documented using the Saint Paul Parish Progressive Discipline Form (Appendix N).

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than six (6) months have passed since the last disciplinary action, the process will normally start over.

Saint Paul Parish recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Saint Paul Parish.

707 CONFLICT RESOLUTION POLICY

Saint Paul Parish is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's Pastor or his designee and/or the Manager of Human Resources.

Saint Paul Parish strives to ensure fair and honest treatment of all employees. The Pastor, his designee, volunteers, contract employees and all staff members are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with the application of established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Saint Paul Parish in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1) The employee presents the problem to his or her Pastor or designee within fourteen (14) calendar days after the incident occurs.
- 2) The Pastor or his designee responds to the problem during discussion or within fourteen (14) calendar days from the time the employee presented the problem to the Pastor or his designee.
- 3) If the problem is not resolved after the time period set forth in step two (2), then the employee may present the problem to the Diocesan

Manager of Human Resources who will attempt to facilitate a solution within ten (10) calendar days from the time that the employee presented the matter to the Diocesan Manager of Human Resources' attention.

- 3a) The Diocesan Manager of Human Resources counsels and advises the employee.**
 - 3b) The Diocesan Manager of Human Resources assists the employee in presenting the problem in writing to the Administrative Assistant to the Bishop.**
 - 3c) The Diocesan Manager of Human Resources discusses the matter with the appropriate Pastor or his designee.**
 - 3d) The Diocesan Manager of Human Resources presents a written opinion to the Judicial Vicar of the objective issues involved in the dispute.**
- 4) The employee presents the problem to the Judicial Vicar in writing.**
 - 5) The Judicial Vicar reviews and considers the problem. The Judicial Vicar informs the employee of any decision within fourteen (14) calendar days upon receipt of the written complaint and place the copy of the response in the employee's personnel file and any other personnel files deemed appropriate. The Judicial Vicar has full authority to make any adjustment deemed appropriate to resolve the problem.**

Participation in this Conflict Resolution Policy is optional.

If applicable, Saint Paul Parish will adhere to the procedures regarding Conciliation and Arbitration for the Diocese of Gary, *Appendix G*

708 Resignation and Rehire Policy and Procedures

Purpose

Although we hope your employment with the Diocese of Gary will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. The following guidelines focus on resignation and rehire procedures.

Application

This policy applies to:

- All employees of Diocese of Gary, parishes, agencies and subsidiaries.**

Resignation Procedures

All employees, including supervisors and temporary employees, should provide at least two-week's notice to facilitate a smooth transition.

All resignations must be confirmed in writing including an effective date. Employees who orally resign and do not follow up in writing will receive a

“confirmation of Resignation” form from their supervisor to confirm the final date of employment.

If an employee provides more notice than requested, the employer will evaluate whether the additional notice is necessary for effective business operations and will notify the employee of the final date of employment.

Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as job abandonment and voluntarily resigning their employment as of the end of the 3rd day.

Employees will not be allowed to rescind a resignation whether given orally or in writing, once the resignation has been confirmed by the employer.

Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.

Rehire Procedures

Employees who resign in good standing and whose documented performance is above average under the Diocese of Gary’s Performance Management System will be eligible for reemployment.

Previous employment does not guarantee rehire with the Diocese of Gary. The employer retains the right to hire the most qualified applicant for the open position.

Bar From Employment / Ineligible for Rehire

Any employee who is terminated for violating policy or given the opportunity to resign in lieu of termination of employment is required to be reported to the Diocesan Human Resources office who will be responsible for recording.

If an employee does not provide at least 2 weeks advance notice, fails to work the remaining 2 weeks, or does not fulfill employer obligations during the notice, the employee will be ineligible for rehire.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire at the Diocese of Gary or any of its subsidiaries.

Employees who fail to return and / or sabotage any company property including but not limited to keys, credit cards, uniforms, cellular phones, computer/software, pagers and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of the Diocese of Gary.

Diocesan Human Resources Department would notify employees deemed ineligible for rehire. [*Section 708 also found as Appendix O]

WEDDING POLICIES

Section 800

- 801* **Wedding Policy**
- 802 **Wedding Regulations**
- 803 **Required Documents**
- 804 **Wedding Ceremony**
- 805 **Additional Guidelines**

801 WEDDING POLICY

Couples wishing to marry in the Catholic Church in the Diocese of Gary should notify their parish priest as soon as they become engaged or at least six months before the anticipated wedding date. The requirement to notify one's parish priest, requires that at least one party is Catholic and is a formally registered parishioner of a Catholic parish.

A Catholic wedding may vary with the addition of the Liturgy of the Eucharist or some additional cultural traditions. As a general norm, the Sacrament of Marriage is celebrated within the context of the mass when both the bride and the groom are Catholic and have already received their first Holy Communion.

For couples that are interfaith, or where only one Catholic has received the sacrament of Holy Communion, the Sacrament of Marriage at Saint Paul is celebrated only within the Liturgy of the Word.

Couples seeking an exception to these guidelines are to petition the Bishop in writing stating their reason{s} for an exception to this policy. This should be done at the earliest stage of marriage preparation. A copy of the letter is to be submitted to the pastor and placed in the couples preparation file.

The marriage of two Catholics takes place in the parish church of either the bride or the groom. For two Catholics to marry in another parish church, it is proper that permission is received from either of the respective parish pastors. Catholic ceremonies in private homes, out of doors or wedding chapels are not permitted.

Weddings in which only one of the parties is Catholic may take place in the Catholic Church or the non-Catholic party may request the wedding be done by their minister in that pastor's church. The Catholic party must receive permission from their Catholic Bishop, for the wedding to be celebrated by the non-Catholic minister in his or her church. This request is made to the Bishop after the couple has completed the Catholic Marriage Preparation within the Catholic parish.

Therefore Marriage Preparation meetings with the priest (Pastor or his designee), the lay Marriage Team and the Director of Liturgy are required of the bride and groom.

802 WEDDING REGULATIONS

In the Roman Catholic Tradition, a marriage is a Sacrament, a very sacred Covenant event. For this reason the reception of the Sacrament is to be received in the House of the Lord. The most important liturgical elements of the worship service at the wedding would be the Liturgy of the Word which informs the community as to God's plan for man and women; the freedom of consent from the bride and groom and the exchange of their vows.

At a scheduled meeting with the parish priest, the engaged couple is introduced to the Marriage Preparation process. This process is designed to help the parish priest establish the engaged couple's freedom to marry and assist the couple in assessing their readiness to receive the Sacrament of Marriage.

Couples are required to participate in the use of a pre-marital inventory during the parish preparation. Couples are required to attend and complete an approved Marriage Preparation Course either in the parish or through the Diocese of Gary, well in advance of their wedding date. Teams of married couples meet with engaged couples in a group setting, in addition to the pastor [or his designee] having individual sessions with the couple. Couples will be strongly encouraged to participate in a Natural Family Planning class as part of their sacramental preparation.

When a couple has special needs or circumstances, the parish priest may work directly with the couple or refer them for additional assistance to address a particular spiritual or pastoral need to help the couple and the pastor assess their readiness for the sacrament of marriage.

Saint Paul Parish recognizes the Sacrament of marriage between a man and a woman and the importance of this holy covenant. It is the policy of Saint Paul Parish that couples provide as much preparatory notice to the Pastor of Saint Paul Parish prior to the wedding so that the liturgical participants may arrange schedules and prepare the church for this sacred event.

Weddings are not celebrated during Lent and Solemnities.

803 REQUIRED DOCUMENTS

The couple will need to bring a recent copy of a baptismal certificate {issued within the previous six months} to the meeting with the parish priest or his designee. If one is not Catholic, but is baptized in another faith, they should bring a copy of the baptismal certificate.

For the parish priest to determine the couple's freedom to marry, each party will need to have two people witness to their freedom to marry. This is usually the parents of the bride and/or groom or someone who has known the couple for a long period of time. The parish priest must determine that both parties are free to marry in the Catholic Church. If one (or both) parties have been married before, that party will need to provide additional documentation.

Couples will have to obtain a civil marriage license and present it at the time of the wedding rehearsal.

804 WEDDING CEREMONY

Saint Paul Parish is a community of people lead by its Pastor. The Pastor or his delegate shall be the principal wedding and worship coordinator for all weddings conducted at Saint Paul Parish. Assistant parish wedding coordinators aid the pastor or his delegate at the rehearsal and wedding service or Mass.

All planning and preparation will be done by the Pastor [or his designee], and the Music Director with the bride and groom. The Pastor and staff will only discuss or plan the liturgy, scriptures and music with bride and groom. The Pastor [or his designee] will plan the Liturgy of the Word and or the Eucharist with the bride and groom. The bride and groom are to work with the Director of Music, who will assist them in the selection of proper liturgical music, musicians, cantors and soloists appropriate for a Roman Catholic wedding.

Brides and Grooms who wish to bring in outside musicians, cantors and/or soloists who are unfamiliar to the Director of Music, must be pre approved by a formal audition with the Director. They must show that they have a good understanding of the order of Roman Catholic worship and the wedding ceremony, and have a sufficient level of competency for public worship.

805 ADDITIONAL GUIDELINES

Saint Paul Parish recognizes that wedding ceremonies require a large amount of planning and preparation. It is for this reason that additional wedding guidelines may be required by the Pastor. For example, the Pastor may require his approval of wedding attire, time of the ceremony, use of photography, decorations, etc. His approval must be sought regarding other planning details and trends.

Consideration must be given to the Pastor as he must adhere to Diocesan rules and Catholic tradition always mindful that the Sacrament of Marriage is a prayerful celebration before our Lord.

Religious Education Policies

Section 900

- **901*** **Religious Education Mission Statement**
- **902** **Religious Education Policies**
- **903** **Religious Education Instructors**
- **904** **Religious Education Texts**
- **905** **Home School Policy**
- **906** **Consultative Education Advisory Board**

901 Religious Education Mission Statement

St. Paul Parish Religious Education Program is available to assist parents in presenting the Catholic-Christian faith to children. The Religious Education Program helps students to grow not only in what their faith involves but also in the practice and celebration of their faith along with their relationship with a loving God.

In our teaching, we are cognizant of the developmental nature of faith, and the developmental level of those whom we serve. The Parish Religious Education Program is the forum for faith formation of children and adolescents. It provides catechesis for children in Kindergarten through 8th grade. Classes meet in the St. Paul Education Center.

Faith Formation is critical to the children (students) of St. Paul Parish. Admission to the Religious Education Program is open to all children. Participants are required to attend classes one year prior to receiving the sacraments of Reconciliation and Eucharist.

Confirmation students are prepared to celebrate this sacrament by attending formal catechesis provided the Life Teen Program on Sunday evenings. Attendance in Religious Education classes one year prior to participation in the Life Teen Program for Confirmation preparation is required. Students are eligible to celebrate Confirmation during their Freshman year in high school. Therefore, those who wish to prepare for this sacrament must be in class during their 8th grade year.

Sacramental reception may be delayed for a particular candidate when deemed appropriate by the Pastor due to circumstances unique to the candidate.

A copy of the baptismal certificate for the child is required during the registration process.

902 Religious Education Program Policies

It is the policy of St. Paul Parish that Religious Education does not discriminate on the basis of race, sex, or national origin. St. Paul Religious Education accommodates those with physical or mental disabilities. Everyone is welcome.

A Parent Policy Handbook will be made available to at least one parent, (guardian,) during registration. This handbook provides specific information relating to admission, class offerings, fees, loss of textbooks, behavioral/discipline procedure policy, arrival procedure, tardiness policy, traffic dismissal, attendance/absence policy, sacramental policy, weather closing policy, custody policy, abuse procedure, search and seizure policy, health and safety policy, communicable diseases policy, accident/illness procedure, inappropriate language discipline procedure, and

food/treat policy. It also includes the process by which parents may appeal a decision concerning behavior involves their child(ren.)

903 Religious Education Instructors

Given the importance of the youth, it is our belief that the youth be provided the best faith formation experience. This requires that the Saint Paul Director of Religious Education be properly trained and dedicated to providing the best faith formation experience. It is the policy of Saint Paul that the Director of Religious Education be trained to the standards required by the Diocese of Gary.

Saint Paul relies on a volunteer staff and recognizes the instructional talent found within St. Paul Parish. Given the commitment of St. Paul Parish to provide the best faith formation training, it is the policy of St. Paul Parish that all Religious Education instructors, instructional aides, volunteers, and any other staff member whose duties may be associated with the youth of the parish be VIRTUS trained in accordance with Diocesan policy. Appropriate training must be completed and certification obtained prior to any child related event.

904 Religious Education Texts

As Religious Education text change, it is the policy of Saint Paul Parish to utilize an approved Religious Education text. Texts will be chosen from the list of texts approved by the United States Conference of Catholic Bishops.

Religious Education texts utilized by Saint Paul Parish will be reviewed by the Director of Religious Education and the Consultative Education Advisory Board every three (3) years. Recommendations for a change in in text books should be submitted to the Pastor for approval after input is the solicited from the Education Commission.

905 Home Schooling Policy

The Saint Paul Religious Education Department is dedicated to helping those parents that choose to home school the religious education of their children. As an alternative to classroom faith formation method, Saint Paul Parish recognizes that some families may have special circumstances that override the classroom faith formation method.

It is the policy of Saint Paul Parish that all home schooling requests be made in writing to the Director of Religious Education. The Director of Religious Education will review the request and meet with the Pastor or his designee with the recommendation. The Pastor or his designee will conduct thorough examination of facts and determine the suitability of the request. The Pastor

or his designee will provide his decision to the Director of Religious Education who will contact the requestor within five (5) days of the request. Saint Paul Parish Religious Education will provide resources, guidance, and support to make this experience beneficial for everyone. Specific policies relating to Home Study may be found in the Home School Policy Handbook.

906 Consultative Education Advisory Board

St. Paul Religious Education has adopted the use of a Consultative Education Advisory Board. This board, (or commission,) is to be comprised of two (2) parents of students enrolled in the St. Paul Religious Education program; one (1) mature adolescent (16- 19 years of age); one (1) elementary catechist; one (1) intermediate catechist; and two (2) parishioners not related to a student enrolled in the program.

The Consultative Advisory Board members will be chosen and submitted by the Director of Religious Education for the Pastor's approval.

Members will be appointed to serve on the Consultative Education Advisory Board for three (3) years and they may serve consecutive terms.

The Consultative Education Advisory Board is used for the purposes of disciplinary procedures that fall within the scope of the Religious Education program and to review Religious Education policy changes recommended by the Director of Religious Education prior to their promulgation. The Consultative Education Advisory Board will meet at the request of the Pastor or his designee.

Specific rules regarding disciplinary rules, the appellate process, and formal review may be found in the Consultative Education Advisory Board Handbook.

CHRISTIAN INITIATION POLICIES

Section 1000

- 1001*** **General Introduction**
- 1002** **Rite of Christian Initiation of Adults**
- 1003** **Initiation for Children of Catechetical Age**
- 1004** **Preparation of Uncatechized Adults for
Confirmation and Eucharist**
- 1005** **Reception of Baptized Christians into full Communion
of the Catholic Church**
- 1006** **Baptism of Infants and Children prior to reaching
Catechetical Age**
- 1007** **Christian Initiation of a person in Danger of Death**
- 1008** **Canonical Qualifications of Sponsors and Godparents**

1001 General Introduction

Through the sacraments of Christian initiation men and women are freed from the power of darkness. With Christ they die, are buried and rise again. They receive the Spirit of adoption which makes them God's sons and daughters and with the entire people of God, they celebrate the memorial of the Lord's death and resurrection.

Through baptism men and women are incorporated into Christ. They are *formed* into God's people, and they obtain forgiveness of all their sins. They are raised from their natural human condition to the dignity of adopted children. They become a new creation through water and the Holy Spirit. Hence they are called, and are indeed, the children of God.

Signed with the gift of the Spirit in confirmation, Christians more perfectly become the image of their Lord and are filled with the Holy Spirit. They bear witness to him before the entire world and eagerly work for the building up of the body of Christ.

Finally they come to the table of the Eucharist, to eat the flesh and drink the blood of the Son of Man so that they may have eternal life and show forth the unity of God's people. By offering themselves with Christ, they share in his universal sacrifice: the entire community of the redeemed is offered to God by their high priest. They pray for the greater outpouring of the Holy Spirit so that the whole human race may be brought into the unity of God's family.

Thus the three sacraments of Christian initiation closely combine to bring the faithful to the full stature of Christ and to enable them to carry out the mission of the entire people of God in the Church and the world.

To this end, it is the policy of Saint Paul Parish to *form* each adult and those children who have reached Catechetical Age that seek Christian Initiation by means of a gradual process of formation that takes place within the community of the Faithful over an open period of time. This will be a spiritual journey that varies according to needs of the adult and that of those children who have reached Catechetical Age.

The Spiritual journey begins with a consultation with the Pastor or his designee of Saint Paul Parish. Based upon the unique circumstances of the individual inquiry, the Pastor will make the decision as to what course is appropriate for the circumstance. The Pastor may choose to appoint the proper text and leadership to guide the catechumen and or candidate through this spiritual process.

This period of formation is known as the Rite of Christian Initiation of Adults and the Rite of Christian Initiation of Children of Catechetical Age. Children of Catechetical Age shall be defined at Saint Paul Parish as a child who has reached the age of seven [7] who has not been baptized. There are four continuous periods that catechumen/candidates will experience in preparation for Sacramental reception. The celebration of the sacraments of Christian Initiation shall take place at the Easter Vigil.

1002 Rite of Christian Initiation of Adults

It is the mission of all of the parishioners of Saint Paul Parish to evangelize and reach out to all of the unbaptized. It is the policy of Saint Paul Parish to have a fully functioning Rite of Christian Initiation program for the inquiry and faith formation of those adult men and women who seek to know Jesus Christ and who wish to be incorporated into the people of God within the Roman Catholic Church.

Unbaptized adults will be directed to make an initial inquiry for entry into the RCIA by contact with a member of the RCIA Team, a Deacon and or the Pastor. Each inquirer will be assisted and guided during this time of inquiry and later periods of formation. In as much as Christian initiation is both a period of faith formation and a time of personal conversion, initiation is to be extended over several months or several years, if need be, before one receives the sacraments of Initiation. By God's help they will be strengthened spiritually during their preparation and at the proper time will receive the sacraments fruitfully.

1003 Initiation for Children of Catechetical Age

It is the policy of Saint Paul Parish to follow the tradition that an unbaptized child reaches "Catechetical Age" upon reaching their seventh [7] birthday. and shall be directed to make an initial inquiry for entry into the RCIA for children by contacting the Pastor or his designee from the RCIA team. This Rite of Christian Initiation is not intended for infants or children under the age of seven.

The Christian initiation of these children requires both a conversion that is personal and somewhat developed, in proportion to their age, and the assistance of the education they need. Accordingly, this initiation is to be extended over several years, if need be, before they receive the Sacraments of Initiation.

Like unbaptized adults in the RCIA, children in the RCIA with Children, are to receive all the sacraments of initiation at the Easter Liturgy: Baptism,

Confirmation and Eucharist. Therefore the Church asks that it “be established that these children are ready for the sacraments”.

It shall be the norm in Saint Paul Parish that no child of Catechetical age in the Rite of Christian Initiation with Children, shall be initiated at Easter without having been in Faith Formation and Sabbath worship for a minimum of three liturgical years. After completing the third year of formation in the RCIA for Children, the Director of the RCIA, the Director of Faith Formation and the pastor or his designee, shall determine if the child should be formally accepted into the order of Catechumens. This should be done when it has been determined that it is time to bring the child to the Rite of Election in the upcoming enrollment, thus making them eligible for the Easter reception of the Sacraments of Initiation.

1004 Preparation of Uncatechized Adults for Confirmation and Eucharist

Saint Paul Parish will follow the pastoral guidelines as expressed in the National Conference of Catholic Bishop’s Decree in the Rite of Christian Initiation of Adults, with regard to uncatechized Adults for Confirmation and Eucharist. It will be the policy of Saint Paul to direct these baptized but uncatechized Catholics to join in the catechetical formation process by our RCIA program and to worship with the faith community on the Sabbath.

As is the case of catechumens, these adults will also be required to show that they are open to a conversion of life to the person and teaching of Jesus Christ. The preparation of these adults requires a sufficient time, during which the faith infused in baptism will grow in them and take deep root through the pastoral formation they receive.

As these Uncatechized Adults progress in their spiritual and moral development, and show that they have markedly conformed their life to the teaching of the Gospel and to the person of Jesus Christ, they would be invited by the RCIA Team and or the pastor [or his designee] to enter a period of preparation made holy by means of liturgical celebrations. These rites would then lead towards preparation for their reception of Confirmation and Eucharist at the Easter Vigil.

1005 Reception of Baptized Christians into full Communion of the Catholic Church

This is the liturgical rite by which a person born and baptized in a separate ecclesial Community is received, according to the Latin rite, into the full communion of the Catholic Church. The rite is so arranged that no greater burden than necessary is required for the establishment of communion and unity.

In the case of Eastern Christians who enter into the fullness of Catholic communion, no liturgical rite is required, but simply a profession of Catholic faith.

Saint Paul Parish will follow the pastoral guidelines as expressed in the National Conference of Catholic Bishop's Decree in the Rite of Christian Initiation of Adults. Baptized Christians are to receive both doctrinal and spiritual preparation, adapted to individual pastoral requirements, for reception into the full communion of the Catholic Church.

Candidates for reception and full communion will be directed to meet with a member of the RCIA Team, or a Deacon, or the Pastor to establish the pastoral path best suited to the unique needs of the candidate. During the period of preparation the candidate will be asked to share in worship in conformity with the provisions of the RCIA.

Candidates for reception and full communion will attend doctrinal and spiritual preparation as directed by the RCIA Team. In accord with the Diocese of Gary they will participate in various liturgical celebrations including those with the Bishop. The Candidate for reception and full communion may make his/her profession of faith within a designated Sunday Mass or at the Easter Vigil or during the Easter season. The process of preparation and formation will vary to the extent to which the baptized person has led a Christian life and been appropriately catechized to deepen his or her inner adherence to the church and teachings of Jesus Christ.

1006 Baptism of Infants and Children prior to reaching Catechetical Age

From the earliest times, the Church, to which the mission of preaching the gospel and of baptizing was entrusted, has baptized children as well as adults. Our Lord said: "Unless a man is reborn in water and the Holy Spirit, he cannot enter the kingdom of God." The Church has always understood these words to mean that children should not be deprived of baptism, because they are baptized into the faith of the Church. This faith is proclaimed for them by their parents and godparents, who represent both the local Church and the whole society of saints and believers.

It is the policy of Saint Paul Parish to baptize infants under the Catechetical Age of reason in conformity to the Code of Canon Law and the following pastoral standards. For an infant to be baptized by the pastor, the infant must have at least one parent who is a registered member of the parish. At least one parent is to be a practicing Catholic. This is essential. To fulfill the true meaning of the sacrament, children must later be formed in the faith in which they have been baptized. Parents are the primary teachers of

the faith. If the infant does not have at least one parent who is a registered *and* practicing Catholic in good standing with the Church, the infant baptism will be deferred until such time as the child does have a parent who is him or herself living the faith.

It shall be the policy not to baptize infants of newly registered parishioners for six months, unless it can be established that at least one Catholic parent was a registered and practicing Catholic who recently transferred their parish membership.

When an infant's parent(s) have fallen away from the practice of the faith, and the pastor has serious doubts that the infant would be raised in the Catholic faith, the baptism shall be deferred. The pastor shall attempt to provide pastoral care to help encourage the baptized Catholic parent(s) return to the practice of the faith with the hope of being able to someday baptize the infant.

An infant born to a parent without the benefit of the Sacrament of Marriage is eligible for baptism, provided that the custodial parent is the Catholic. Before any determination can be made as to the appropriateness of baptizing the infant, the Pastor and at least one of the infant's parents who are Catholic, shall meet to discern whether the parent(s) is committed to the Lord, the practice of their Catholic faith.

Prior to the baptism of an infant, parent(s) are required to participate in a Baptism Preparation course at the parish. One parent is required to attend although both are encouraged to come together, even if they are an interfaith couple.

1007 Christian Initiation of a person in Danger of Death

It is the tradition of the Church that when persons, whether catechumens or not, who are in danger of death but are not at the point of death and so are able to hear and answer the questions involved may be baptized with a short rite. Persons must make a promise that upon recovery they will complete the usual catechesis.

Infants who are in danger of death shall also be baptized. Parent(s) must make a promise that upon recovery of their child they will complete the usual catechesis necessary for the child to come to know the Lord and live the Catholic faith.

Rites of Welcoming those Baptized in Danger of Death will be celebrated with the family and the parish when the sick person has recovered sufficiently for the celebration.

1008 Canonical Qualifications of Sponsors and Godparents

An important office in the sacramental initiation of both adults and children is that of godparents. The revised Code of Canon Law established what is meant by the term canonical godparent or sponsor.

The role and duties of godparents are distinct in infant and adult initiation can be considered in three phases: the period of preparation or catechumenate, the celebration of the liturgical initiation, and the postbaptismal relationship.

For the celebration of infant baptism the chief duty of the godparent is to be present and profess the faith of the church. They are “to represent both the expanded spiritual family of the one to be baptized and the role of the church. They profess the church’s faith in which the child is being baptized.

At adult initiation the godparent plays a major role, beginning in the catechumenate. He or she is to be close to the catechumen, a friend, one whose example and character *is* a model of Christian life for the catechumen. It is desirable that the canonical godparent also be the sponsor during the rite of admission to the catechumenate. The public office of the godparent begins at the Rite of Election when the church hears the godparent’s testimony concerning the suitability of the catechumens.

Qualifications

- 1. *Number and sex:*** Ordinarily there should be one godparent for each person to be baptized, male or female, or there can be two godparents, one godmother and one godfather (canon 873). This excludes two godparents of the same sex.
- 2. *Designation and approval:*** For infant baptism the parent(s) choose the godparents. In adult initiation, the godparents are chosen by the person to be baptized. They are approved by the local priest with, insofar as possible, the acceptance of the Christian community (canon 874). It is imperative that only faithful Catholics who are fitting models of the Christian life be approved for this role. Accordingly, godparents and sponsors are to have a “sponsor certificate” signed by the godparent(s) and or sponsor’s parish pastor or his delegate to attest that a person is a member of a parish, is a practicing Catholic and is qualified to be a godparent/sponsor.
- 3. *Age:*** Godparents must be *at least sixteen* (canon 874).

- 4. *Fully initiated Catholic:* Godparents/Sponsors must be Catholic and they must have received the Sacraments of Confirmation and Eucharist (canon 874).**

The Ecumenical Directory, 48, provides one exception to this rule for Eastern Christians, commonly called the Orthodox. A suitable Eastern Orthodox can be a godparent at the baptism of a Catholic, provided there is also a Catholic godparent.

Protestants may not be godparents at the baptism of a Catholic, but a validly baptized Protestant can be admitted and recorded as a Christian witness together with the Catholic godparent (canon 874). Saint Paul Parish welcomes and encourages all interfaith parents to have a member of both traditions for their child's baptism.

- 5. *In Good Standing:* Godparents and Sponsors must lead a life of faith *in harmony with the undertaking of their role (canon 874)*. A divorced and remarried person who does not have an annulment or dissolution is living in an irregular second union, that contradicts objectively the teachings of Christ and the Church. While some individuals may be in the process of seeking an annulment or dissolution of their previous marriage, they are not yet eligible to be a Godparent or Sponsor until their second union is able to be convalidated. Those individuals who are living together or in cohabitation would also be ineligible as this is contrary to our beliefs and practices. This includes couples of the opposite and same sex.**
- 6. *Not a parent:* A godparent may not be the father or mother of the person being baptized. There is nothing in the 1983 code of Canon law to prevent spouses, clergy or religious from being godparents.**

FUNDRAISING/GIFT POLICIES

Section 1100

- 1101* Fundraising Policy
- 1102 Fundraising Regulations
- 1103 Use of Vendors
- 1104 Donations and Gifts
- 1105 Reserved

1101 FUNDRAISING POLICY

Saint Paul Parish depends on charitable fundraising for the support of its mission. It is the policy of Saint Paul Parish that all fundraising activities should be conducted on the foundation of truthfulness and responsible stewardship. All fundraising activities conducted at Saint Paul Parish will be consistent with the mission and goals of the parish, respectful of the interests of the donors, prospective donors and will be in compliance with applicable canon and civil law.

1102 FUNDRAISING REGULATIONS

It is the policy of Saint Paul Parish that all requests for fundraising events be submitted to the Pastor or his designee at least 60 days in advance of the event. During this time, the Pastor or his designee will determine the events' compliance with church mission and canon law, determine whether or not there are any scheduling conflicts and present the fundraising event to the Pastoral Council and/or the Finance Council. The Pastor or his designee may make an exception to the 60 day advance notice requirement but must place the request and approval on the next Pastoral Council agenda.

Saint Paul Parish requires that any solicitation and promotional materials regarding all fundraising events and activities should be accurate and truthful and should correctly identify the Church organization (commission), its mission and the intended use of the solicited funds. Any advertisement or notification of a Saint Paul Parish or sponsored charitable event in the weekly Saint Paul Parish bulletin must be approved by the Pastor or his designee prior to publication.

Saint Paul Parish requires that no minor can chair or supervise a charitable or fundraising event.

If the charitable or fundraising event is sponsored or co-sponsored by any youth group or youth related ministry, Saint Paul Youth Minister or Religious Education Director must chair or co-chair the event.

At any time, the Pastor or his designee reserves the authority to postpone, extend or end the charitable or fundraising event.

In a spirit of openness regarding charitable and fundraising events conducted at Saint Paul Parish, at the conclusion of the charitable or fundraising event, the event chair-person will forward an attendance count, proceeds estimate and identify the recipient of the funds to the Pastor or his designee within fourteen (14) days of the event.

1103 USE OF VENDORS FOR CHARITABLE/FUNDRAISING EVENTS

Saint Paul Parish requires that when utilizing a paid professional for charitable and fundraising events, all personnel, including employees, staff, volunteers and independent consultants, should not be compensated based upon a percentage of the amount raised or other commission formulas. No contract is authorized unless authorized by the Pastor or his designee.

There is an obligation by the chair person or co-chair person to ensure the reputation and credibility of all paid professionals utilized for charitable and fundraising events. It is the policy of Saint Paul Parish that prior to the use of any paid professional for any service, that at least (2) two references be provided by the prospective paid professional and that the references be contacted. Saint Paul Parish will publish the name of the prospective vendor in the weekly bulletin.

Any paid professional under consideration for use for a charitable or fundraising event is required to provide proper registration, licensing and certificate of financial responsibility prior to the event. The proper certificates will be verified and copied.

No vendor, contractor, paid professional or fundraising representative or their subsidiary or sub-contractor is authorized to utilize the Saint Paul Parish name in any advertisement and/or promotion to solicit any form of contribution on behalf of Saint Paul Parish unless expressly authorized in writing by Saint Paul Pastor or his designee.

1104 DONATIONS AND GIFTS

There are occasions when individuals are compelled to donate items of value to Saint Paul Parish. Such donations or gifts may come in the form of monetary contributions or tangible property. Donations or gifts may come during charitable and fundraising events, transferred post mortem or given at any other time when the donor is compelled by the Spirit. It is Saint Paul Parish policy to honor the donor wishes by accepting the donations or gifts whether those gifts or donations are anticipated or unanticipated.

Unless specifically designated, all donations or gifts will be considered the property of Saint Paul Parish and will be utilized to support its goals, objectives and Parish mission. Saint Paul Parish will not accept a donation or gift if there are conditions attached that compromise the Parish or its mission.

When the Saint Paul Parish Pastor or his designee is notified that the parish is the recipient of a large donation or gift, the donor must be given the opportunity to state whether or not he/she/they prefer to remain anonymous or whether or not a public statement should be released. In the event that a donor wishes to remain anonymous, that donor's wishes will be respectfully honored. In the event the donor wishes a public statement, a public statement will be created by the donor and the Pastor. Care must be given to releasing the assigned value of a gift and the name of the donor as this information may influence external solicitors.

In all anonymous donations, a statement will be made or published in the weekly bulletin by the Pastor reflecting the anonymous donation, the amount of that donation and where the donation will be applied.

From time to time, questions arise regarding potential bequeathed gifts. During these conversations, the Pastor will provide support and guidance to the prospective donor without undue influence.

Honorariums and memorials are forms of donations and gifts and as such, will be considered within the scope of this policy.

Stipends, holiday and birthday gifts or small monetary awards are not considered within the scope of this policy.

In the event a record or receipt is requested to document a donation, the Pastor or his designee will immediately provide the appropriate tax related document to the donor.

FINANCE COUNCIL POLICY

Section 1200

- **1201*** **Finance Council Policy**
- **1202** **Finance Council Regulations**

1201 FINANCE COUNCIL POLICY

The Saint Paul Parish Finance Council will assist in preparing the annual budget, regularly assess the financial performance of the parish, and assure that the parish conforms to Diocesan policy.

The Finance Council shall be the instrument through which a representative body of the People of God (namely Saint Paul Parish), in a relationship of shared responsibility with the Pastor, enables the parish to practice sound financial management and comply with a diverse array of legal and regulatory requirements, including those pertaining to canon law. The Finance Council, together with the Pastoral Council, shall provide the leadership and oversight necessary to ensure that accurate monetary records are kept and the organization's financial resources are utilized in furtherance of its religious mission.

1202 FINANCE COUNCIL REGULATIONS

Saint Paul Parish has adopted the use of a Finance Council Constitution as the instrument that governs membership, selection of members, terms of office and the selection of officers. (Finance Council handbook found in Addendum 1)

Saint Paul Finance Council will annually evaluate all Saint Paul Parish fundraising performance.

No employee or staff member of Saint Paul Parish will be a voting member on the Saint Paul Parish Finance Council.

The Saint Paul Parish Finance Council will conduct at least four (4) annual meetings.

PASTORAL COUNCIL POLICY

Section 1300

- 1301* Pastoral Council Policy
- 1302 Pastoral Council Regulations

1301 PASTORAL COUNCIL POLICY

Saint Paul Parish Pastoral Council is an effective structure for promoting and supporting parish life, worship and service, as well as, helping to accomplish the mission of the parish. It is the principal form of collaborative leadership on the parish level. This collaborative body enables clergy and laity to cooperate effectively in bringing about the spiritual renewal of the parish through visioning and planning, and reaching decisions through the prayerful process of discernment.

The Saint Paul Parish Pastoral Council shall be the instrument through which a representative body of the Saint Paul Parish, in a relationship of shared responsibility with the Pastor or his designee, enables the parish to experience itself as a community of faith called to proclaim the good news of God's Kingdom present among us.

1302 PASTORAL COUNCIL REGULATIONS

Saint Paul Parish has adopted the use of a Pastoral Council Constitution as the instrument that governs nomination, membership, selection of members, terms of office, the selection of officers' commissions, meetings, decision making, membership discernment and amendments and revisions. (Pastoral Council Constitution- Addendum 2)

No employee or staff member of Saint Paul Parish will be a voting member on the Saint Paul Parish Pastoral Council.

Saint Paul Pastoral Council encourages participation by the faith filled community to be active members of Saint Paul commissions. The body of the commissions is an accurate measuring device and a proper reflection of the diversity and culture of the parish.

In addition to the mandated duties and responsibilities, the Saint Paul Pastoral Council will evaluate the Saint Paul mission statement every three years to maintain its conformance to the Diocesan mission statement.

In addition to the mandated duties and responsibilities, the Saint Paul Pastoral Council will evaluate the effectiveness of all Saint Paul programs every three (3) years.

Saint Paul Parish Pastoral Council encourages the faithful members of the parish to attend Pastoral Council meetings. The Pastoral Council

encourages dialogue with the body public, parish members, active commissions, staff, volunteers and employees.

The Saint Paul Parish Pastoral Council will conduct at least ten (10) annual meetings.

* Committees, boards and organizations within a particular Commission will vary according to the size and needs of the parish community (and shall be determined locally) but should be related to one of the five Commissions listed in Article V, Section 1.

TUITION ASSISTANCE POLICY

Section 1400

- 1401* Tuition Assistance Policy

1401 TUITION ASSISTANCE POLICY

Saint Paul Parish has adopted a Tuition Assistance Policy. Any family registered at Saint Paul School seeking tuition assistance in this program must adhere to specific guidelines and conditions as stated in this section of the Standard of Excellence and in the Tuition Assistance Policy and the Saint Paul School Parent & Student Handbook.

Funding for this program within Saint Paul Parish is limited and varies from year to year.

As the guidelines and conditions for the Tuition Assistance Policy adopted by Saint Paul Parish are specific, the Pastor or his designee are responsible for assessing a parishioners' need for this type of assistance and will facilitate its use.

ENGAGED TUITION AND TUITION SCHOLARSHIP POLICY FOR THE SAINT PAUL CATHOLIC COMMUNITY

As is the case at most Catholic schools, tuition at Saint Paul Catholic School does not cover the complete cost of education. Every year, the Saint Paul Catholic Community provides a significant subsidy to Saint Paul Catholic School to keep tuition affordable for registered and active Saint Paul Catholic Community families. A percentage of the school's operational cost is paid by each parish family through their regular parish contributions made through their Sunday offering.

To qualify for the Engaged Tuition:

- 1. The family must be a registered member of the Saint Paul Catholic Community for at least one year [12 months] prior to their request for the Engaged Tuition at Saint Paul Catholic Community School. The family must also have a substantive history of being a “Supporting Member of this parish” as expressed in the Diocesan Tuition Subsidy policy. A family new to the Saint Paul Catholic Community may become qualified for the Engaged Tuition Subsidy by making a substantive contribution to Saint Paul Church at the time of their application. This process requires a meeting with the pastor.**
- 2. The family is to attend Mass on weekends and Holy Days of Obligation with the Saint Paul Catholic Community. Saint. Paul Catholic Community parishioners, must use their parish envelopes or enroll in our online giving, offering a minimum contribution of \$15.00 per week, per year, per family for grades K-8 to maintain their eligibility for the Engaged Tuition. This contribution shall be made from July 1 through May 1 of the current school year. Those families who discontinue the minimum contribution to the parish, shall pay the standard tuition rate per semester.**
- 3. In addition to supporting the parish with the gift of their *Treasure*, families receiving the Engaged Tuition Subsidy, are to support the Saint Paul Catholic Community and Saint Paul Catholic School in a spirit of**

Christian Stewardship by using their *Time* and *Talent*, by actively participating in the schools fundraising service hours/credits, to the best of their ability, on committees of the school, and/or other equivalent monetary contributions.

- 4. Families seeking the Engaged Tuition at Saint Paul Catholic School shall apply each year at the time of enrollment. The application shall be reviewed by the pastor to determine eligibility. Families who do not qualify or who lose their qualification for the Engaged Tuition Subsidy, may appeal to the pastor.**
- 5. Saint Paul School families may qualify for the Indiana Choice Scholarship. Those families who meet state requirements, can designate their tax dollars earmarked for their child's education, to be paid as a tuition payment to Saint Paul School for each enrolled child that meets state requirements. Families are encouraged to meet each year with the Principal to qualify for the Indiana Choice Scholarship tuition payments.**
- 6. In light of the Indiana Choice Scholarship program, Saint Paul Church has established the Saint Paul Church Tuition Scholarship Fund. Families who qualify for the Engaged Tuition at Saint Paul School, who have two or more children enrolled in the school, and are experiencing a need for financial assistance to pay their tuition, may apply to the Saint Paul Church Tuition Scholarship Fund after the following criteria is met:**
 - A. The family provides the needed data to the principal to make an application for the Indiana Choice Scholarship program.**
 - B. If a family does not qualify for the Indiana Choice Scholarship program, they may apply for tuition assistance for part of their child's tuition from the Saint Paul Church Tuition Scholarship Fund.**
 - C. Application to the Saint Paul Church Tuition Scholarship Fund shall be submitted to the school office on an annual basis, after the determination that a family does not qualify for the Indiana Choice Scholarship program.**

DIOCESE OF GARY

TUITION ASSISTANCE POLICY

The Policy On Catholic Education, Diocese of Gary as promulgated by Bishop Dale J. Melczek: states that a “parish without a school who have Catholic parents who wish to send their children to a host parish school, must pay the difference between the actual cost of instruction and the parishioners tuition rate.”

This amount is known as the “*OTHER PARISH SUBSIDY*”

The Bishop’s Policy On Catholic Education, in the Diocese of Gary states that those parents who apply for the “OTHER PARISH SUBSIDY” are required to be:

“a registered member of the Catholic parish, from which they are seeking the subsidy payment”.

-
The Bishop’s Policy On Catholic Education, in the Diocese of Gary states that those parents who apply for the “OTHER PARISH SUBSIDY” are required to be:

“a SUPPORTING MEMBER of their parish - to be eligible for a tuition subsidy”.

Line “C” of the Diocesan policy states:

CATHOLIC PARENTS WHO *DO NOT SUPPORT THEIR PARISH, ARE TO PAY A TUITION THAT IS EQUAL TO THE ACTUAL COST OF INSTRUCTION.*



Parishes with a parochial school may establish a parishioner “Tuition Subsidy” rate.

INVESTING IN YOUR CHILD’S FUTURE

The Saint Paul Catholic Community provides a direct subsidy to Saint Paul Catholic School. Saint Paul parishioners, in an effort to partner with parish families who choose Catholic education for their children, recognizing the benefits far outweigh the cost, provide qualified families financial support through Tuition Subsidies.

THE ROLES OF MINORS

SECTION 1500

- 1501* Minors in Leadership Roles

1501 MINORS IN ROLES OF LEADERSHIP

It is the policy of Saint Paul that “no minor under the legal age of eighteen (18) years of age may chair or co-chair a Commission, ministry or charity/parish event.”

PARISH MEMEMBERSHIP

SECTION 1600

- 1601* Definition of a Parishioner

1601 DEFINITION OF A PARISHIONER

St. Paul has adopted by consensus of the Pastoral Council with the approval of the Pastor a “Definition of a Parishioner”.

The “Definition of a Parishioner” includes the following criteria:

- **One must be formally registered with the parish office of Saint Paul**
- **One must be regularly attending Sunday and Holy Day masses, as witnessed by the use of their assigned parish envelopes or parish on line giving**
- **One must exhibit some level of active and ongoing participation in parish activities, revealing ones stewardship of time, talent and treasure within the community**

This policy was adopted and ratified by the Pastoral Council and approved by the Pastor on December 5, 2019

SAINT PAUL SCHOOL

Section 1700

- **1701 Saint Paul School Mission Statement**
- **1702 Saint Paul School Philosophy Statement**
- **1703 School Advisory Council**
- **1704 Consultative Advisory Board**
- **1705 Saint Paul Catholic School Parent Handbook**
- **1706 Saint Paul Catholic School Faculty Handbook**

1701 MISSION STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

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

1702 SAINT PAUL SCHOOL PHILOSOPHY STATEMENT

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

Integrate our Catholic Faith with learning to educate the whole child.

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

1703 SCHOOL ADVISORY COUNCIL

The mission of the School Advisory Council is to assist the school in providing a Catholic education at a reasonable cost within the boundaries of the parish subsidy and school budget. The School Advisory Council meets monthly; all parents are invited to attend as observers. Requests for inclusion on the agenda must be submitted to and approved by the principal in writing at least seven school days in advance of the meeting. School Advisory Council members serve a three-year

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

1704 Consultative Advisory Board

The Consultative Advisory Board shall be convened for the purposes of disciplinary procedures that fall within the scope of the Saint Paul School Handbook regarding discipline, suspension and or expulsion as normally rendered by the Principal. The Consultative Advisory Board may be convened by the Pastor or his designee when a family feels that the disciplinary decision of the Principal is unfair or too severe. The family is to make this request in writing to the Pastor and the Principal.

The Consultative Advisory Board will be asked to review the grounds for the decision made by the Principal. The family and the child involved shall present their case before the members of the board. The meeting shall be held at the school. The Consultative Advisory Board may make one of three recommendations to the pastor:

To affirm the Principal's discipline.

To recommend that the Pastor lessen or modify the discipline as given.

To recommend that the actions of the student warrant a greater disciplinary action, including the possibility of expulsion.

The Consultative Advisory Board shall be composed of two (2) parents of students enrolled in Saint Paul School whose child(ren) are not involved in the disciplinary action; two (2) parishioners not related to the student(s) or family under review and one teacher from the school who is not involved in the disciplinary action under review.

When convened by the pastor, the Consultative Advisory Board, upon finishing their meeting with the Principal, the parents and the child, shall render their recommendation to the pastor for his consideration within 24 hours of the meeting. The Pastor will then inform the Principal and the petitioning family of his disciplinary decision.

1705 Saint Paul Catholic School Handbook

The Saint Paul Catholic School Handbook is found in Section 17 of Handbooks.

1706 Saint Paul Catholic School Faculty Hand Book

The Saint Paul Catholic School Faculty Handbook is found in Section 18 of Handbooks.

Letter of Transfer

This is to certify that _____ has sought and has succeeded in effecting a transfer from the position of _____ from the department of _____. The new position of _____ will be in the office of _____. The salary for this position has been set at \$ _____. The Employee retains all benefits and vacation days that he/she enjoyed prior to this transfer. Those benefits are:

List Benefits

Number of Leave Days: _____

The date used in calculating leave days: _____

This transfer of _____ is effective _____.

According to the Parish Personnel Policy Manual, an introductory period similar to a new hire is mandatory. The terms of all inner office transfers do not guarantee employment if, within the introductory period, the transfer does not prove satisfactory to either or both the employee or the Parish.

The introductory period for this particular transfer concludes on _____.

Employee

Supervisor

cc: Pastor
Office Coordinator
Bookkeeper

Letter of Appointment

This is to certify that _____ is appointed to the position of _____. The job description for this position is enclosed. The position of _____ is considered an exempt / non-exempt position. (Circle one) Non- exempt positions will be entitled to time and a half pay for work performed over forty (40) hours per week.

Employee _____ will begin on _____. The salary for this position is \$_____ and is classified as _____. The following benefits will be offered:

- Health Insurance
- Life Insurance
- Optional Dental Insurance
- Pension Benefits
- Leave Days
- Vacation Days
- Sick Days
- Personal Days

In accordance with the Parish Personnel Policy Manual there will be an introductory period, which will conclude on _____. During this introductory period, if either or both the employee or St. Paul finds the employment unsatisfactory, then there is no guarantee of further employment. If _____ successfully completes the introductory period, then the above starting date will be used to determine benefit eligibility.

Employee

Supervisor

cc: Pastor
Office Coordinator
Bookkeeper

INTRODUCTORY PERIOD OF REVIEW

SUPERVISOR FORM

**Saint Paul Church
PERFORMANCE DEVELOPMENT FORM**

Name: _____

Position/Title: _____

Parish, School, or Agency: _____

Date: _____ Job/Ministry Description Current: Yes ___ No ___

Supervisor: _____ Supervisor's Title: _____

General Instructions

Part I Performance Factors: Supervisor, please evaluate the staff member using the following performance levels:

- Does Not Meet Position Requirements (Does Not Meet)
- Meets Position Requirements (Meets)
- Substantially Exceeds Position Requirements (Exceeds)
- Uncertain (UNC)

Part II Overall Rating: Certify that the staff member has met the requirements of the position for the performance period. If the staff member does not meet specific performance requirements, a performance improvement plan must be prepared in Section III.

Part III Performance Plan: *This section is only completed when overall performance does not meet position requirements. Work with the staff member to identify an action plan for improvement of current position requirements and growth.*

Part IV Staff Member Comments: Provide an opportunity for staff member to comment on any aspect of the performance review.

1855 W. Harrison Blvd..
Valparaiso, In. 46384
Phone: 219 464-4831

St. Paul

CONFIDENTIAL MEMO: Regarding "Introductory Period"

Month 00, 20

TO:

We are delighted to confirm that you have successfully completed your "Introductory Period" of employment with St. Paul Parish as the regularXXXXXXXXXXXXXXXXXX. We wish to advise you that your work performance meets with our expectations for the position for which you were hired. Therefore your employment designation now moves to "Regular XXXX-Time "?" and you are now eligible for all legally mandated benefits to this classification.

This confirmation of continued employment shall be effective from MONTH DATE, 20XX through MONTH DATEth 20XX.

Employment conditions will be reviewed on an annual basis.

Rev. Douglas J. Mayer
Pastor

SUPERVISOR FORM

PERIOD OF REVIEW

St. Paul Church PERFORMANCE DEVELOPMENT FORM

Name: _____

Position/Title: _____

Parish, School, or Agency: _____

Date: _____ Job/Ministry Description Current: Yes No__

Supervisor: _____ Supervisor's Title: _____

General Instructions

Part I Performance Factors: Supervisor, please evaluate the staff member using the following performance levels:

- Does Not Meet Position Requirements (Does Not Meet)
- Meets Position Requirements (Meets)
- Substantially Exceeds Position Requirements (Exceeds)
- Uncertain (UNC)

I

Part II Overall Rating: Certify that the staff member has met the requirements of the position for the performance period. If the staff member does not meet specific performance requirements, a performance improvement plan must be prepared in Section III.

Part III Performance Plan: *This section is only completed when overall performance does not meet position requirements. Work with the staff member to identify an action plan for improvement of current position requirements and growth.*

Part IV Staff Member Comments: Provide an opportunity for staff member to comment on any aspect of the performance review.

Confirmation of Resignation

Date: _____

Dear _____:
Employee Name

Today you provided your resignation verbally to _____. This notice is to confirm that we accept your oral resignation.

Please be advised, it is the policy of the Diocese of Gary and all parishes, schools and entities, that all employees offer at least 2 weeks notice. Failure to do so may result in ineligibility for rehire.

Please fill in your final date of work, sign and return.

Last Date of Work

Employee

Date

Supervisor

Date

Appendix C

Protecting God's Children

- 23. Safe Environment Plan**
- 23.1 Sexual Misconduct Toward Minors & Others at Risk**
- 23.2 Diocese of Gary Guidelines for a Safe Environment for Youth**
- 23.2.5 Faith Formation Publicity Form**
- 23.3 Diocese of Gary Volunteer Screen Form**
- 23.4 Virtus Volunteer's Code of Conduct**

Appendix D

24. Position Request Form

Position Request Form

I. Complete this section

Check one for Compensation Status:

- Exempt
- Non –Exempt

Check one for job hour status

- Full –Time
- Part –Time

What is the salary classification: _____

Recommended Starting salary: _____

Benefits Eligibility:

- Health and Life Insurance
- Life Insurance Only
- Pension

II. Job Description

Provide a job posting for distribution by email and placement on the employee bulletin board describing the position and its' requirements.

III. Justification

Give justification as to why this position is needed by your office at this particular time:

Position is open due to: _____

IV. Authorization

Signature of Pastor: _____ Date _____

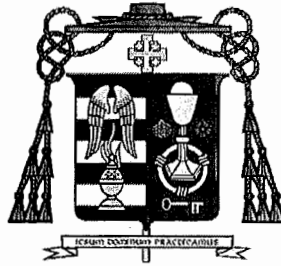
Signature of HR or FC _____ Date _____



Diocese of Gary
dcgary.org

Safe Environment Policy and Procedure

Effective July, 2023



Bishop of Gary

July 5, 2023

Dear Father/Monsignor,

As you are aware, our diocese underwent an in-person Safe Environment Audit at the end of last year. In accordance with the audit, suggestions were made by the Stonebridge Auditors regarding our Safe Environment Policies and Procedures.

The auditors suggested that we consider consolidating the Safe Environment Policies and Procedures into a single source document and renew the acknowledgement of this document at the same 5-year renewal as background checks.

Based on these suggestions, I am attaching a copy of the consolidated Safe Environment Policy and Procedures. Virtus will require all **new** registrants to read and sign this required document as well as prompt a renewal acknowledgement of the Policy and Procedure every 5 years as was suggested. This Safe Environment Policy and Procedure is updated in Virtus.

Please read through the attached for your information and share with those individuals who have contact with minors and vulnerable adults.

Should you have any questions, please contact Kelly Venegas, Chief Human Resources Officer, by email at kvenegas@dgary.org or at the Pastoral Center 219-769-9292, ext. 224.

Asking God's blessings upon you, I am

Sincerely yours in Christ,

Most Reverend Robert J. McClory
Bishop of Gary

Diocese of Gary

Summary of Sexual Misconduct Toward Minors and Others at Risk/Safe Environment Plan/ Code of Conduct

Sexual Misconduct Toward Minors and Others at Risk

– The Policy of the Diocese of Gary

7-10-1993

Revised 04-25-2002

Revised 06-27-2002

Revised 04-01-2003

Revised 10-01-2010

Revised 06-29-2015

Revised 06-21-2022

Revised 07-01-2023

Safe Environment Plan

– In conjunction with the Sexual Misconduct Toward Minors and Others at Risk Policy of the Diocese of Gary

6-13-2003

Revised 06-11-2004

Revised 09-21-2004

Revised 07-01-2023

Diocese of Gary Code of Conduct for a Safe Environment for Our Youth and Others at Risk

– This Code of Conduct supports the Diocese of Gary Safe Environment Plan and the policy regarding Sexual Misconduct Toward Minors and Others at Risk Policy of the Diocese of Gary. Prior to the July, 2023 revision, this document was referred to as Guidelines for a Safe Environment for Our Youth

07-03-2002

Revised 06-13-2003

Revised 04-02-2013

Revised 12-19-2019

Revised 04-24-2023

Revised 07-01-2023

TABLE OF CONTENTS

Introduction

Section I: Sexual Misconduct Toward Minors and Others at Risk – The Policy of the Diocese of Gary

Section II: Safe Environment Plan

Section III: Diocese of Gary Code of Conduct for a Safe Environment for Our Youth and Others at Risk

Note: All who register in the Safe Environment Database acknowledge receipt of this document before their record is approved.

Introduction

And now these three remain: faith, hope and love.

But the greatest of these is love.

1 Corinthians 13:13

The work of the Safe Environment of the Diocese of Gary is approached with profound respect for the dignity of everyone. Our Safe Environment Policy and Procedure outlined in the following pages reflect that respect through practical guidelines and general principles. All who have contact with minors and vulnerable adults are expected to comply with these policies and procedures.

Sexual Misconduct Toward Minors and Others at Risk The Policy of the Diocese of Gary

THESE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN
RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD
MINORS AND OTHERS AT RISK.

7-10-93
slightly revised 4-25-02
further revised 6-27-02
further revised 4-1-03
further revised 10-1-10
further revised 6-29-15
further revised 6-21-22
further revised 7-1-23

Introduction

The sin and crime of sexual abuse of minors and others at risk severely debilitates the victims, the victims' family, the local Church community, the perpetrators, and society in general. This diocesan policy exists to deal in a forthright and compassionate way with situations in which an employee, volunteer, or cleric is accused of sexual misconduct toward a minor or others at risk.

The purpose of this policy is to assure victims of sexual misconduct the healing they need to help reduce the destructive effects of their traumatic experience. It is our strong desire to ensure appropriate pastoral outreach to the affected families and local Church communities. Pastoral concern is also extended to the accused and to those ultimately found guilty of sexual misconduct as they are made aware of the destructiveness of their behavior by prescribing the necessary professional treatment.

With a profound respect for the dignity of each person involved, it is our goal that compassion, and healing be the foundation upon which this policy is based. For those abused, those accused, and those found guilty of sexual misconduct, this is how we approach this work.

Policies and Procedures

I. RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

- A. Indiana Code (I.C.) Sections 31-33-5-1, 31-33-5-2, 31-33-5-3, and 31-33-5-4 (See Appendix II) require that staff members of a private institution, school, or facility who have reason to believe that a minor has been physically or sexually abused shall immediately orally report such belief to the local Child Protection Service or law enforcement agency.
1. Note that the statute says to report immediately when a person has “reason to believe” that physical or sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be reported immediately and not after an “in-house” investigation.
 2. The definition of “Reason to Believe,” according to Indiana Statute, means that if presented to individuals of similar background and training, it would cause those individuals to believe it is more likely than not that a child was abused or neglected.
 3. The term sexual abuse as used herein, means any act which involves sexual molestation or sexual exploitation of a minor for the gratification of an adult; and includes, without limitation of the foregoing, any act that would constitute a sex-related criminal offense as set forth from time to time by the laws of the state of Indiana, or by the laws of the United States of America. Sexual molestation or sexual exploitation of a person who habitually lacks the use of reason is to be considered equivalent to sexual abuse of a minor. Sexual abuse includes the acquisition, possession, production or distribution of pornographic images of minors under the age of eighteen, by whatever means or using whatever technology.
- B. It is also the responsibility of every cleric, administrator, employee, or volunteer of the Diocese of Gary who receives a complaint or allegation of sexual abuse related to a minor to report it immediately to the Bishop’s Delegate. If he/she is not available, the report is made to the Victim’s Assistance Coordinator or Bishop’s Vicar for Canonical Services. In all cases of allegations of misconduct, the public authorities will be notified and then the outside authorized licensed professional investigator.
- C. The Essential Norms of the USCCB are followed as particular law at all times for cases of clerics accused of sexual abuse of minors.
- D. The diocese will immediately report and cooperate with the civil authorities in any investigation. The Bishop’s Delegate will refer all rumors, anonymous phone calls and unsigned letters to the independent investigator for further review. Members of the Review Board will be contacted after this process.
- E. The Diocese of Gary will not enter into confidentiality agreements.
- F. Any modifications to this policy will be made after consultation with the Review Board and, if appropriate, other consultative bodies of the diocese. Any modifications must have the approval of the Bishop of the Diocese of Gary. If

modifications are made, the United States Conference of Catholic Bishops shall receive a copy of the revised policy within three months after such modifications.

II. REVIEW BOARD

- A. The Bishop has established a Review Board consisting of qualified people, the majority of which will be lay people not employed by the diocese. One member of the Review Board is the Bishop's Delegate and Chairperson. The concept of the Review Board is to have a small representative group which can act with promptness, fairness, confidentiality, and compassion toward all concerned. Also, the board can review relevant matters and give advice on all aspects of responses required in connection with these cases. All meetings will begin with prayer.
- B. The Team Chairperson's (Bishop's Delegate's) responsibility is to convene the Review Board to ensure that the prescribed process is implemented and that proper procedures are followed. It will also be the Chairperson's responsibility to keep the Bishop informed in a timely fashion of an allegation and the progress of authorized licensed professional investigator concerning the allegation.
- C. The Review Board is a confidential advisory body to the Bishop that assists the Bishop in assessing the credibility of allegations of sexual misconduct by Church personnel and in determining the fitness for ministry of Church personnel accused of sexual misconduct. The "Charter for the Protection of Children and Young People" requires the establishment of a review board for every diocese and eparchy in the United States.
- D. Members of the Review Board are appointed by the Bishop who is to ensure that the Board's composition reflects expertise in the areas addressed by the Board. Members are appointed to a six-year term which is renewable for no more than two consecutive six year terms. The bishop of the Diocese of Gary can extend terms beyond this time frame. The Review Board will be comprised of at least five persons, one of whom is a priest who is an experienced and respected pastor; the majority will be comprised of laity who are not in the employ of the diocese. A majority of the Review Board will be in full communion with the Roman Catholic Church.
- E. Process of Investigation: The Bishop's Delegate for Sexual Misconduct and Vicar for Canonical Services will take initial, preliminary reports to an outside authorized, licensed professional investigator. The investigator will provide a report for the Review Board and present the facts he/she has gathered for the board to review. The review board will decide whether the allegation is credible or not. It will then notify the Bishop of its decision. If the case and the investigation warrant, the Bishop will notify the Congregation for the Doctrine of Faith that sufficient evidence exists of sexual abuse of a minor and that canonical penal processes should be invoked.

- F. Final decisions with respect to the recommendations of the Review Board are reserved to the Bishop of the Diocese of Gary.
- G. The Review Board will meet proactively on a semi-annual basis. The Review Board will recommend to the Bishop such amendments to these policies and procedures as the Board believes circumstances require. The work of the Review Board is confidential.

III. VICTIM ASSISTANCE COORDINATOR

The Bishop will appoint a Victim Assistance Coordinator. The Victim Assistance Coordinator ensures that appropriate professional and pastoral care is provided to the alleged victim and family to assist in the healing process. After services are initiated, the Victim Assistance Coordinator will provide follow-up monitoring to ensure that the services being provided are appropriate. The scope, type, and duration of this service will be determined by the Victim Assistance Coordinator on a case-by-case basis. The Victim's Assistance Coordinator ~~may or~~ may not be a member of the review board.

IV. INTERVENTION PROCESS

- A. The person who made the allegation, the parents of the minor or other at risk, and, if advisable, the alleged victim of the sexual misconduct will be interviewed by an authorized licensed independent investigator.
- B. The alleged victim will be advised of his/her right to make a report to the public authorities.
- C. The cleric against whom the allegation is made will be informed of the allegation and advised of his/her right to legal counsel and/or canonical counsel. The accused party will have the opportunity to present his/her response to the authorized licensed professional investigator.
- D. Every interview will be respectful and courteous. The goal is to determine each person's account of the alleged incident.
- E. If, after careful review of the facts presented by an authorized independent licensed investigator, the Review Board judges the complaint to be without merit, the Bishop's Delegate will fully inform all parties in a timely fashion of the results of the investigation. All necessary steps will be taken to protect the accused from defamation and to restore the peace of the community.
- F. If, after careful review, the complaint is judged to be credible, that is, more likely than not to have occurred, the Review Board will recommend that the bishop take immediate administrative action toward the accused.
- G. If the accused is a Priest or Deacon the following procedure will then apply in accordance with the Essential Norms:

1. Where sexual abuse of a minor by a priest or deacon is deemed credible after an appropriate preliminary investigation in accordance with Canon Law and the Essential Norms, the following will apply:

The local authorities will be notified immediately.

The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of his rights and obligations and the results of the investigation.

When there is sufficient evidence that sexual abuse of a minor may have occurred, the Congregation for the Doctrine of the Faith shall be notified to determine how the formal canonical investigation shall proceed.

The Bishop shall then apply the precautionary measures mentioned in CIC, canon 1722, or CCEO, canon 1473, and withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist or other ministry pending the outcome of the process.

The alleged offender may be requested to seek, and will be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused.

- H. If the accused is a volunteer or an employee, the following procedure will apply:

1. Where sexual abuse of a minor or vulnerable adult by a volunteer is found credible:

Based upon the findings of civil investigations, the volunteer will be immediately relieved of all volunteer duties, responsibilities, and activities, and deemed ineligible to serve the Diocese of Gary in the future. If after civil authority's investigation, we still have questions, we will investigate further.

2. Where sexual abuse of a minor or vulnerable adult by an employee is found credible:

The employee may be immediately terminated or placed on administrative leave at the discretion of the Bishop who will determine whether or not the leave will be with or without pay as well as further employment action.

- I. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after the formal canonical investigation mentioned in

G., and in accord with Canon Law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state if the case so warrants. Throughout the process the Bishop of the Diocese of Gary has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry.

Priestly or Diaconal Ministry
See Essential Norm 9.

1. In the case of a minor, where the penalty of dismissal from the clerical state has not been applied for reasons such as advanced age or infirmity, the offender is to lead a life of prayer and penance. A priest-offender will not be permitted to celebrate Mass publicly, wear clerical garb, or present himself publicly as a priest.

J. For clerics accused of boundary violations involving minors:

When allegations of boundary violations are brought against a cleric, the Bishop may seek the counsel of the Review Board. Possible outcomes may include, but are not limited to, the following:

1. a ministerial assignment with various conditions
2. the cleric receiving no ministerial assignment within the diocese;
3. canonical process for laicization;
4. Retraining through the approved safe environment protocols

V. FOLLOW-UP

A. For the victims of sexual misconduct:

The Bishop's Delegate and/or the Victim Assistance Coordinator will continue to monitor the pastoral needs of the victim as well as to confirm that proper medical/psychological care, group support, or other social services are available for an appropriate period of time. Similar pastoral care and reconciliation will be offered to the affected community.

B. For clerics accused but found not guilty of sexual misconduct:

If it has become public knowledge, every possible appropriate step will be taken by the Bishop's Delegate, in collaboration with the Bishop and the falsely accused cleric, to repair any damage to the cleric's reputation.

C. For volunteers and lay employees accused but not found guilty of sexual misconduct:

Every possible appropriate step will be taken by the Bishop's Delegate to repair any damage to the volunteer's and lay employee's reputation.

APPENDIX I

DEFINITION OF TERMS:

In this Policy, regarding allegations of sexual misconduct towards minors and others at risk, the following terms are defined:

- Cleric*** For the purpose of this Policy, the term "cleric" shall include and be limited to diocesan priests, religious priests, and transitional and permanent deacons.
- Employee*** For the purpose of this Policy, the term "employee" means any person employed by the diocese or any subdivision thereof. An employee may be a cleric, a lay person, or a member of a religious order.
- Volunteer*** For the purpose of this Policy, the term "volunteer" shall mean any person who serves as a volunteer in a Church-sponsored activity, or under the auspices of the diocese or a subdivision thereof. This would include, but is not limited to, student teachers, aides, coaching assistants, special instructors, catechists, scout leaders, server coordinators, etc.
- Minors*** For the purpose of this Policy, the term "minors" shall be limited to persons under eighteen (18) years of age. For purposes of this Policy, the term "others at risk" shall include developmentally disabled persons, who habitually lack the use of reason.
- Boundary Violation*** Any behavior that can reasonably be considered a violation of Guidelines for a Safe Environment including but not limited to communication with children or vulnerable adults through social media.
- Vulnerable Adult*** A vulnerable adult is 18 years if age of older who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability, is incapable of protecting himself/herself from sexual abuse.
- Sexual Abuse*** The term sexual abuse as used herein, means any act which involves sexual molestation or sexual exploitation of a minor for the gratification of an adult; and includes, without limitation of the foregoing, any act that would constitute a sex-related criminal offense as set forth from time to time by the laws of the state of Indiana, or by the laws of the United States of America. Sexual molestation or sexual exploitation of a person who habitually lacks the use of reason is to be considered equivalent to a

minor. Sexual misconduct includes the acquisition, possession, production or distribution of pornographic images of minors under the age of eighteen, by whatever means or using whatever technology.

APPENDIX II

INDIANA CODE 31-33-5-1 DUTY TO MAKE REPORT

Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. *As added by P.L.1-1997, Sec. 16.*

INDIANA CODE 31-33-5-2 NOTIFICATION OF INDIVIDUAL IN CHARGE OF INSTITUTION, SCHOOL, FACILITY OR AGENCY; REPORT

Sec. 2 (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made. *As added by P.L.1-1997, Sec. 16.*

INDIANA CODE 31-33-5-3 EFFECT OF COMPLIANCE ON INDIVIDUAL'S OWN DUTY TO REPORT

Sec. 3 This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief. *As added by P.L.1-1997, Sec. 16.*

INDIANA CODE 31-33-5-4 IMMEDIATE ORAL REPORT TO LOCAL CHILD PROTECTION SERVICE OR LAW ENFORCEMENT AGENCY

Sec. 4 A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- (1) the local child protection service; or
- (2) the local law enforcement agency. *As added by P.L.1-1997, Sec. 16.*

AGENCIES FOR REPORTING SEXUAL ABUSE OR NEGLECT

<i>LAKE COUNTY</i>	Child Protection Services If closed, contact local police or the Sheriff's Department at:	(219) 881-6944 (219) 755-3400
<i>LA PORTE COUNTY</i>	Child Protection Services If closed, contact local police or the Sheriff's Department at:	(219) 878-6370 (219) 326-7700
<i>PORTER COUNTY</i>	Child Protection Services If closed, contact local police or the Sheriff's Department at:	(219) 462-7555 (219) 477-3000
<i>STARKE COUNTY</i>	Child Protection Services If closed, contact local police or the Sheriff's Department at:	(574) 772-3411 (574) 772-3771

VICTIM ASSISTANCE COORDINATOR

Ms. Cheryl Sopo
Whiting School Corporation
1500 Center Street
Whiting, IN 46394
(219) 588-9089

BISHOP'S DELEGATE FOR SEXUAL MISCONDUCT CASES

Mrs. Kelly Venegas, SPHR
Diocese of Gary
9292 Broadway
Merrillville, Indiana 46410
Phone: (219) 769-9292, ext. 224
Fax: (219) 769-7597
E-mail: kvenegas@dcgary.org

St. Paul Catholic Church
1855 W. Harrison Blvd
Valparaiso, IN 46385
(219)464-4831
www.saintpaulvalpo.org

Publicity/Photo Release Form

I hereby authorize St. Paul Catholic Church and affiliated organizations to include my name and/or photograph in news and publicity information for use in the media, which includes but is not limited to newspapers, magazines, radio, and television. Photos may also be used in the church bulletin, on the church web site, in brochures, flyers, newsletters, mailings and other printed materials.

I hereby hold harmless and release and forever discharge St. Paul Catholic Church from all claims, demands and causes of action which I, my heirs, representatives, executors, administrators or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning and impact of this release.

(Signature) (Date)

(Printed Name) (Date)

If the person signing is under 18, there must be consent by a parent or guardian, as follows: I hereby certify that I am the parent or guardian of _____

Named above and do hereby give my consent without reservation to the foregoing on behalf of this person.

(Parent/Guardian Signature) (if under 18 years of age) (Date)

(Parent/Guardian Printed Name) (Date)

This form will remain on file in the church office.

Revised 9/2018

Pub.churchpublicityfm2015



**Diocese of Gary Volunteer Screening Form
Safe Environment Plan**

Parish/School/Organization: _____

City: _____

This form is to be completed for all persons interested in serving in a ministry. This process is used to help the church provide a safe and secure environment for children, youth, and adults who participate in our programs and use our facilities.

Name: _____
Last
First
Middle

Address: _____

City
State
Zip

Home Phone: () _____ Other Phone: () _____

Emergency Contact Person: _____ Phone: () _____

Email address: _____

Employer: _____

Indicate what type(s) of ministry work you prefer: _____

Are you a registered member of the parish? Yes No If yes, since _____

List other churches you have attended or been involved with during the last five years:

<i>CHURCH</i>	<i>CITY, ST</i>	<i>INVOLVEMENT</i>	<i>FROM TO</i>

List any skills, talents, education, training, or experience that qualifies you for the position you are seeking, including professional license or certification (use an additional page if necessary):

Why do you wish to serve in this ministry? (Use an additional page if necessary): _____



Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our *[parish, school, facility, diocese, etc.]*.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and *[the local Child Protection Services agency]*. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date

Position and Employment Information forms

25 Appendix E-Position Information Form

25.5 Employment Information

Position Information Form

Name of Employee: _____

Title of the Position: _____ Date Hired: _____

Check one for Compensation Status:

- *Exempt *See New Federal Rules as of January 1 , 2020
- Non –exempt

Check on for job hour status: Straight time **OR** Flexible hours

- Regular Full-time Hours: _____
- Regular Part-time “A” Hours: _____
- Regular Part-time “B” Hours: _____
- Independent Contractor Hours: _____

What is the salary Classification: _____

Starting Wage: _____ Pay Cycle: _____

#####

Benefits Eligibility For Full Time Employees:

- Health and Life Insurance
- Life Insurance Only
- Dental
- Pension
- Paid Vacation Number _____
- Sick Days Number _____
- Personal Days Number _____

Date of **USED** Sick Days in year 2019 -2020: _____

BANKED Sick Days from year 2018: 2019: _____

EMPLOYMENT INFORMATION FORM:

Name of Employee: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Birth Date: _____

Marital Status: Single____ Div. ____ Married ____ Widowed ____

Name of Spouse: _____ Number of Dependents: _____

Employee Telephone: _____



1. IN AN EMERGENCY NOTIFY: _____

LAST NAME

FIRST NAME

Home Phone: _____ Work Phone: _____

Relationship: _____

2. IN EMERGENCY NOTIFY: _____

LAST NAME

FIRST NAME

Home Phone: _____ Work Phone: _____

Relationship: _____

NAME OF PHYSICIAN: _____

PHONE NUMBER: _____

LIST ANY PERTINENT HEALTH INFORMATION: _____

Signature: _____ Date: _____

Please Complete Back of this page

PLEASE LIST ANY SPECIAL TRAINING OF CERTIFICATION:

EDUCATION

- Elementary
- High School
- College
- Graduate

DATE OF EMPLOYMENT WITH THE DIOCESE OF GARY: _____

LOCATION: _____ POSITION: _____

DATE OF EMPLOYMENT WITH SAINT PAUL CATHOLIC CHURCH: _____



BENEFITS ACCEPTED

- HEALTH AND LIFE INSURANCE
- VOLUNTARY DENTAL
- VOLUNTARY EYE
- PENSION

St. Paul Catholic Church
1855 W. Harrison Blvd.
Valparaiso, IN 46384

EMPLOYMENT APPLICATION Applicants requiring
accommodation please notify the receptionist.

PLEASE PRINT CLEARLY

Date of Application _____
Name _____
Address _____
Home Phone Number _____
Alternate/Cell Number _____
E-mail Address _____
Position Applying For: _____

What is the best time of day to call you at home? _____

May we call you at your work number? _____

If yes, please provide your work number? _____

Have you previously applied for employment with the Diocese of Gary? _____

Have you ever worked for the Diocese of Gary? _____

If yes, where and when did you work? _____

What type of work are you seeking (circle one): Full-time Part-time Temporary

If you selected part-time or temporary, please explain your availability:

What is your desired salary range? _____ Are

you able to provide proof of your eligibility to work in the United States? _____

Have you ever been convicted of a felony? _____

If "yes", please explain: _____

EMPLOYMENT HISTORY List your last three employers in order,
beginning with the most recent.

Name of Employer: _____
Phone Number: _____
Address: _____
Your Job Title: _____
Your Responsibilities: _____
Reason for Leaving: _____
Name and job title of your supervisor: _____

Starting date ___/___/___ Ending date ___/___/___ End Rate of Pay \$ _____

Name of Employer: _____
Phone Number: _____
Address: _____
Your Job Title: _____
Your Responsibilities: _____
Reason for Leaving: _____
Name and job title of your supervisor: _____

Starting date ___/___/___ Ending date ___/___/___ End Rate of Pay \$ _____

Name of Employer: _____
Phone Number: _____
Address: _____
Your Job Title: _____
Your Responsibilities: _____
Reason for Leaving: _____
Name and job title of your supervisor: _____

Starting date ___/___/___ Ending date ___/___/___ End Rate of Pay \$ _____

Explain any gaps in employment:

EDUCATION

	Name and Location of School	Course of Study or Major	No. of years Completed	Diploma/Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Explain any awards, certifications, memberships, training, or skills that you feel will be an asset to employment with the Diocese of Gary:

PERSONAL REFERENCES

Please do not list relatives as personal references. You may use employees of the Diocese of Gary

Name: _____
Phone Number: _____ **Alternate Phone:** _____
Occupation: _____
Address: _____

Name: _____
Phone Number: _____ **Alternate Phone:** _____
Occupation: _____
Address: _____

Name: _____
Phone Number: _____ **Alternate Phone:** _____
Occupation: _____
Address: _____

List any other information you would like to have considered:

St. Paul Catholic Church is an Equal Opportunity Employer. We consider all applicants without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. No part of this application will be used for the purpose of excluding or limiting any applicant's employment on any basis prohibited by local, state and federal law.

READ THE FOLLOWING STATEMENT CAREFULLY, THEN SIGN AND DATE THE STATEMENT.

I understand and agree that any misrepresentation or falsification by me in this application will be sufficient cause to cancel this application, and/or if I am employed by St. Paul Catholic Church to cause termination of my employment.

I understand that I may resign at any time, and St. Paul Church has the right to terminate my employment at any time with or without cause and without prior notice. I understand that no representative of the Diocese of Gary has the right or authority to make any claim to the contrary.

I give St. Paul Catholic Church permission to investigate all references and secure additional job related information. I release from liability any representative of St. Paul Catholic Church in seeking such information.

I understand that this application is current for only 90 days. At the conclusion of that time, if I wish to be considered for employment, I will need to make a new application.

Signature of Applicant: _____

Printed Name: _____

Date: _____

PROCEDURES FOR CONCILIATION AND ARBITRATION
IN THE DIOCESE OF GARY
INTRODUCTION

The Church is at once a divine and human society. It is at once mystical and earthly. (cf. Second Vatican Council, Dogmatic Constitution on the Church, "Lumen Gentium" No. 8). As a result, in the exercise of their mission in Christ, the members of the Church sometimes find themselves in conflict with one another because of human failing.

Sacred Scripture urges us to reconcile our conflicts within the Church community. Jesus, Himself, presents us with the method for dealing with these conflicts.

"If your brother should commit some wrong against you, go and point out his fault, but keep it between the two of you. If he listens to you, you have won your brother over. If he does not listen, summon another so that every case may stand on the word of two or three witnesses. If he ignores them, refer it to the Church." (Matthew 18, 15-17).

In an attempt to protect the rights of all and to reconcile the conflicts which arise in the Diocese of Gary, we present the following procedures for Conciliation and Arbitration. These procedures are based on the book: Protection of Rights of Persons in the Church: Revised Report of the Canon Law Society of the Subject of Due Process, 1991.

PROCEDURE FOR
CONCILIATION
FOR THE DIOCESE OF GARY

ARTICLE I: INITIATING THE CONCILIATION PROCEDURE

The conciliation procedures will be formally initiated at the time that the written petition has been received by the conciliation clerk.

SECTION 1 - Allowable and Non-Allowable Disputes

1. The kinds of disputes that are allowable: a) disputes between a person and a parochial or diocesan administrator or administrative body within the diocese of Gary where it is contended that an act of decision (including administrative sanctions and disciplinary actions) has violated a right recognized as such in the law of the Church or in the documents of the magisterium. b) disputes between a person and a parochial or diocesan administrator or administrative body within the diocese of Gary where it is contended that failure to act or failure to make a decision has violated a right recognized as such in the law of the Church or in the documents of the magisterium.

2. The following are not subject to settlement under this procedure: a) canonical criminal cases in the strict sense (not administrative sanctions and disciplinary actions.) b) non-criminal matters where there is a question of validity of marriage or holy orders. c) ecclesiastical matters that are specifically reserved by canon law to other processes within the structure of the Church (e.g., transfer and removal of pastors [cc. 1740-1751]). d) disputes involving religious in their strictly internal affairs. e) spiritual matters whenever a claim is made that requires payment.

SECTION 2 - Conciliation Clerk

It is the duty of the diocesan bishop of the diocese of Gary to appoint a conciliation clerk, whose duty, in turn, shall be to process any petition in accordance with the procedures that follow. The term of office of the conciliation clerk shall be three years.

SECTION 3 - Role of Conciliation Clerk

1. The conciliation clerk will receive the written grievance containing within it a signed affirmation that an effort has been made to reach a settlement prior to filing. The conciliation clerk will ascertain with the petitioner that the wording of the petition is stated with precision and truly expresses the position of the petitioner. The petitioner is responsible for the formulation of any dispute and may obtain assistance from any source in stating the dispute with clarity and precision. In stating the dispute two requirements should be kept in mind: (1) a statement of the dispute concretely and specifically, with names, dates, place, occasion, etc.; and (2) some authoritative statement of policy, law or principle may be cited, if applicable. The conciliation clerk will determine whether or not the petition falls within the scope of allowable disputes within five (5) days of receiving the final version.

2. Should the conciliation clerk find the petition allowable under these procedures, the conciliation clerk will transmit a copy to the respondent within twenty-four (24) hours, who is to respond in writing within ten (10) days.

3. Should the conciliation clerk find the petition not allowable under these procedures, the conciliation clerk will refer the petition within twenty-four (24) hours to the conciliation panel who have five (5) days in which to confirm or overrule the conciliation clerk. The conciliation clerk will notify the petitioner of the final determination.

4. If the petitioner does not accept a judgment that the dispute is not allowable, the petitioner may have recourse to the diocesan bishop.

SECTION 4 - The Conciliation Panel

1. A conciliation panel is the body which shall oversee the conciliation procedure.

2. The conciliation panel shall consist of five (5) members representative of the laity, religious and clergy of the diocese of Gary, who shall be recommended by the presbyteral council or some other diocesan body, and appointed by the diocesan bishop for terms of three (3) years.

3. The panel will meet as often as required.

4. The conciliation panel shall be responsible for: a) maintaining an active and adequate list of suggested conciliators. b) reviewing each petition which the conciliation clerk has determined should be dismissed as an unallowable dispute.

ARTICLE II: CONCILIATION

SECTION 1 - Role of the Conciliation Clerk

During the conciliation process, the conciliation clerk is to act as a person processing a petition and a response and shall not make any judgment with respect to the merits of the dispute, except to determine initially whether the dispute is allowable within the Conciliation and Arbitration Procedures.

SECTION 2 - Civil Lawyer

A party shall not be represented by a civil lawyer during the conciliation process.

SECTION 3 - Selection of the Conciliator

Within five (5) days after the receipt of the response, the conciliation clerk shall assist the petitioner and the respondent in selecting a conciliator who in the opinion of the petitioner and the respondent is a competent person who, would be informed of the facts involved in the petition, sensitive to the feelings of the parties, and would be capable of bringing both parties together in a face to face dialogue.

SECTION 4 - Role of the Conciliator

1. The conciliator selected should have as a primary concern the reconciliation of the parties. As much as possible, the conciliator will try to motivate and assist the parties in settling the dispute themselves while discretely suggesting possible areas of compromise or other suitable solutions.

2. Within five (5) days from the date that the conciliator is chosen, the conciliator shall schedule a meeting with the parties in an effort to resolve the dispute. The conciliator shall make every effort to conciliate the dispute within twenty (20) working days [and not beyond thirty (30) days] after the conciliator's first meeting with the parties. In the event that resolution of the dispute is for any reason not possible within such a time period, the conciliator may take additional time to bring about a resolution, but such a conciliation effort should not extend beyond forty-five (45) days from the date of the conciliator's first meeting with the parties, except by the written consent of all interested parties.

SECTION 5 - Resolution of the Dispute

1. When there has been a resolution of the dispute, the conciliator shall make a written report to the conciliation clerk concerning the nature of the resolution.

2. In the event that a resolution of the dispute is not possible, the conciliator shall make a written report to the conciliation clerk describing the reasons that a resolution was not possible. The parties may mutually agree to further conciliation or arbitration.

ARTICLE III: COSTS OF CONCILIATION PROCEDURE

Operational costs for the diocesan office of conciliation will be part of the budget of the diocese of Gary. All other costs of the conciliation procedures should be borne equally by the parties involved unless they agree otherwise or unless the conciliator assesses such expenses or any part thereof against a specified party or parties.

ARTICLE IV: CONCILIATION PROCEDURE AND CIVIL LITIGATION

1. At any time during the conciliation procedure, introduction of an issue into civil court by the petitioner or respondent will require judgment by the conciliator as to whether the procedure will continue or be terminated.

2. If there is civil litigation pending involving the same issue, the conciliation panel will determine whether or not to accept the petition into the conciliation procedure.

ARTICLE V: CONFIDENTIALITY

Confidentiality will be respected in all cases.

**PROCEDURES FOR
ARBITRATION
FOR THE DIOCESE OF GARY**

ARTICLE I ARBITRATION

SECTION 1 - Allowable and Non-Allowable Disputes

1. The kinds of disputes that are allowable: a) disputes between a person and a parochial or diocesan administrator or administrative body within the diocese of Gary where it is contended that an act or decision (including administrative sanctions and disciplinary actions) has violated a right recognized as such in the law of the Church or in the documents of the magisterium. b) disputes between a person and parochial or diocesan administrator or administrative body within the diocese of Gary where it is contended that failure to act or failure to make a decision has violated a right recognized as such in the law of the Church or in the documents of the magisterium.

2. The following are not subject to settlement under this procedure: a) canonical criminal cases in the strict sense (not administrative sanctions and disciplinary actions). The process for arbitration shall extend to disputes about penalties imposed or declared administratively only if the arbitrators confine themselves to investigating whether or not the norms on the manner of proceeding have been justly and equitably observed, so that if they judge that the manner of proceeding is not to be approved, they shall refer the matter to the bishop. b) non-criminal matters where there is a question of validity of marriage or holy orders. c) ecclesiastical matters that are specifically reserved by canon law to other processes within the structure of the Church (e.g., transfer and removal of pastors [cc. 1740-1752]). d) disputes involving religious in their strictly internal affairs. e) spiritual matters whenever a claim is made that requires payment.

SECTION 2 - Conditions for Arbitration

1. Arbitration may take place under the condition that the conciliator or conciliators certify to the conciliation clerk that good faith efforts at conciliation have been made and have not been successful.

2. Arbitration will be binding on both parties. A prior agreement to this effect will be signed by both parties.

SECTION 3 - Selection of the Arbitrator

1. The arbitrator shall be selected for impartiality. An arbitrator must receive no direct benefit from the outcome of the decision.

2. The arbitrator should have an understanding of how a hearing should be conducted. Expertise in the area under discussion is helpful, but not absolutely necessary.

3. It is the responsibility of the conciliation clerk to select a panel of persons from which the parties may select an arbitrator for an individual case. Since resolution of a dispute through arbitration is a private resolution, the authority of the arbitrator derives from the mutual consent of the parties; it is inappropriate for an arbitrator, or panel of arbitrators, to be appointed by the diocesan bishop.

SECTION 4 - Who May Attend the Hearing

1. Parties who may wish to be assisted by advisers at hearings are to notify the arbitrator prior to the hearing. The arbitrator should make the names of such persons known to the other party.

2. It shall be at the discretion of the arbitrator to determine the propriety of the attendance of any other person at the hearings.

SECTION 5 - Role of the Arbitrator

1. The arbitrator selected shall appoint a time and place for the hearing and notify the parties not less than five (5) days before the hearing. The arbitrator may adjourn or postpone the hearings as necessary.

2. Arbitration may proceed in the absence of any party who, after due notice, fails to be present.

3. The arbitrator shall hear and determine the dispute upon the evidence produced at the hearing: a) parties may offer such evidence as they desire and shall produce such additional evidence as the arbitrator may deem necessary for an understanding and determination of the dispute. b) the arbitrator shall judge the relevancy and materiality of the evidence offered, and strict conformity to civil or canonical rules of evidence shall not be necessary. c) the arbitrator may require the parties to submit books, records, documents, and other documentary evidence which is deemed relevant to the case. d) at the discretion of the arbitrator, written statements may be accepted as testimony when physical presence is impossible.

SECTION 6 - The Hearing

1. A hearing shall be opened by recording the place, time and date of the hearing, the presence of the arbitrator and the parties, the presence of other persons, if any, and the receipt by the arbitrator of initial statements.

2. The parties are entitled to be heard, to present evidence relevant or material to the dispute and to question witnesses appearing at the hearing.

3. At the discretion of the arbitrator the normal procedure may vary under which the petitioner first presents claims, but in any case the arbitrator shall afford full and equal opportunity to all parties for presentation of relevant proofs.

4. The names and addresses of all witnesses, and exhibits offered in evidence shall be made a part of the written record. At the discretion of the arbitrator, a taped recording may be made of the proceedings. The written and/or taped record of the proceeding remain the exclusive property of the particular diocese.

5. The arbitrator shall inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the arbitrator shall declare the hearings closed.

6. The hearings may be reopened by the arbitrator on his/her own initiative, or at the request of either party, for a good cause shown, at any time before the final determination is made.

SECTION 7 - Final Determination

1. The determination shall be rendered promptly by the arbitrator and, unless otherwise agreed by the parties, no later than thirty (30) days from the date of closing the hearings, or if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator.

2. The determination shall be final and binding upon all parties to the dispute. The determination shall be in writing, signed and dated by the arbitrator, and it shall become a final determination twenty (20) days after delivery of the determination to the parties.

SECTION 8 - Costs

1. Provisions for recording the entire proceedings may be made at the request of either party or at the discretion of the arbitrator. The total cost of such a record shall be shared equally among the parties, unless the parties agree otherwise.

2. The parties involved in arbitration shall be assessed a fee to cover expenses in an amount to be determined by the conciliation clerk.

3. The expenses of witnesses shall be paid by the respective parties producing witnesses. Travel and other expenses for the arbitrator, and the expenses of witnesses or costs of any proofs requested by the arbitrator, shall be borne equally by the parties unless the arbitrator in his/her determination assesses such expenses or any part thereof against any specified party or parties.

ARTICLE II COSTS OF ARBITRATION PROCEDURE

Operational costs for the diocesan office of conciliation will be part of the budget of the Diocese of Gary. All other costs of the arbitration procedures should be borne equally by the parties involved unless they agree otherwise or unless the arbitrator in the final determination assesses such expenses or any part thereof against a specified party or parties.

ARTICLE III CONFIDENTIALITY

Confidentiality will be respected in all cases.

Approved at Priests' Council Meeting of November 2, 1993
Promulgated July 1, 1994



Most Reverend Dale J. Melczek
Apostolic Administrator of Gary



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No.1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)				
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code			
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number			
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):								
	<input type="checkbox"/> 1. A citizen of the United States								
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)								
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)								
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)									
If you check Item Number 4., enter one of these:									
USCIS A-Number		OR		Form I-94 Admission Number		OR		Foreign Passport Number and Country of Issuance	
Signature of Employee					Today's Date (mm/dd/yyyy)				

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1		OR			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete **Supplement B, Reverification and Rehire** on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



**Supplement A,
Preparer and/or Translator Certification for Section 1**

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1.	First Name (<i>Given Name</i>) from Section 1.	Middle Initial (if any) from Section 1.
--	--	---

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code



Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (If any) from Section 1.
---	---	---

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

**Saint Paul Church
Reference Check for Applicant**

Applicant Name: _____ **Position:** _____

Reference Name: _____ **Company & phone:** _____

1 **How long did** _____ **work at**
_____ **?**

2 **Please confirm the rate of pay:** _____

3 **Were you a supervisor, co-worker or customer?** _____

4 **Would you rehire** _____ **? Why or why**
not? _____

5 **What would you say** _____ **'s strengths**
are? _____

6 **What are areas of improvement or challenges for this person?**

7 **Do you have any words of wisdom to a future supervisor of** _____ **?**

8 **Any additional comments?**

Reference Checked by: _____ **Date:** _____

Signature

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Saint Paul Parish I understand that I should consult the Bookkeeper or their supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with Saint Paul voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Saint Paul can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation or applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Pastor has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (print) _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Comments:

Criminal Background Check Policy

For the Diocese of Gary

Effective September 20, 2017

Revised October 3, 2017

All new applicants for employment or volunteers with the Diocese of Gary must complete a criminal background check. Some positions require additional items.

All current employees, applicants for employment and volunteers must complete a background check with the contracted provider, Selection.com. Every 5 years. No offer of employment may be finalized with an applicant. A candidate may not be eligible for hire based on the criminal records. The pastor shall review applicant status to determine eligibility.



Diocese of Gary
 HR/Benefits Office
 9292 Broadway, Merrillville, IN 46410
 219-769-9292, ext.292
 FAX 219-650-4265

**Request for OUT OF STATE - NATIONAL
 Criminal History Information**
**Complete this page ONLY if you have been
 a resident of Indiana for less than five (5) years.**
**ALL INFORMATION MUST
BE TYPED OR PRINTED**

Full Legal Last Name _____ Legal First Name _____ Legal Middle Name _____

Social Security Number _____ - _____ - _____

Date of Birth _____ / _____ / _____ Gender: Male Female
 Month Day Year

Race: American Indian/Alaskan Asian/Pacific Black Multi-Racial White
 Hispanic

OUT-OF-STATE StreetAddress _____

City _____ State _____ Zip Code _____

Phone Number _____

Parish/School Affiliation(s) _____ City _____

I am involved in my diocese/parish/school as a: (Choose primary involvement & check box)

- Volunteer (non-salaried person)** Parish Ministry Parent Volunteer Youth Ministry
 DRE Catechist Catechist Aide Coach _____
- Parish Employee (salaried person employed by parish)** Rectory personnel Secretary DRE
 Pastoral Associate/Parish Ministry Business Manager Youth Ministry Parish/school support staff
- Educator (salaried teacher/principal in a diocesan Catholic school)**
- Candidate for ordination** (seminarians, candidates for seminary, candidate for diaconate over age of 18)
- Clergy** **Deacon** **Diocesan Employee** (Pastoral Center Employee)

I authorize the Diocese of Gary to submit the above information for a National Criminal Background

Check for a fee of \$5.00. Check or money order payable to **Diocese of Gary**. Please, no cash.

Attach check/money order to this form: Amount: \$ _____ Check No. _____

 Signature Date

All information on this form will be kept strictly confidential.

This form is submitted by: _____
Parish/School: _____



Diocese of Gary Conflict of Interest Disclosure Policy and Procedures Effective May 7, 2008

Purpose

As employees and volunteers, we are called to be good stewards and maintain high ethical standards. This policy is intended to set forth standards for behavior to avoid potential conflicts of interest that could compromise the objectivity that is essential for effective decision-making and damage the reputation of the individuals involved and the Diocese of Gary.

Application

This policy applies to:

- All lay employees of Diocese of Gary agencies, including Catholic Charities.
- Members of the Diocesan Finance Council and Advisory Boards of all Diocesan agencies.

Definition

A *conflict of interest* refers to a situation in which financial or personal considerations may compromise or have the appearance of compromising the judgment and objectivity of an employee or volunteer.

Types of Conflicts of Interest

There are five basic types of conflicts of interest, each of which will be explained in the sections that follow:

- 1 Business interests or investments
- 2 Gifts, payments or favors
- 3 Employment of relatives
- 4 Confidential information
- 5 Compensation arrangements

Business Interests or Investments

Employees and volunteers must disclose:

- Any business, investment or ownership interest in any entity with which the Diocese has (or is negotiating) any transactions or arrangements.
- Any compensation received (or offer of compensation) from any entity with which the Diocese has (or is negotiating) any transaction or arrangements.

Employees and volunteers must also disclose if their family members have any business interests or compensation as described above.

Disclosure must:

- Occur as soon as possible.
- Include all relevant information.
- Be made in writing on the attached form.
- Be submitted to the Office of Human Resources.

The Manager of Human Resources, in consultation with appropriate parties, will determine if the disclosed situation is permissible or not with respect to Diocesan policies and recommend a plan to either manage, reduce, or eliminate the conflict.

Gifts, Payments and Favors

No employee or volunteer may offer, exchange, or accept gifts, payments, or favors, either directly or indirectly, from any individual or organization which is conducting or soliciting business with the Diocese. "Gifts, payments and favors" include, but are not limited to gifts of objects or money, vacations, and loans. The term "indirect" includes the offering or acceptance of gifts, payments and favors by a relative, a person acting on behalf of the employee, or a business entity in which the employee or volunteer has an interest.

This policy does not preclude the offering or accepting of Christmas remembrances, thank-you gifts, business meals, or occasional gifts of nominal value, the sum total of which may not exceed fifty (\$50.00) from any organization in a calendar year. Any exceptions to this policy require the prior knowledge and consent of the employee's supervisor.

Employment of Relatives

In order to retain the objectivity that is essential to effective decision-making, relatives are not to hire or supervise one another or check, review, and/or process work of one another. Supervisors may further restrict the employment of relatives where close proximity might disrupt optimal performance of functions.

A relative, for this purpose, is defined as: husband, wife, father, mother, stepfather, stepmother, child, stepchild, grandparent, grandchild, in-law, brother, sister, niece, nephew, aunt, or uncle.

The purpose is to prevent situations in which an employee's family situation may create a conflict-of-interest with his or her job duties. Any exceptions to this policy require the prior approval of the supervisor and the Manager of Human Resources.

Confidential Information

Employees and volunteers often become aware of confidential information concerning Diocesan matters, other employees or volunteers, and persons who are served by the various programs of the Diocese. Such information should be kept private and should not be used for personal gain or in a manner that would harm the Diocese or any employee, volunteer, or person served by the Diocese.

Compensation Arrangements

As followers of Jesus Christ, we need to model good stewardship in the use of our resources, including our compensation practices. Also, as a tax-exempt organization, donations we receive must be used in the best interests of the people we serve, not for the personal benefit of our employees, vendors, or contractors. Therefore, all compensation arrangements (salaries, benefits, “perks”, contracts for goods and services, etc.) must be reasonable, within approved budgets, and comparable to the “going rate” in the marketplace among similar organizations to provide a just wage for the services provided.

Failure to Follow Policy

Failure to follow this policy will be grounds for disciplinary action, including possible termination of employment or removal from council or volunteer positions.

Whistle Blower Policy

The purpose of this policy is to protect those individuals who want to raise issues of illegal, dishonest, or unethical behavior with the assurance of not becoming a target of subsequent recrimination. This formal policy has been implemented in the spirit of the initiatives of the Sarbanes-Oxley Act that was signed into law in July, 2002. This law prohibits publicly traded companies from taking any adverse employment action against an employee because of his/her protected whistleblowing activities, but some of the concepts are appropriate for non-profit organizations as well.

A “whistleblower” is defined by this policy as an employee of a parish, school, or other associated entity who reports an activity that he/she reasonably believes to be illegal or dishonest or reports unethical behavior to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

"Dishonest" or "unethical" is defined as violating some objective and publicly identifiable standard of conduct, not merely the reporter's subjective opinion. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial reporting. Examples of dishonest and unethical behavior include violations of employer policies in the respective Personnel Policy Handbook or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact: his/her immediate supervisor or Manager of Human Resources.

An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentially and against retaliation. To the extent practical under the circumstances, the confidentially of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy and to provide accused individuals their legal rights of defense. The employer and associated

entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes he/she is being retaliated against must contact their immediate supervisor or the Manager of Human Resources immediately either through written or verbal communication, i.e., signed written letter, in-person visit, etc. The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

We appreciate your efforts to maintain high ethical standards and avoid conflicts of interest.

**Saint Paul Conflict of Interest Disclosure
Statement**

I have received a *copy of the Conflict of Interest Disclosure Policy and Procedures of the Diocese of Gary. I have read and understand the policy, and I agree to follow the policy's directives and procedures. _____

*I have read the Conflict of Interest Disclosure Policy on line at the parish website.
[Check One]_____

I understand that the Diocese of Gary is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Disclosure of Possible Conflict of Interest

Please check one:

____ I have no known actual or potential conflicts of interest at this time.

____ Below is description of an actual or potential conflict of interest.

Please include as much information as possible and attach a separate sheet, if necessary.

Sign _____

Print Name _____

Job or Volunteer Role _____

Date _____

Please return signed copy to:
Saint Paul Catholic Church, 1855 Harrison Blvd, Valparaiso, IN 46385

Request to View Personnel File Form

Employee:

Complete Section 1 of form and return to HR Department/Department Supervisor. An appointment will be arranged within 48 hours to review your file.

Section 1

I, _____ request an appointment to view my personnel file on _____ with a representative from Human Resources and I understand any copies from my personnel file I request may incur a nominal cost (\$.05 per page after 50 pages).

Employee Signature

Date

Section 2

HR Use Only

Scheduled review date _____ HR Representative _____

Employee Name _____

Social Security Number _____

Department/Location _____

Work Telephone or Extension _____

Copies Requested No Yes (if yes, list items requested)

Total cost _____

HR Representative Signature _____ Date _____

Place copy of this form in Personnel File following inspection.

Saint Paul - Progressive Discipline Form

Record of Corrective Action and/or Communication of Expectation

Employee Name

Position/Title

Location

Date

Corrective Action Taken

Effective 6 months

Verbal Notice

1st Written Warning

2nd Written Warning with Suspension: ____ Days paid or unpaid

Recommend Termination

Action/Behavior to be addressed: (Provide an accurate statement of what happened including time, date and explain how this interferes with work environment, business operations, customer expectations or general team's well being.)

Corrective Action Plan

Expectation

Date to be achieved

Continued violation or failure to improve performance will result in further corrective action up to and including termination of employment.

Employee Comment:

Employee Signature

Date

Supervisor Signature

Date

- I understand that my signature indicates only that this incident has been reviewed with me and does not indicate agreement or disagreement with the action taken.

ST. PAUL CATHOLIC CHURCH

Religious Education

Home Study Program Handbook

1755 Harrison Blvd.
Valparaiso, Indiana 4638

Phone- 219-464-8502
Fax- 219-531-6854
Email- stpaulre1755@gmail.com

September 19, 2019

Guidelines for the Home Study Program

The St. Paul Religious Education Department is dedicated to helping those parents that choose to educate their children in the ways of the faith at home. As an alternative to traditional faith formation which involves study in a classroom setting, St. Paul Parish recognizes that some families may have special circumstances that effects their ability to have their child (ren) attend traditional religious education classes in a classroom setting. This may require that this method of catechizing be overridden.

Philosophy

It is the understanding of the St. Paul Religious Education Program that all Religious Education opportunities for children are intended to complement the religious formation done by parents who are the primary educators of their children. St. Paul Religious Education recognizes God's love for us and that we should return that love to God sacramentally and by modeling service to the community and the Church. Supported by the parish community that catechizes by its lifestyle, liturgy, service, and hospitality; children grow spiritually through the formal and informal sharing of God's Word. The goal is to provide the children who are catechized with a real sense of belonging to the community.

Admission

It is the policy of St. Paul Parish that all requests to enter the Home Study program be made in writing to the Director of Religious Education. The Director of Religious Education will review the request and meet with the Pastor or his designee with the recommendation. The Pastor will contact the family usually within a week of his decision. St. Paul Parish Religious Education will provide resources, guidance, and support to make this experience beneficial for everyone.

Program

Those who wish to catechize their children at home are required to contact the Pastor or Director of Religious Education program for approval. Upon the family's request, the process for admission described in the "Admissions" section under the "**Philosophy, Policies, and Procedures**" section of the **Parent Policy Handbook** will be initiated.

Families that enter the St. Paul Home Study program are to register their children through the Religious Education office according to the regulations and policy procedures established by the parish.

Parents/guardians who enter the St. Paul Home Study program will utilize the approved catechetical text and supplementary catechetical resources to catechize their children in at home. Parents/guardians and their children will meet with the Director of Education to review each child's progress of their catechetical efforts

periodically. Currently, the St. Paul Religious Education Program uses “We Believe” published by Sadlier as its texts for grades K- 8.

Fees

The Family and book Fees for St. Paul Home Study program is the same as regular Religious Education classes in a classroom setting. A deposit for the rental of each Catechist manual that parents/guardians need for home study will be assessed. The current fee rates are available in the Religious Education office. Deposits will be refunded when Catechist’s manuals are returned to the St. Paul Religious Education office.

Continuing Education

Parents/guardians are strongly encouraged to attend the Catechist Formation sessions and in-services. Catechist training and in-services are listed in the church bulletin and on the Religious Education website. Call the Religious Education office to register for any session.

Sacraments

The General Directory for Catechesis has this to say about Sacramental preparation:

“Sacramental catechesis ‘is an essentially ecclesial act’ [78] and therefore ‘not an action which can be realized in the community on a private basis or by purely personal initiative’ [219.b]. Sacramental catechesis, therefore, takes place in a parish-based program.”

The proper context for the celebration of the sacraments is the parish community. “Liturgical services are not private functions, but are celebration belonging to the Church, which is the ‘sacrament of unity.’” [Constitution on the Sacred Liturgy #26]

Parents/guardians who are enrolled in the Home Study program together with their children are required to participate in all dimensions of the parish program for sacramental catechesis: catechetical, ritual, service, spiritual (retreats, etc.), and any other requirements for sacramental preparation as determined by the parish.

In addition, children/youth who participate in the Home Study program are to celebrate the sacraments and the immediate preparation for the sacrament in the parish at the time that has been determined for those in the classroom-based program to prepare for the sacrament. Those who choose to catechize their children at home are required to fully participate in all aspects of the parish-based program for sacramental preparation. Specific information regarding Sacramental Preparation can be found in The “Sacrament Preparation Program” section of the Parent Policy Handbook.

Communication With Home and Religious Education Office

After being admitted to the Home Study Program, each family is responsible for obtaining materials specific to the Program. This may include a current Home Study Calendar, Program Information Letter, textbook, and other teaching materials. Families can accomplish this by calling the Religious Education office to schedule a meeting with the director.

Assignments must be completed in a timely manner and either sent by fax or email to the Religious Education office. This information is available on the title page of this handbook. Students are required to complete an assessment when they finish each unit of the text. This should coincide with the schedule of those who attend traditional classes on-site at St. Paul Education Center. Parents must contact the Religious Education office at 219-464-8502 to schedule a time for this assessment to be completed. To help the student be successful in achieving a respectable score on an assessment, parents/guardians will be given the same lesson plan that classroom catechists receive. "We Believe" is composed of four (4) units which contain six (6) chapters within them. Students must complete all four (4) unit assessments in order to be promoted to the next grade level. Only one grade level may be completed during a school year. Failure to complete this process will result in the student needing to repeat the grade level.

Home Study students are encouraged to participate in prayer service; such as the Fall Marian Prayer Service and Posada. It is mandatory that they attend any prayer or liturgical service that students who are enrolled in on-site classes are required to attend. Any corresponding assignments intended to be completed at home must be turned into the RE office as well. An example of this is the "**Lenten Observance Week.**" Further information will be sent home as the time of the event approaches.

The safety of all children who participate in worship, classes, and other activities at St. Paul parish is important. The Church provides educational opportunities for all children at St. Paul through the ***Protecting God's Children*** training. This is offered during the regular on-site classes. Home Study students should complete this training also. All Home Study students are welcome to attend any one of these trainings offered through the RE Program on-site. Parents should contact the director to schedule a time for their student(s) to attend.

HANDBOOKS

Section 9— Religious Education

1. Parent Handbook
2. Home School Policy

Section 12 — Finance Council

1. Financial Council Constitution

Section 13 — Pastoral Council

1. Pastoral Council Constitution

Section 14 — Tuition Assistance

1. Tuition Assistance Policy

Section 17 —St Paul School

1. SPCS Student-Parent Handbook –3 Units

Section 18 — Faculty Handbook

1. SPCS Faculty Handbook

Section 19 — School Advisory Council

1. Constitution

St. Paul Catholic Church
Religious Education
Parent Policy Handbook

Revised– May 2022



1755 West Harrison Blvd.
Valparaiso, IN 46385
Phone: 219-464-8502
Website: www.stpaulre.org
Email: stpaulre1755@gmail.com

The Precepts of the Church

(from CCC, 2041-2043)

1. *You shall attend Mass on Sundays and holy days of obligation and rest from servile labor.*
2. *You shall confess your sins at least once per year.*
3. *You shall receive the sacrament of the Eucharist at least during the Easter season.*
4. *You shall observe the days of fasting and abstinence establishing by the Church.*
5. *You shall help to provide for the needs of the Church.*

Seven Themes of Catholic Social Teaching

1. **Life and dignity of the Human Person-** *As the root of justice is the belief of dignity and the worth of all people. Every person, every life, is precious.*
2. **Call to Family, Community, and Participation-** *The family is sacred and must be supported and strengthened. Much of this strength comes from being an active part of one's community where we can work together for the common good and well-being of all, especially the poor and vulnerable.*
3. **Rights and Responsibilities-** *Each person has a responsibility to help protect for all people the basic rights required for human decency, including the right to life.*
4. **Option for the Poor and Vulnerable-** *The Gospel call of Jesus Christ challenges us to place the needs of the poor and vulnerable first, even before our own comforts and wants.*
5. **The Dignity of Work and the Rights of Workers-** *Every person has the right to work and earn a living. By honoring fair wages, we assist people in being active participants in God's ongoing work of creation through honest and meaningful employment.*
6. **Solidarity-** *As members of a global family, we are all connected by an intricate web of life, whatever our national, racial, ethnic, economic, and ideological differences. This interconnectedness requires us to live together, united as brothers and sisters, in relationships that are marked by peace, love, and reconciliation instead of war, hatred, and mistrust.*
7. **Care for God's Creation-** *Care for God's Creation is a requirement of our faith. We are called to live our faith in relationship with all of God's creation, protecting both people and planet.*

Security Procedure

For security purposes St. Paul Education Center doors are locked during class hours. If you arrive at door #1 (by the flagpole) please press the buzzer and someone will assist you. The arrival and dismissal will only take place through this same door. The doors will be locked at all times. Only children who are enrolled in the Religious Education program will be admitted during class time. Parents who would like to meet with the director may call 219-464-8502 to make an appointment.

RELIGIOUS EDUCATION PROGRAM STAFF

Pastor Rev. Douglas Mayer

Associate Pastor Rev. Roque Meraz

Director Diane Matthys

Administrative Assistant Jennifer Cortesi

RELIGIOUS EDUCATION OFFICE

(Located in St. Paul Education Center)

1755 Harrison Blvd.

Valparaiso, IN 46385

Phone: 219-464-8502

Fax: 219-531-6854

Email: stpaulre1755@gmail.com

Website: www.stpaulre.org

OFFICE HOURS

12:00 noon -8:00 pm **Monday- Wednesday**

8:30 am- 4:30 pm **Thursday**

8:00 am– 12:00 pm: **Saturday**

How to Pray the Rosary (con't)

The Five Joyful Mysteries

To be prayed on Monday & Saturday

1. The Annunciation
2. The Visitation
3. The Birth of Jesus
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

The Five Glorious Mysteries

To be prayed on Wednesday and Sunday

1. The Resurrection
2. The Ascension
3. The Decent of the Holy Spirit
4. The Assumption of Mary into Heaven
5. The Coronation of Mary as Queen of Heaven and Earth

The Five Sorrowful Mysteries

To be prayed on Tuesday & Friday

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

The Five Luminous Mysteries

To be prayed on Thursday

1. Jesus' Baptism in the Jordan
2. The Wedding Feast at Cana
3. The Proclamation of the Kingdom
4. The Transfiguration
5. The Institution of the Eucharist

**during Ordinary Time the Mysteries of the Rosary are prayed as described above*

***during Advent the Joyful Mysteries are prayed on Sunday instead of the Glorious Mysteries*

****during Lent the Sorrowful Mysteries are prayed on Sunday instead of the Glorious Mysteries*

The Pascal Mystery

The Pascal Mystery is the foundation on which our Catholic faith rests. It consists of Jesus Christ's-

- ◆ **Passion (Suffering)**
- ◆ **Death**
- ◆ **Resurrection**
- ◆ **Ascension**

**some theologians would argue that the Life of Christ should be including due to the fact that Jesus' life of teaching gives a us the foundation for living.*

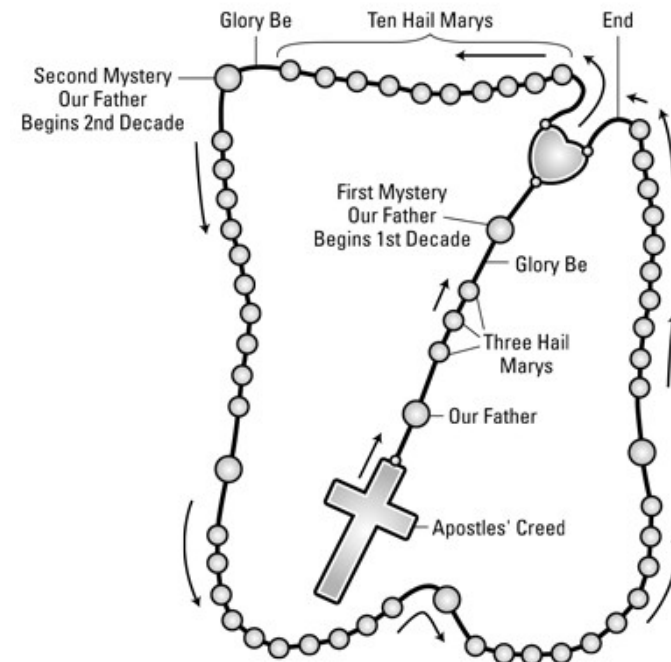
How to Pray the Rosary

A rosary is made up of groups of beads arranged in a circle. It begins with a cross followed by one large bead and three small ones. The next large bead, (just before the medal,) begins the first “decade.” Each decade consists of one large bead followed by ten smaller beads.

Begin the rosary with the Sign of the Cross. Recite the Apostles’ Creed. Then pray one Our Father, three Hail Marys, and one Glory Be.

To pray each decade, say an Our Father on the large bead and a Hail Mary on each of the ten smaller beads. Close each decade by praying the Glory Be. Pray the Hail Holy Queen as the last prayer of the rosary.

The mysteries of the rosary are special events in the lives of Jesus and Mary. As you pray each decade, think of one of the mysteries for that day. The Mysteries of the rosary can be found on the next page.



Common Catholic Prayers

Our Father

*Our Father who art in heaven,
Hallowed be thy name,
Thy kingdom come,
Thy will be done
On earth as it is in heaven.
Give us this day,
Our daily bread
And forgive us our trespasses
As we forgive those
Who trespass against us,
And lead us not into temptation
But deliver us from evil.*

Amen.

Hail Mary

*Hail Mary full of Grace,
the Lord is with thee.
Blessed are thou
among women
and blessed is the fruit
of thy womb Jesus.
Holy Mary Mother of God,
pray for us sinners now and
at the hour of our death.*

Amen.

Glory Be

*Glory be to the Father,
And to the Son,
And to the Holy Spirit.
As it was in the beginning,
Is now, and ever shall be,
World without end.*

Amen.

Act of Contrition

*O my God, I am sorry for my sins
with all my heart.
In choosing to do wrong
and failing to do good,
I have sinned against you whom
I should love above all things.
I firmly intend, with your help,
to do penance,
to sin no more,
and to avoid whatever leads me to sin.
Our Savior Jesus Christ
suffered and died for us.
In his name, my God,
have mercy.*

Apostle's Creed

*I believe in God,
the Father almighty,
Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
he descended into hell;
on the third day he rose again from the
dead;
he ascended into heaven,
and is seated at the right hand of God
the Father almighty;
from there he will come to judge the liv-
ing and the dead.*

*I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.*

Amen.

TABLE OF CONTENTS

Online Information	6
Philosophy, Policy, and Procedure	7
Educational Opportunities	8
Sacrament Preparation	8
Attendance	10
Arrival/Dismissal/Tardy Policy	12
Traffic Procedures	13
Discipline/Expectations	15
Harassment	17
Discipline Process	19
Technology	20
Progress/Grading Procedure	22
Fee Structure	23
Textbooks	24
Emergency Situations	24
Medical Issues	26
Home Study Program	29
Consultative Education Advisory Board	31
Appellate Process Concerning Discipline Procedures	32
Common Catholic Prayers	34

St. Paul Parish Religious Education Mission Statement

The Religious Education program is available to assist parents in presenting the Catholic-Christian faith to their children. The Religious Education program helps students to grow, not only in knowledge of what their faith involves, but also in the practice and celebration of their faith and in relationship with a loving God.

In our teaching, we are cognizant of the developmental nature of faith, and the developmental level of those whom we serve. The Religious Education program is the forum for faith formation of children and adolescents. It provides catechesis for children in Kindergarten through 8th grade. Classes meet in the St. Paul Education Center.

Statement of Purpose

All Religious Education opportunities for children are intended to complement the religious formation done by the parents by recognizing the knowledge of God's love for us, showing how that love can be expressed sacramentally, and modeling service to the community and the church. Supported by a parish community that catechizes by its lifestyle, liturgy, service, and hospitality, children grow spiritually through the formal and informal sharing for God's Word. The goal is to provide the children who are catechized with a real sense of belonging to the community.

Non-Discrimination Policy

St. Paul Religious Education Program does not discriminate against any individual on the basis of race, sex, age, national origin, or physical, mental disability.

Online Information

All information for the Religious Education Department can be found on the Religious Education web site at www.stpaulre.org. The parent handbook, the Religious Education calendar, and sacrament preparation dates are all posted on this site.

All class cancellations will be immediately posted on this site for your convenience.

- The Consultative Education Advisory Board will hear from the director and involved parties as needed. The parents are invited to be present when the director and catechist(s) make their presentation. The student may be brought into the meeting after the presentation by the director and catechist(s). The student will be allowed to give his/her version of the events at this time. The parents will be able to address the Consultative Education Advisory Board after the student.
 - i. The Consultative Education Advisory Board will then have a closed meeting to discuss the matter and make a written recommendation within seven (7) to ten (10) days to all parties involved, including the pastor.
 - ii. The Consultative Education Advisory Board may choose to uphold the director's decision, propose a lessening of its severity, or recommend that the behavior warrants a greater punishment or even expulsion.
 - iii. Should the Consultative Education Advisory Board recommend an alternative way to handle the suspension or expulsion, the new proposal would require the mutual consent of the director and parents. THIS IS SUBJECT TO THE PASTOR'S APPROVAL.
 - iv. Should the Consultative Education Advisory Board uphold the decision of the director, the pastor is asked to notify the parents and director that he accepts the Consultative Education Advisory Board's recommendation.
 - v. The decision will be made by a majority vote.

The Consultative Advisory Board members will be chosen and submitted by the Director of Religious Education for the Pastor's approval.

Members will be appointed to serve on the Consultative Education Advisory Board for three (3) years and they may serve consecutive terms.

The Consultative Education Advisory Board is used for **three primary functions:**

1. Consults with the director and/or pastor on Religious Education program behavior/discipline procedure policy, attendance/absences policy, or retention policy.
2. Addresses grievances or appeals due to behavior/discipline procedure policy, attendance/absences policy, and retention policy decisions regarding children, students, catechist, and/or aides.
3. Periodic review of Parent Policy Handbook, textbooks, and other procedures used by the Religious Education program. Changes will be implemented based on the discussions and findings of the Board.

Appellate Process

The Consultative Advisory Board serves in collaboration with the pastor and director to consider any request for an appeal concerning a decision made relating to the behavior/discipline, attendance/absence, or retention of a student. A description of this function is outlined as follows:

- Parents of a student(s) that is suspended or expelled may appeal the decision of the director through a written request to the Religious Education Department Consultative Education Advisory Board.
- The Consultative Education Advisory Board will then give the notice to the director and the parents of the student advising them when, where, and at what time a meeting will be held to hear the parents' appeal.

Philosophy, Policies, and Procedures

Admissions

Admission to the St. Paul Religious Education Program is open to all families registered in the parish. Exceptions to this policy may be made for those who, with good reason beyond their control, cannot attend the Religious Education Program within their own parish. All requests to attend St. Paul Religious Education by a family not registered at the parish should be submitted in writing to the Director of Religious Education. The Director of Religious Education will review the request and meet with the Pastor or his designee with recommendation. **The Pastor will contact the family within a week of the request.**

Entry into the St. Paul Religious Education Program is accomplished by filling out and returning the necessary forms. Any child(ren) transferring to the St. Paul Religious Education Program is required to obtain and submit **Certificate of Transfer** from the last Religious Education program attend by the child(ren.) This process may, under many circumstances, be completed by contacting the St. Paul Religious Education office at (219) 464-8502. Any child(ren) transferring into the St. Paul Religious Education Program will be required to submit a valid Baptismal Certificate. Students who were baptized at St. Paul Parish in Valparaiso, Indiana are exempt from this due to the fact that this can be obtained from our Parish office by the Religious Education staff.

Any candidate eligible to receive a sacrament that is not a registered member of St. Paul parish but would like to receive it at St. Paul must obtain a letter of permission from their Pastor stating his approval. This letter must be submitted to the Pastor of St. Paul to obtain his approval as well. After this process is complete the candidate will be allowed to receive the sacrament at St. Paul.

A Parent Policy Handbook will be made available to at least one parent, (guardian,) at the time of registration. This handbook provides specific information relating to admission, class offerings, fees, loss of textbooks, arrival /dismissal procedure, attendance/absence/tardiness procedure, sacramental policy, behavioral/discipline policy, weather cancellations, custody policy, reporting of abuse, search and seizure policy, health and safety procedures, communicable diseases, accident/illness procedure, the use of inappropriate language, and food/treat policy.

Parents as Catechists

The Religious Education sessions for children (students) are to complement **not** substitute for the religious formation of our children by parents in their homes. The Religious Education Program offers additional sessions for the preparation of the Sacrament of Reconciliation and the Sacrament of First Eucharist throughout the year. These sessions are for both the child (student) and the parent to attend.

Religious Education Opportunities for Children

Traditional classroom catechesis is offered for children in Kindergarten through grade eight that meet during scheduled sessions on Monday, Tuesday, Wednesday, in the St. Paul School. Classroom sessions will be selected at registration according to availability.

Junior High Students (Grades 7 & 8) classroom scheduled sessions are offered on Monday, Tuesday, and Wednesday evenings in the St. Paul School.

All regularly scheduled classes for grades 1-8 begin the week after Labor Day.

Regular Religious Education Session Times-

St. Paul Religious Education hopes to be responsive to the needs of the families that it serves. Religious Education classes are generally held on Mondays, Tuesdays, and Wednesdays during the regular school year in the afternoon and early evening for children in Kindergarten through 8th grade. Families should choose the time that is best for them. Please check the current registration letter for class sessions being offered this year.

Sacrament Preparation Program

The Bishops have this to say about the requirements for sacramental reception:

“Parents have the right and duty to be intimately involved in preparing their children for First Reconciliation and First Eucharist. Catechesis aims to help parents grow in understanding and appreciation of the sacraments and participate readily in catechizing their children.” (NDC

bulletin and on the Religious Education website. Call the Religious Education office to register for any session.

Sacraments

The General Directory for Catechesis has this to say about Sacramental preparation:

“Sacramental catechesis ‘is an essentially ecclesial act’ [78] and therefore ‘not an action which can be realized in the community on a private basis or by purely personal initiative’ [219.b]. Sacramental catechesis, therefore, takes place in a parish-based program.”

The proper context for the celebration of the sacraments is the parish community. “Liturgical services are not private functions, but are celebration belonging to the Church, which is the ‘sacrament of unity.’” [Constitution on the Sacred Liturgy #26]

Parents/guardians who are enrolled in the Home Study program together with their children are required to participate in all dimensions of the parish program for sacramental catechesis: catechetical, ritual, service, spiritual (retreats, etc.), and any other requirements for sacramental preparation as determined by the parish.

In addition, children/youth who participate in the Home Study program are to celebrate the sacraments and the immediate preparation for the sacrament in the parish at the time that has been determined for those in the classroom-based program to prepare for the sacrament. **Those who choose to catechize their children at home are required to fully participate in all aspects of the parish-based program for sacramental preparation.**

Consultative Education Advisory Board

St. Paul Religious Education has adopted the use of a Consultative Education Advisory Board. This board, (or commission,) is to be comprised of two (2) parents of students enrolled in the St. Paul Religious Education program; one (1) mature adolescent (16- 19 years of age); one (1) elementary catechist; one (1) intermediate catechist; and two (2) parishioners not related to a student enrolled in the program.

Program

Those who wish to catechize their children at home are required to contact the Pastor or Director of Religious Education program for approval. Upon the family's request, the process for admission described in the "Admission" section of this guide will be initiated.

Families that enter the St. Paul Home Study program are to register their children through the Religious Education office according to the regulations and policy procedures established by the parish.

Parents/guardians who enter the St. Paul Home Study program will utilize the approved catechetical text and supplementary catechetical resources to catechize their children in at home. Parents/guardians and their children will meet with the Director of Education to review each child's progress of their catechetical efforts periodically. Currently, the St. Paul Religious Education Program uses "We Believe" published by Sadlier as its texts for grades K- 8.

Students are required to complete an assessment when they finish each unit of the text. This should coincide with the schedule of those who attend traditional classes on-site at St. Paul Education Center. Parents must contact the Religious Education office at 219-464-8502 to schedule a time for this assessment to be completed. To help the student be successful in achieving a respectable score on an assessment, parents/guardians will be given the same lesson plan that classroom catechists receive. "We Believe" is composed of four (4) units which contain six (6) or seven (7) chapter within them. Students must complete all four (4) unit assessments in order to be promoted to the next grade level. Only one grade level may be completed during a school year. Failure to complete this process will result in the student needing to repeat the grade level.

Fees

The Family and book Fees for St. Paul Home Study program is the same as regular Religious Education classes in a classroom setting. A deposit for the rental of each Catechist manual that parents/guardians need for home study will be assessed. The current fee rates are available in the Religious Education office. Deposits will be refunded when Catechist's manuals are returned to the St. Paul Religious Education office.

Continuing Education

Parents/guardians are strongly encouraged to attend the Catechist Formation sessions and in-services. Catechist training and in-services are listed in the church

#122) Requirements for reception of the sacraments are quite basic and upheld by the Pastor.

1. Regular class attendance in one consecutive Religious Education academic year directly prior to the reception of the sacrament is required.
2. Active participation in the Church community, including regular attendance at Sunday Liturgy is mandatory.
3. Attendance at Sacrament preparation sessions leading to reception of the Sacrament are mandatory. Parent(s) are obliged to attend parent meetings as well.

First Reconciliation (confession)- Preparation for the **Sacrament of Reconciliation is to precede First Eucharist** and must be kept **distinct by clear and unhurried separation**. This is to be done so that the specific identity of each sacrament is apparent and so that, before receiving First Eucharist, the child will be familiar with the revised Rite of Reconciliation. Because continuing, life-long conversion is a part of what it means to grow in faith, catechesis for the Sacrament of Reconciliation is ongoing.

Children are formally invited to prepare for this sacrament in Grade 2. Participation in regular Religious Education class the year prior to this is required. Children will attend their regular Religious Education classes and six (6) classes especially designed to prepare for the sacrament. Parents are required to attend three (3) preparation meetings. *Attendance in Religious Education classes after reception is **mandatory**.*

First Eucharist (Communion)- Preparation for the Sacrament of Eucharist is conducted **separately from preparation for the Sacrament of Reconciliation**, since each sacrament deserves its own concentrated preparation. Religious Education for children must always respect the natural disposition, ability, age, and circumstances of individuals.

Children are formally invited to prepare for this sacrament in Grade 3. This is only after the preparation and reception of the Sacrament of Reconciliation the year prior. Children will attend their regular Religious Education classes and eight (8)

classes especially designed to prepare for the sacrament. Parents are required to attend three (3) preparation meetings. Both the children and parent(s) are required to attend the First Eucharist Mini-Retreat as part of their Preparation. Children must attend the rehearsal for First Eucharist usually scheduled the day before the Mass to celebrate the sacrament. **Failure to complete these requirements may result in a delay in receiving the sacrament.** *Attendance in Religious Education class after First Eucharist is **expected**.*

Sacrament Preparation Class Times-

Each class to prepare for a sacrament is offered at two separate times— once on a weekday evening and once on the weekend. This is designed to help families with scheduling. Families choose one (1) of these sessions for each class. First Reconciliation requires that candidates attend six (6) preparation classes and First Eucharist requires eight (8) classes. Candidates must attend all required classes in order to be eligible to receive any sacrament. Please refer to current Sacrament Preparation calendars for dates and times.

Confirmation candidates are formally prepared to celebrate this sacrament by attending formal catechetical classes especially designed for this purpose. High School students are invited to prepare for Confirmation through participation in the Life Teen Program. Students must attend regular Religious Education class the prior year to preparing for the sacrament. *Participation in the life of the Parish is expected after the celebration of Confirmation.*

*****All fees, including amounts that are past due, must be paid in full in order for your child to receive any sacrament.***

Attendance Policy

Students should attend classes on a regular basis. Attendance at **all** classes is extremely important to ensure the proper development of faith formation. All families will receive the current Religious Education calendar at the time of registration. This calendar is also available on the St. Paul Religious Education website at www.stpaulre.org additional copies are available in the RE office.

Home Study Program

The St. Paul Religious Education Department is dedicated to helping those parents that choose to educate their children in the ways of the faith at home. As an alternative to traditional faith formation which involves study in a classroom setting, St. Paul Parish recognizes that some families may have special circumstances that effects their ability to have their child(ren) attend traditional religious education classes in a classroom setting. This may require that this method of catechizing be overridden.

Philosophy

It is the understanding of the St. Paul Religious Education Program that all Religious Education opportunities for children are intended to complement the religious formation done by parents who are the primary educators of their children. St. Paul Religious Education recognizes God's love for us and that we should return that love to God sacramentally and by modeling service to the community and the Church. Supported by the parish community that catechizes by its lifestyle, liturgy, service, and hospitality; children grow spiritually through the formal and informal sharing of God's Word. The goal is to provide the children who are catechized with a real sense of belonging to the community.

Admission

It is the policy of St. Paul Parish that all requests to enter the Home Study program be made in writing to the Director of Religious Education. The Director of Religious Education will review the request and meet with the Pastor or his designee with the recommendation. The Pastor will contact the family usually within a week of his decision. St. Paul Parish Religious Education will provide resources, guidance, and support to make this experience beneficial for everyone. Specific policies relating to Home Study may be found in the Home Study Policy Handbook.

4. Soiled surfaces should be promptly cleaned with a solution containing bleach and rubber gloves should be worn during that process. Disposable materials such as paper towels should be used.
5. All disposable materials, including gloves, should be disposed of in a sealed plastic bag.
6. The use of common water bottles, cups, and towels should be eliminated.
7. When possible, self-treatment of injuries and illness should be encouraged.
8. First Aid materials are available in the Religious Education Program Office.

Religious Education Instructors

Given the importance of the youth, it is our belief that the youth be provided the best possible faith formation experience. This requires that the St. Paul Director of Religious Education be properly trained and dedicated to providing the best possible faith formation experience. It is the policy of St. Paul that the Director of Religious Education be trained to the standards required by the Diocese of Gary.

St. Paul relies on a volunteer staff and recognizes the instructional talent found within St. Paul Parish. Given the commitment of St. Paul Parish to provide the best possible faith formation training, it is the policy of St. Paul Parish that all Religious Education instructors, instructional aides, volunteers, and any other staff member whose duties may be associated duties that involve significant contact with the youth of the parish be Virtus trained and have a current background check on file in accordance Diocesan policy. Appropriate training must be completed and certification obtained prior to any child related event.

Parents are required to notify the Religious Education office when their child will not be in attendance at any given class session. This can be accomplished by calling 219-464-8502 or by email at stpaulre1755@gmail.com. In the event that our office is not staffed, a voice mail may be left when calling by telephone. By cooperating in this policy, an absence will be marked as “excused” on the student’s permanent record. Students who have not made this type of communication with the RE office will be called about their absence. If we do not hear from the family of a student not in attendance during any given class session, that student will be marked as an “unexcused” absence on their permanent record.

Absence Policy

Because classes are held only once a week, it is most essential that students be present for each and every class. Each lesson builds upon the previous one and a session missed is an experience lost; it can be difficult to make up. Excessive and unexcused absences will be reviewed. **The Religious Education Consultative Advisory Board reserves the right to review a student’s readiness for advancement to the next grade level.**

Please refer to the Religious Education Calendar for class schedules.

Grades 1 - 8

Grades 1-6 have a total of 27 classroom sessions. Each student must attend at least, **22 classes** to be eligible for promotion*.

Grades 7 & 8 have a total of 27 classroom sessions. Each student must attend, at least, **22 classes** each year to be eligible to be promoted to the **Life Teen program***.

* Exceptions are made for students who did not attend public school that day and are able to submit a doctor’s excuse to the Religious Education office.

Family emergencies such as funeral/wake of a family member, lack of transportation, (temporary,) and required school functions that would affect the students grade(s) are taken into consideration.

**** If attendance is lacking, sacraments can be delayed until the candidate has completed the required period of faith formation. Sacramental reception may also be delayed if it is deemed that the candidate needs further time to grow in faith and understanding.**

Arrival/ Dismissal/ Tardy Policy

Arrival

Parents may drop their children off via carline **no sooner than 15 minutes before** the start of any class session. Children should be dropped off at Door #1, (which is closest to the east parking lot,) of the Education Center. **Please be sure that there is an attendant at the door and that classes are in session before you leave.** Class dates for attendance can be found on the St. Paul Religious Education Class calendar. Children gather quietly in the foyer inside the front doors and are dismissed to their classrooms when their catechist is ready for class. **No student may enter a classroom before their catechist.**

Late Arrivals– (Tardy)

Children who arrive more than 15 minutes late for class will be considered **“tardy”** and are required to report to the Religious Education Office to obtain a **“Late Arrival Slip”** which is to be given to the child’s catechist. This helps us to know with certainty that a child is not in attendance and that the phone number on file in the RE office should be called to check on the status of the child’s absence. Adherence to this policy helps to ensure that parents are not needlessly alarmed by a phone call if the child is actually in attendance.

Early Dismissals

Parents requesting to pick their child up from classes early should submit a signed note to the staff in the RE office stating the time and reason for the early-dismissal in advance. **This should be done at least 20 minutes before the beginning of class.** An “Early Dismissal” slip will be issued to the student so that the catechist is aware of the parent’s request and so that the child may be sent to the office at the proper time. Keep in mind that the Parent/Child formational session will take place during the last 25 minutes of each class which is not an optimal time for pick-up. Parents should check in at the Religious Education office when they wish to visit their child’s classroom for early dismissal or any other purpose. This helps us to comply with

Communicable Disease Policy

Contagious Illnesses and other conditions such as head lice, pink eye, (conjunctivitis,) require that infected students be excluded from the classroom until symptoms are no longer present. A doctor’s release will be required to re-enter class.

Accident or Illness Procedure

Should a student become ill or injured during class time, a parent will be notified. If it is impossible to reach the parent, guardian, or the person listed on the emergency form, the family doctor or emergency unit will be called. It is essential that the Religious Education Program office have current emergency number to use if the parent or guardian cannot be reached.

Supplies for handling accidents that involve blood and bodily fluids are available in the Catechist and aide bin. Universal health and safety precautions should be used to ensure increased safety when handling blood or bodily fluids. The Office of Religious Education at the Archdiocese of Chicago, lists eight standard procedures of safety involving blood and bodily fluids. The Office of Religious Education at the Archdiocese of Chicago lists eight standard procedures of safety involving blood and bodily fluids. These universal health and safety precautions will be followed in the event of an emergency.

The following are standard Universal Health and Safety precautions for handling accidents which involve blood and bodily fluids:

1. Bodily fluids should not be touched. Disposable rubber gloves are available in all catechist and aide bins. All catechetical staff who clean up blood and bodily fluid spills should wear protective gloves.
2. To prevent the spread of disease, all catechetical staff should routinely wash their hands using soap and water. Disposable paper towels are available.
3. Open lesions on participants and staff should be covered if possible.

Custody Policy

The Religious Education Program Staff presumes that in the case of a divorce or separation that both parents have access to the child(ren), unless one parent can provide a court order stating otherwise.

Abuse Procedure

All Religious Education Program Staff are required to read and become familiar with the Sexual Abuse Policy of the Diocese of Gary. It is a Federal, State, and Local law that educational facilities report to the proper authorities any case of possible child abuse whether it is physical, mental, or emotional. In compliance with this law and the right of the student, the staff at St. Paul Religious Education will carry out this procedure.

Search and Seizure Policy

The Religious Education Staff has the right to search a student's person and/or property if reasonable cause exists in the presence of another adult. Any use of cell phones during class (calling, texting, or picture taking) is strictly prohibited and will result in the seizure of the cell phone. Cell phones are to be left at home or turned off when the student enters the building.

Medical Issues

Medication Policy

The Religious Education Program Staff will not dispense any medication to any student. If a student requires medication during class, the parent must come to class and dispense the medication.

Food Allergies

The Religious Education office staff must be notified of any and all food allergies as soon as possible. Catechists and aides will then be notified. Because we share classroom space with St. Paul Catholic School, we must be mindful that children enrolled in the school may also have food allergies. Therefore, **food may not be distributed in any classroom without first notifying and receiving permission from the director.**

Safe Environment Practices put forth by the governing body of the Church. **Children will not be dismissed directly from any classroom.**

***** For the safety the children, the inner door of the double doors are locked at all times. Anyone who needs to enter the building during this time should ring the doorbell located on the wall to the left of the doors. An attendant in the Religious Education office will assist you.***

Traffic Procedures

Arrival- children may be dropped off at door #1 of the Education Center no more than 10 minutes before the beginning of class. **The doors are locked at all times, please be sure that there is an attendant at the door. Keep in mind that classes may be cancelled shortly before they begin due to weather, power outages, and other such emergencies.** Please consult the RE Class Calendar frequently! You will be notified of any cancellations at the "weather Cancellation" phone number that you provided at registration and via email at the email address on file in our office. Cancellations will also be posted on our website www.stpaulre.org on the homepage.

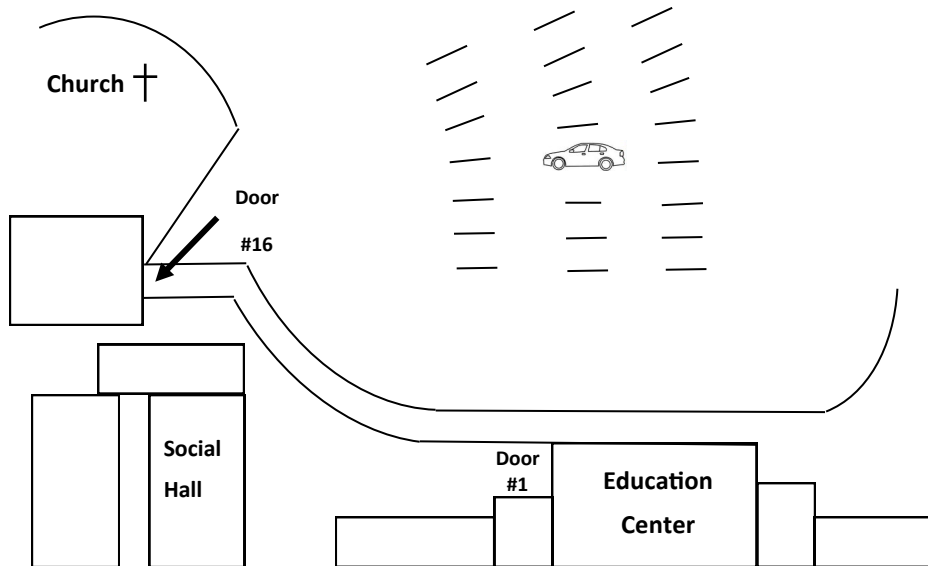
Dismissal-

A Parent/Child formational session will take place at the end of most classes. The exception being days in which Mass or other notable events is being offered. Parents should find a place to park in the east parking lot of the church campus, located directly in front of the St. Paul Education Center, and enter the church through door # 16. Catechists will walk their students to the church narthex 25 minutes before class ends. Parents will meet with their child(ren) and proceed into church to find a seat. The duration of the gathering is approximately 15-20 minutes. At the conclusion of the Parent/Child session, parents should exit the church through door #16. **Students who do not have an adult attending the Parent/Child session with them will not be escorted to the entrance door of the Education Center as they have been in the past for "carline."** **Parents must enter the church to pick up their children from Religious Education.** A diagram illustrating this procedure can be found on the reverse side of this document.

A diagram of this process can be found on the next page.

St. Paul Education Center

Harrison Blvd.



Fire

All children and teachers will exit the building in an orderly fashion and go to their designated spot as indicated on your exit map. Wait for the all clear from the director or her representative before reentering the building.

Tornado

All children and teachers exit the classroom in an orderly fashion and line up as indicated on your exit map. All students sit on the floor, away from glass, put their head down on their knees, covering their heads with their hands. **Students are not permitted to talk.** Wait until you hear the “ALL CLEAR” tone over the speakers before returning to your classrooms.

Code Red– Lockdown

In the event that an intruder has entered or is looking to enter the building, all catechists and aides must be made aware of the intrusion and proceed accordingly. All inside and outside doors will be locked. The light should be turned off and children should be moved to a location inside the classroom that prevents them from being seen from either outside or inside the building. **The children are to remain silent and wait for the “All Clear” tone.**

Bomb Threat or Other Non–Fire Situation– Code Blue

An announcement will come over the public address system alerting staff to implement a Blue Code Evacuation in the event of a bomb threat. Catechists are instructed to evacuate their students to a place that is safe.

Earth Quake

In the event of an earthquake, students are to seek shelter under desks or another sturdy piece of furniture and wait until all tremors have stopped.

Religious Education Texts

It is the policy of St. Paul Parish to utilize an approved Religious Education text. Texts will be chosen from the list of texts approved by the United States Conference of Catholic Bishops.

Religious Education texts utilized by St. Paul Parish will be reviewed by the Director of Religious Education and the Consultative Education Advisory Board every three (3) years. Recommendations for a change in in text books should be submitted to the Pastor for approval after input is the solicited from the Education Commission.

Replacement textbooks are available upon request. A fee will be assessed for each textbook distributed for any reason. Requests for additional texts should be **made to the Director**.

Emergency Situation Procedures

Weather Cancellations

Religious Education classes will be cancelled any day that the Valparaiso Community Schools cancels or dismisses class early. Information about class cancellations will be available on the RE website www.stpaulre.org. Families will also be notified by phone and at the email that you provided at the time of registration. Families are responsible for making sure that all contact information on file in the Religious Education office is up to date.

In the event that a Severe Weather alert has been issued for our area during class time, the director will advise catechists and aides of the alert. All occupants of the building will be required to remain indoors and the proper evacuation procedure will be implemented. All classes should prepare for a rare but possible early dismissal for inclement weather.

Evacuation Drills

Evacuation drills are conducted in the fall of each Religious Education session. The prescribed routes and procedures for evacuations is posted in a conspicuous place in each classroom. These procedures are reviewed periodically.

Discipline/Expectations- A Call to Discipleship

"I give you a new commandment: love one another. As I have loved you, so you should love one another. This is how all will know that you are my disciples, if you have love for one another."

John 13: 34-35

St. Paul Religious Education sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting freely without external motivation. Growing in discipleship encourages students to make life-long choices to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and self-esteem. The Ten Commandments are the foundation from which Christian living is derived. Our discipline policy guides students to be **respectful, responsible, and to live as a disciple of Christ in accordance with God's Commandments**.

Consequences or correction is used when students have difficulty maintaining appropriate behavior. They hold students responsible for actions and allow them to learn from experiences. Knowing that the goal of discipleship is to turn our focus toward Christ, we recognize that misbehavior is an opportunity to turn a poor choice into an experience of growth through the use of reflection, response, restitution, and reconciliation. Ultimately, the outcome of any disciplinary action should be a resolution of the problem and reconciliation between the parties involved.

Infractions are violations of the expectations that St. Paul Religious Education has for its students. They are not consequences for inappropriate behavior. Infractions are categorized according to their severity. They are used to identify and name inappropriate behavior so that the process of resolution and reconciliation may begin.

Level 1 Infractions- handled by classroom catechist

- Irreverence
- Gum/candy in classroom
- Inappropriate hallway behavior
- Talking out of place
- Writing/passing notes
- Interfering with the learning of others
- Lack of self-control
- Not following directions
- Defiance
- Inappropriate behavior at dismissal
- Unkind or non-Christian language or action
- Any other inappropriate behavior (verbal or non-verbal) considered to be inappropriate by the Religious Education program

Level 2 Infractions- handled by the classroom catechist and the director

- Disruption to the classroom environment
- Inappropriate or disrespectful behavior (verbal or non-verbal) towards peers and adults
- Abusive or profane language
- Conspiracy: encouraging, assisting, or covering up another student's inappropriate behavior
- Inappropriate physical contact
- Use of cell phones during class time to send or receive calls or text messages, access to the internet, take photographs or access any other application of which the phone is capable, and use of cell phones in the restroom anytime while on campus, (unless approved by a catechist)
- Use or possession of any electronic devices including but not limited to: eReaders, iPods, gaming devices, etc.
- Thoughtless acts that could endanger one's self or others (poking, using projectiles, walking on furniture, pushing, shoving, etc.)
- Vandalism that does not have a permanent damaging effect or does not create an excessive mess (which may include but is not limited to throwing objects or unauthorized writing in a textbook)
- Being in an area of the campus without permission
- Lying
- Any other conduct (verbal or non-verbal) considered to be unacceptable by the Religious Education program

Fees-

Families are asked to support the St. Paul Religious Education Program financially through the assessment of fees as follows:

Family Fee- paid by each family participating in the program.

Book Fee- for each book issued to each student.

Sacrament Preparation Fee- for each book issued each student.

Additional Textbook- for each textbook requested.

***current fee rates are available in the Religious Education office.*

The Family Fee which is paid each year by families includes catechist materials such as manuals, professional publications, and formational in-services; as well as, supplies for use in the classroom. The Book Fee covers student textbooks for regular Religious Education classes.

There will be an additional fee for the second and any subsequent class change after the second week of classes.

Fees are configured at the time of registration and may be subject to change. Payments are made at the time of registration. Families who may need additional time to pay should contact the Religious Education office to make arrangements pay through regular payments submitted throughout the school year. All payments must be received by May 1st of the current Religious Education School year. Families should contact the Director for financial assistance. *No student or family is denied enrollment into the St. Paul Religious Education Program based on their ability to pay fees. All children and families are welcome! Our goal is to offer a continuing experience of Church and Jesus to all children.*

Use of the Property

Classrooms used for Religious Education classes are used by students in St. Paul Catholic School during daytime hours. **Religious Education students must respect property of St. Paul Catholic School and the personal property of the educators and students of the School.** *Parents will be responsible for any problems in this regard.*

Progress Reports

Progress Reports are mailed to the homes of all Religious Education students two (2) times per school year. The first will be mailed in February and the second in May. This report will contain not only faith-formation progress made by students but also behavior observed by the catechist, both positive and otherwise, while the student attends Religious Education class. Parents with questions or concerns should contact the Director of Religious Education at 219-464-8502 to schedule a meeting to discuss any matters of concern.

Grading Policy

Students will be required to achieve a passing average in order to be promoted to the next grade level. Students will have the opportunity to retake the quiz or test before class without penalty as a means of raising their grade point average. If students do not achieve a passing average of at least 60% they will be retained.

The Saint Paul Religious Education Grading Scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59% And Below

If a student has not attended a prior Religious Education Program, the student must test out of each grade level he/she did not attend in order to be admitted to their current grade level.

Level 3 Infractions- these are automatic office referrals that may include the pastor

- Stealing, cheating, plagiarism
- Physically or emotionally injuring another person
- Fighting
- Leaving classroom or campus without permission
- Harassment
- Defiance shown to any staff member after reasonable request has been made
- Vandalism that has a permanent effect, creates an excessive mess, or is unacceptable in nature
- Creation or distribution of sexually explicit material and/or pornographic images in any form or media
- Behavior that would endanger one's self or others at program functions or off campus
- Violation of the Technology Acceptable Use Policy to include text/images in any form or media
- Any other conduct (verbal or non-verbal) deemed of a serious nature and/or that dishonors or defames the reputation of the St. Paul Religious Education program

Harassment

St. Paul Religious Education considers harassment, including bullying, a severe infraction. As a result, any reports or claims of harassment brought to the attention of catechists or administration will be explored. A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion may be taken against a student who engages in any type of harassment..

Harassment includes, but is not limited to, the following behaviors:

1. Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms—physical, verbal, relational, etc.

2. Cyber-bullying is defined as the use of the internet, cell phone, or other electronic devices used to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to:
 - Sending cruel instant messages or threatening emails
 - Sending mean, repeated cell phone text messages
 - Creating websites for the purpose of mocking students or program personnel
 - Posting humiliating or digitally modified images of students or program personnel
 - Forwarding private photos or videos to others
 - Pretending to be someone else by using their online profile
3. Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others
3. Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical, or visual conduct of a sexual nature.
4. Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.
5. Retaliation or intimidation for having reported harassment or for assisting the program in investigations is strictly prohibited and will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report it to program personnel directly and immediately. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the program handles the report by working through the guidelines contained in the Conduct/Behavior Policy section of this handbook.

****Discipline will follow the guidelines outlined in the Discipline Process section of this handbook.**

- **Illegal Copying/Downloading-** Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage while using program equipment, connectivity, or while on the school campus. Students should not work or intrude into another person's files. The download/upload of any material in violation of US, State, Board, Diocesan, St. Paul Catholic School, or Religious Education program policy is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material or material protected by a trade secret. Accessing or downloading games and music from the internet is prohibited unless directed by a catechist.
- **Inappropriate Material or Language-** No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the behavior identified as acceptable by the Religious Education program. Use of technological resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send, or access materials or images that you would not want your catechists or parents to see. Should students encounter such material by accident, they should report it to their catechist immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or other people is prohibited.

****Discipline will follow the guidelines outlined in the Discipline Process section of this handbook.**

Technology and Telecommunications- Digital Discipline

Use of electronic devices during Religious Education classes including, but not limited to: cell phones, MP3 players, laptops, tablets, or other personal devices is prohibited unless under the direction of a catechist. If student are given permission to use electronic devices the following rules apply:

- **Electronic Communication and Social Media-** Whether occurring within or outside of school, a student's use of electronic communication that jeopardizes the safe environment of the school or is contrary to Gospel values may be subject to the full range of disciplinary consequences including expulsion. This policy applies to all forms of electronic communications or depictions whether they occur through the program's equipment or connectivity resources or through private communication.
- **Personal Safety and Personal Privacy-** Students will not post personal contact information about themselves or others including full names, addresses, telephone numbers, school addresses, etc. This information may not be provided to an individual, organization, or company. Technology should not be used to harm others or their work. Students should respect the rights of others and not trespass in another person's folders, file, or work.
- **Social Networking-** Accessing social networking websites, blogs, video sites (e.g. Facebook, YouTube, Instagram, Twitter, etc. except those used for educational purposes) is off-limits while on school property. The use of circumventors to get around school network security is prohibited.

Discipline Process

St. Paul has been blessed with a community of caring responsible young people. In addition, our Catechists respond to their baptismal call to serve as an educator of the young people of the parish. Cooperative and courteous behavior is expected of all students at all times. Minor discipline problems will be handled directly by the catechist. Any **consistent disruptive behavior and/or use of inappropriate language will not be tolerated.** In the event that the Religious Education department experiences a consistent and significant problem concerning student behavior the following actions will be taken:

- The **First Time** the student will be brought to the attention of the Program director, who will discuss the situation with the student. If the problem is of a serious nature, the parent(s) will be contacted to arrange a meeting between the parent(s) and the director to resolve the problem.
- The **Second Time** the student is sent to the Religious Education office and the parent(s) of the student will be called.
- The **Third Time** the director parents will contact the parents and the student will not be allowed to return to class for that class session. A meeting between the director, the parent(s), the student will be arranged to resolve the situation before the student will be permitted to return to class. An example of a resolution may be for the parent to sit in on their child's class.
- The **Fourth Time** the student is sent to the Religious Education office and the Pastor will be consulted to determine if the student is should be taught at home through the Home Study program, suspended, or expelled.

FINANCE COUNCIL

ARTICLE I - PURPOSE AND FUNCTION

Section 1. The Finance Council shall be the instrument through which a representative body of the People of God (namely Saint Paul Parish), in a relationship of shared responsibility with the Pastor, enables the parish to practice sound financial management and comply with a diverse array of legal and regulatory requirements, including those pertaining to canon law. The Finance Council, together with the Pastoral Council, shall provide the leadership and oversight necessary to ensure that accurate monetary records are kept and the organization's financial resources are utilized in furtherance of its religious mission.

Section 2. The Finance Council shall strive to fulfill its purpose by:

- a. Working with the Pastor and Pastoral Council
- b. Preparing an annual budget, with input from the Pastoral Council and Commissions
- c. Providing internal oversight over financial resources and accounts
- d. Overseeing compliance with federal, state, canonical and diocesan laws
- e. Being responsible for their own operations, orientation, education, training and development

ARTICLE II – MEMBERSHIP

Section 1. Every person who is a fully initiated practicing Catholic over age 21 and registered as a member of Saint Paul Parish (who is **not** a parish employee) shall be eligible to serve as a member of the Finance Council.

Section 2. The Pastor or his designee shall be a member of the Finance Council.

Section 3. There shall be seven (7) parish members serving on the Finance Council, with the addition of a secretary. The Pastor shall appoint those serving on the Finance Council. The Pastoral Council may submit candidates for consideration to the Finance Council as terms of office expire, or as positions become open.

ARTICLE III – SELECTION AND TERMS OF OFFICE

Section 1. The Pastor shall appoint three or four new members (not to exceed seven members in total) to the Finance Council every three years, unless the Pastor exercises his prerogative to renew an individual's service for a second three-year term.

Section 2. Finance Council terms for all selected members will be for three (3) years. Members shall be able to serve two consecutive terms. After one year of absence they may serve again for a three (3) year term. The recorder is exempt from term limits and is not considered part of the seven members of the finance Council.

Section 3. In the event there is a vacancy with an unexpired term of more than six months, the Finance Council shall recommend a replacement to the pastor. By consensus the replacement shall be discerned. If the unexpired term is less than six months, it shall remain unfilled until the next regularly term of service begins. The Chairperson shall recommend to the Pastor to remove members that fail to attend three meetings per year.

ARTICLE IV – OFFICERS

Section 1. The Finance Council is presided over by the pastor or his designee. At the first meeting of the fiscal year, the pastor shall through consensus select a Chairperson and Co-Chairperson from the membership. Together with the pastor the Agenda shall be constituted. Sub committees shall serve with the approval of the pastor.

Section II – The Chair person shall have the following duties

- a. To meet with the Pastor to set agenda
- b. To have oversight of the Annual Budget process with the Pastor
- c. To facilitate working with the Pastor and the Parish Council
- d. To work with the Pastor on facilitating the CSA campaign
- e. To facilitate the work of the sub-committee of the Finance Council

Section III – The Co-Chairperson shall have the following duties

- a. To work with the Pastor in the absence of the Chair
- b. To assist the Chairperson in overseeing the budget process
- c. To assist the Pastor in the audit processes
- d. To assist the Pastor in responding to suspected financial impropriety
- e. To succeed the Chairperson in case of resignation or disqualification

Section IV – The Pastor presides at the Finance Council by:

- a. By making certain that the resources of the community are used for the mission of the church as established in the goal and objectives set by the

- Pastoral Council and confirmed through the budget process with the Finance Council
- b. By enabling the Finance Council to exercise proper stewardship of the financial resources of the community
 - c. Assisting the formation of the agenda
 - d. Participating in dialogue that leads to sound fiscal policy
 - e. Serving as chief administrative officer of the parish
 - f. Executing the policies of the diocese and following the canon law with regard to the administration of the goods of the parish

SAINT PAUL PARISH PASTORAL COUNCIL CONSTITUTION

ARTICLE I. PURPOSE AND FUNCTION

Section 1. The Parish Pastoral Council shall be the instrument through which a representative body of the People of God (Saint Paul Parish), in a relationship of shared responsibility with the Pastor, enables the parish to experience itself as a community of faith called to proclaim the Good News of God's Kingdom present among us.

Section 2. The Parish Pastoral Council shall strive to fulfill its purpose by:

- a. acting as a liaison between the Pastor and his parishioners
- b. discerning the personal, material and spiritual needs of the parish as well as how to deal with them
- c. displaying leadership within the parish
- d. encouraging and motivating parishioners to become more involved in parish life
- e. helping to foster an atmosphere conducive to worship and fellowship within the parish
- f. taking an active interest in the lives of the parish, diocese, local community and universal Church

ARTICLE II. MEMBERSHIP

Section 1. Every person who is a fully initiated practicing Catholic over the age of 16 (and is a registered member of Saint Paul Parish) shall be eligible to serve as a member of the Parish Pastoral Council.

Section 2. The Pastor and/or Associate Pastor or Deacon shall be members of the Parish Pastoral Council.

Section 3. The Parish Pastoral Council shall also include twelve (12) members who are nominated at large by the parishioners according to the nomination policy of Article III.

ARTICLE III. NOMINATIONS/SELECTIONS AND TERMS OF OFFICE

Section 1. Nominations to the Parish Pastoral Council shall be held annually. Four (4) new members shall be selected at that time through discernment/lots.

Section 2. The term of office of all selected members to the Parish Pastoral Council shall be three (3) years. Members shall be replaced on a staggered basis (4 members per year). A member may serve no more than two consecutive terms. Members may accept a nomination after a one year absence.

Section 3. In the event of a vacancy with an unexpired term of more than six (6) months, the Parish Pastoral Council shall discern through consensus who among those not selected by lot in the previous selection process will be asked to serve out the remaining term. If the unexpired term is less than six (6) months, the vacancy shall remain unfilled until the next regularly scheduled selection process. Details may be found in Article VIII.

ARTICLE IV. OFFICERS

Section 1. The Parish Pastoral Council shall be presided over by the Pastor or his delegate. At the first meeting of the Council following the selection process, members shall elect a Chairperson and Co-Chairperson from their own membership. The Chairperson shall be selected through process of consensus from among those members who are currently serving in at least their second year of service on the Council. A Co-Chairperson shall be selected by the same process from among any of the remaining members. These officers, together with the Pastor, shall constitute the Agenda Committee.

Section 2. The Chairperson shall have the following duties:

- a. convening and chairing all meetings of the Council
- b. overseeing all activities of the Council
- c. convening the Agenda Committee in order to prepare Council's meeting agenda
- d. convening the Council when special assistance or decisions are required on parish business

Section 3. The Co-Chairperson shall have the following duties:

- a. chairing meetings in the absence of the Chairperson
- b. assisting the Chairperson in overseeing the Council's activities
- c. succeeding the Chairperson in case of resignation or disqualification

Section 4. The Pastor shall preside over the Parish Pastoral Council by:

- a. making certain that the Council's concerns reflect the Church's entire mission
- b. enabling the Council to build a community of faith and trust among its members, and ensuring that they have adequate training
- c. assisting in formulating the Council agenda
- d. participating in dialogue that leads to formulation of policy
- e. serving as chief administrative officer of the parish
- f. executing the policies formulated by the Council

ARTICLE V. COMMISSIONS

Section 1. The Parish Pastoral Council shall be assisted in its duties by parish committees, boards and organizations which are categorized within five (5) Commissions:*

- a. education
- b. parish life
- c. spirituality/worship
- d. social justice concerns
- e. stewardship and administration

Section 2. A Parish Pastoral Council member shall serve as a liaison to each parish Commission.

Section 3. Within each Commission, committees shall be established to assist in accomplishing the objectives for each area.

Section 4. Committees, boards and organizations within a particular Commission shall determine their specific objectives in accord with the goals and directives of the Parish Pastoral Council and diocesan policy-making bodies.

Section 5. A brief summary report (scheduled in advance) shall be submitted to the Council on the activities and proposals of committees, boards and organizations by the Commission Chair or representative on an as-needed basis.

Section 6. Special *ad hoc* committees may be established from time to time to meet specific objectives by agreement of Council membership. Such committees will be established as defined by the Council.

ARTICLE VI. MEETINGS

- Section 1.** Regular meetings of the Parish Pastoral Council shall be held monthly.
- Section 2.** Other meetings of the Council may be called by the Chairperson upon written or verbal notice being given to all members at least 48 hours prior to the date of the meeting.
- Section 3.** Council meetings shall be open to all members of the parish.
- Section 4.** If a member of the Parish Pastoral Council misses three (3) meetings during the "Pastoral Council term year", it shall result in an automatic dismissal (unless such absences were determined by the Chair to be excused).

ARTICLE VII. DECISION-MAKING

- Section 1.** The decision-making process of the Parish Pastoral Council shall be by consensus.
- Section 2.** A minimum of two thirds (67%) attendance of Council members shall be required for a quorum.
- Section 3.** The Pastor shall "ratify" the decisions and actions of the Council by his participation in all discussions which are leading toward a consensus. He should express his reservations or cautions during the evolution of the discussion and not after a consensus has been reached. The Pastor's role is to assure that decisions adhere to the following criteria:
- a. faith or morals
 - b. general Church law
 - c. diocesan policy as established by the Bishop and duly recognized boards and commissions with which he shares responsibility
 - d. pastoral and administrative needs of the parishioners
 - e. general good order of the parish

ARTICLE VIII. MEMBERSHIP DISCERNMENT

- Section 1.** Membership on the Council is a ministry. Thus, members shall serve the needs of the community, be accountable to that community, and be in the public eye and public spirit of that community. Members are as the New Testament defines Ministers – a service offered in genuine love for the common good in the name of the Lord.
- Section 2.** Two (2) months prior to Council selections, the Council Chairperson, in consultation with the Pastor, shall appoint a Nomination Committee.



1755 W. Harrison Boulevard
Valparaiso, Indiana
(219) 462-3374
Fax: (219) 477-1763

2023-2024
STUDENT/PARENT HANDBOOK

Reverend Doug Mayer, Pastor
pastor@saintpaulvalpo.org

Reverend Roque Meraz, Pastor
rmeraz@saintpaulvalpo.org

Mrs. Lisa Hughes, Principal
lhughes@stpaulvalpo.org



STUDENT-PARENT HANDBOOK

Table of Contents

Welcome – pg. 4
Highlights – pg 5
Expectations – pg 5
Staff Directory – pg 6
Office Hours – pg 7
Daily Schedule pg 7
Telephone Directory pg 7
History of Saint Paul Catholic School pg. 7
Mission Statement pg 8
Philosophy Statement pg 8
Our Faith pg 8 - 9
Absence – pg 10-11
Absence During the School Day – pg 11
Academic Assistance – pg 12
Academic Information – pgs 12 - 14
Academic Probation – pg 14
Accreditation – pg 14
Admission Policy – pg 14 - 15
Allergy Policy – pg 15
Animals – pg 16
Athletics – pgs 16-18
Attendance – pg 18
Birthday Observances - pg 18
Buckley Amendment – pg 18
Bullying and Cyberbullying – pgs 18 - 19
Care of Property – pg. 19 - 20
Child Abuse Laws – pg 20
Classroom Parties – pg 20
Closings – pg 20
Code of Conduct – pgs 21 - 22
Communication – pgs 22 - 23
Computer Acceptable Use Policy – pg 23
Conferences/Addressing Concerns – pgs 23 - 24
Crisis Plan – pg 24
Discipline – pgs 24-28
Dress Code – pgs 28-33
E-Learning Days—pg 33
Emergency Drills – pgs 33
Field Trips – pgs 33 - 34
Grading Scale – pg 34
Homework – pg 35
Honors/Awards – pgs 35-36
Illness and Injury During School Hours – pg 36
Library – pg 36
Lockers – pgs 36 - 37
Lost and Found – pg 37
Lunch – pg 37
Medications – pgs 37-38
Parent Volunteer Responsibilities – pg 38
Parents as Partners – pgs 38-39
Parents' Role in Education – pg 40
Party Invitation/Rides – pg 40



Promotion and Retention Policy – pg 40
Recess – pg 41
Registration – pg 41-43
Report Cards and Progress Reports – pg 43
Safety Compliance – pg 43-44
School Advisory Council – pg 44
Scouting – pg 44
Service Projects – pg 44
Sexting – pg 44
Smoking – pg 45
Spirit Wear—pg 45
Social Media – pg 45
Student Directory – pg 45
Student Records – pg 45
Tardy Policy – pgs 45-46
Transportation – pgs 46-48
Tuition Policy-pgs 48-49
Visitors – pg 49



WELCOME TO SAINT PAUL CATHOLIC SCHOOL!

We are happy that you have chosen to become a member of our school family. May your 2023 – 2024 school year be a memorable one, blessed with growth in faith, knowledge, and love.

THE PURPOSE OF THIS HANDBOOK

The Saint Paul Catholic School Parent/Student Handbook is part of the agreement between you and Saint Paul Catholic School and is used to answer any questions you may have regarding the general philosophy of our school, as well as to acquaint you with the policies, rules, and procedures that will be followed. Please read this handbook and familiarize yourself and your children with the information it contains. At the beginning of the academic year, you will be asked to sign an agreement form that indicates that you have read and promise to abide by the policies and procedures stated in the handbook. Please complete these forms and return them to school in a timely manner. Interpretation of all rules and regulations are subject to the discretion of the school administration. Please note that all items in **red** reflect a change/addition to last year's handbook.

This handbook provides valuable information and is used to answer any questions you may have regarding the general philosophy of our school, as well as to acquaint you with the policies, rules, and procedures that will be followed. The regulations cited are general guidelines and are not all-inclusive. Each teacher will provide additional information regarding policies, rules, and procedures specific to their grade level. Read all materials thoroughly and reference them throughout the year as needed. We hope this handbook will promote understanding, cooperation, and a spirit of support within the Saint Paul Catholic School family. Please consult the handbook prior to calling the school with a question. You may find the answer right here.

The Principal and Pastor retain the right to amend this handbook for just cause at any time throughout the school year. Please keep any notification of changes with this handbook for easy reference.

Please read the handbook carefully prior to signing, as there are some changes.

COVID Statement:

Saint Paul Catholic School will be mask optional for the 2023 – 2024 school year, subject to Porter County or State of Indiana mask mandates. Saint Paul Catholic School will follow the Indiana Department of Health recommendations regarding quarantine and / or isolation of students and staff. Current protocols require all individuals who test positive for COVID-19 to isolate for 5 days and wear a mask when in school through day 10 after symptoms begin. By signing off on this Handbook, each family understands that Saint Paul Catholic School will do everything in its power to provide a quality Catholic education in the safest manner possible using reasonable protocols and policies.



HIGHLIGHTS

- Saint Paul Catholic School is a 2022 National Blue Ribbon School. Accredited by the State of Indiana and Cogna, we offer grades Preschool through eight.
- The SPCS mascot is a panther.
- The school colors are blue and gold.
- In addition to religion classes, students attend Mass twice each school week.
- Saint Paul Catholic School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of my brothers, you do unto Me." (Matthew 25:40) In view of this philosophy, we have developed a school-wide code of conduct.
- Grades six, seven, and eight are organized in a middle school concept with students changing classes.
- Some of the middle school classes are divided into smaller sections for certain subjects.
- Students in grades six, seven, and eight have lockers.
- Grades K-5 have aides in the classroom.
- Licensed/certified teachers instruct in the core academic subjects and other subjects such as computers and physical education.
- An enrichment teacher works with individual or small groups of students.
- The school is a state-of-the-art facility with current computers in the Computer Lab where class is led by a Computer Technology instructor.
- CYO sports, Scouting programs, chess club, and the children's church choir are available.
- In conjunction with the Valparaiso Community Schools, SPCS offers a hot lunch program, bus service, speech service, band, and orchestra.
- Traditionally SPCS students score well above the state averages on the ILEARN tests and comparably to the local community schools.
- RenWeb is our online grade book and staff/parent communication system.
- The Panther Post is our weekly newsletter.
- The school website is <www.stpaulvalpo.org>.
- The Student Family Program groups students in cross-grade-level "families" which meet monthly and are led by an eighth grade "parent" and are under the supervision of a staff member. Group activities include prayer services, parties, and service projects. This program fosters leadership and mentoring skills; cooperation; and cross-grade-level friendships — and it is fun!

Expectations

Saint Paul Catholic School assumes that all students will come to school with a serious intention to learn and expects them to be responsible for such. Students are expected to listen attentively to their instructors, follow directions carefully, participate in class discussion, and complete classroom and homework assignments on time. Parents will be kept informed as to whether or not their child is fulfilling these academic expectations. Those students who fail to put forth academic effort will be subject to expulsion or refused enrollment for the following school year.



STAFF DIRECTORY

<p>Pre-K Baillie Edwards, BA Rhonda Waters</p> <p>Debbi Czaplá, BS, MS Vanessa Pentangelo Kim Kaye</p> <p>Kindergarten Donna Shane, BA Kelly Meyer Sandy Lentini</p> <p>1st Sarah Lindsey, BS Kathy Olson, BS Allison Garrett</p> <p>2nd Pam Rowley, BS Kelsey Starkey</p> <p>3rd Faith Huss, BS Joni O'Shea</p> <p>4th Julia Fugger, BS Margaret Hruskocý BS</p> <p>5th Nycóle West, BS Michelle Lekarczyk, CB</p>	<p>6th Grade Homeroom/Social Studies/Religion Kate Bogan, BS</p> <p>7th Grade Homeroom/Science Christina Merriman, BS</p> <p>8th Grade Homeroom/Math Libbie Gilliland, BS</p> <p>Middle School Language Arts Debbie Cubberley, BS, MS Denise Gilliland</p>	<p>Art Sarah Rowe, BA</p> <p>Media Specialist Doreen Rokosz, BS</p> <p>Spanish Marina Cherry</p> <p>Physical Education Lisa Hargarten, BS, MS</p> <p>Enrichment Gayle Bakota, BA</p> <p>Test Coordinator Janet Korzow, BS, MS</p>
--	--	---

Additional Staff

Secretary	Melissa Czekaj, BS
Bookkeeper	Diane Kepa, BS
Secretary/TRIP Coordinator	Ann Marie Delinsky
Marketing Director	Amanda Bookholt, BA
Athletic Director	Ray Tarnow, BA
Food Service Director	Lauren Karl
Maintenance Director	Mike Kloss
Director of Religious Education	Diane Matthys



OFFICE HOURS

Monday – Friday 7:15 am - 3:15 pm

DAILY SCHEDULE

Outside doors open 7:30 am Arrival in the classroom 7:30 am - 7:45 am
School starts 7:45 am Mass starts 8:00 am Dismissal 2:40 pm

TELEPHONE DIRECTORY

Saint Paul Catholic School Office (219) 462-3374

School Fax Number (219) 477-1763

Saint Paul Catholic Church Office (219) 464-4831

Religious Education Center (219) 464-8502

Bus Transportation Office (219) 531-3120

HISTORY OF SAINT PAUL CATHOLIC SCHOOL

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

In 1988 the last two nuns left the school. Saint Paul Catholic School remains blessed with dedicated priests whose preaching, teaching, presence, and leadership in the school community have enhanced the students' spiritual development and connection to the Church. Due to the strong support of parents, school advisory council members, parishioners, and a dedicated staff, we offer over 225 students a faith-centered academic curriculum.

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

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

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



MISSION STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

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

PHILOSOPHY STATEMENT

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

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

OUR FAITH

Altar Servers

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

Liturgy

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

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

Religion Classes/Activities and Sacraments

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



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

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

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

Mass Schedule

Tuesday	Grades 5-8	8:00
Wednesday	Grades K-4	8:00
Friday	All School	8:00



ABSENCE

Students absences must be called in before 8:30 a.m. on each day the child will be absent. The parent/guardian will be called if a student is not reported absent. RenWeb messages regarding absences will not be accepted, unless it is an e-Learning Day absence.

Students are not to be sent to school ill (i.e. temperature above normal). Temperature must be within normal limits (97.6F - 99.8F) without the use of fever-reducing medicines for 24 hours before returning to school. Students must not be in school if they are vomiting, have diarrhea, a rash of undetermined origin. Students must also be free from vomiting, diarrhea, and rash for 24 hours prior to returning to school. Students who are sent home during the school day due to illness may not participate in after school activities and will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

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

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

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

Make-up Work during Absence—make-up work will only be sent home when a child has a prolonged illness (3 or more days). Students who are absent with a short-term illness (1 or 2 days) will obtain the work they missed when they return to school and have one (1) day for each day ill in which to make up their work and turn it into their teacher(s) without penalty. After this time, late work policies apply. **The one exception to this rule is for scheduled exams or tests where the review was already given to the student before he / she was absent.** Students must make arrangements with teacher(s) to make up tests and quizzes after school or during specials. Make-up testing may not be administered during class time, especially with older students and may require before school or after school times for the testing to take place. Students may not be allowed to participate in sports or other school activities until their classwork is made up.

It is the student's responsibility to request assignments upon returning to class. Middle school students should check Google Classroom.

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



Two Types of Absences:

- **Excused**- absence due to illness or injury; absence due to a death in the family; absence arranged in advance with the parent and the principal; Absence due to an unusual or emergency nature which is approved by the principal.
- **Unexcused**-absences due to an out of school suspension or expulsion; planned vacations or trips that fall outside of the school calendar's vacation times

ABSENCE DUE TO VACATION

Requests for absence from school for vacations are strongly discouraged. Indiana State Law requires a child to be in attendance at school while it is in session except for emergencies. Saint Paul Catholic School's attendance rate, a legal standard to maintain school accreditation, depends on students being in attendance for the full school year. Parents who insist on taking a child out of school for non-emergency reasons are responsible for the impact that this absence may have on the child's academic grades. Parents must notify both the school office and the teachers about the vacation at least one week in advance of the leave. Parents must ALSO complete an Absence/Vacation Notification Form. Absence/Vacation notification forms are available in the office. These forms must be completed and returned to the school one-week (7 calendar days) prior to leaving on vacation. Principal's approval does not constitute an excused absence. Students whose parents do not complete the form will be given an unexcused absence and will not be permitted to make up work. It is the policy of the school that:

1. No assignments will be given in advance for students leaving for non-emergency reasons.
2. Upon returning from a vacation which is not at the end of an academic grading period, students will be given one day for every day absent to complete and submit all missed assignments and to take all tests/quizzes.
3. If a vacation falls at the end of an academic grading period, the student must make up any missed homework, tests, or quizzes after school.
4. It is the parents', rather than the school's responsibility, to initiate and receive all non-emergency vacation communication.

In accordance with Indiana State law, students absent for more than twenty days during the school term, without a physician's documentation, may be retained. One day for make-up work is allowed for each day of absence.

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

ABSENCE DURING THE SCHOOL DAY

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

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



ACADEMIC ASSISTANCE

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

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

ACADEMIC INFORMATION

Saint Paul Catholic School is fully accredited by the State of Indiana and Cognia Accreditation and follows the state and diocesan curriculum for all grade levels. The curriculum will be created in accordance with the guidelines of the Diocese of Gary and the State of Indiana.

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

Religion

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

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

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

Computer Literacy

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

Fine Arts

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

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

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

Foreign Language

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



Handwriting

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

Language Arts

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

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

Mathematics

Mathematics skills and Algebra I.

Physical Education

Physical fitness programs appropriate for each grade.

Science

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

Social Studies

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

Middle School Honors Math and Science

Saint Paul Catholic School's middle school honors program is designed to meet the needs of students who require additional challenges in the areas of math and science at the middle school level. Students should be self-motivated, participate actively in class, produce quality work consistently, complete nightly homework and long-term projects, and demonstrate a strong desire to be challenged by advanced course content.

Student placement after completing 6th grade is based on the following criteria: 1. High ability functioning as indicated through grades and effort (they can do the work) 2. Rating of "Above Proficiency" on state Math, ELA, and Science I-Learn tests. 3. NWEA Math percentile score of 90 or higher. 4. It is clear cut that their ability and knowledge exceeds the standards of norm for their grade level. (They need additional challenges above the norm) 4. Teacher recommendation

Contest Participation

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

Standardized Testing

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

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

- ILEARN in grades 3-8



- IREAD in grade 3
- NWEA in grades K-8

Summer Reading and Skills Books

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

ACADEMIC PROBATION

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

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

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

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

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

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

ACCREDITATION

Saint Paul Catholic School is duly-accredited through the State of Indiana and Cognia. It is also a 2022 National Blue Ribbon School, is repeatedly recognized as a 4-Star School, and has an A state rating.

ADMISSION POLICY

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



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

1. Returning students and their siblings
2. Members of Saint Paul Parish
3. Members of other parishes of the Diocese of Gary
4. Non-Catholic students

Students entering Prekindergarten must be 4 years of age by August 1st, those entering kindergarten must be 5 years of age by August 1st. Students will be conditionally accepted into kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test. Pre 3's and Pre 4's must be 3 or 4 by August 1 and fully potty trained.

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

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

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

For additional information, see Registration.

ALLERGY POLICY

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

1. **Asthma Medication**
Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school office is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.
2. **Record Keeping**
At the beginning of each school year, or when a child joins Saint Paul Catholic School, parents are asked to submit a child's medical record. From this information, the school keeps its asthma/allergy register which is available for all school staff. If medication changes in between times, parents are required to inform the school office in writing.
3. **The School Environment**
The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in Art and Science lessons that are potential triggers for children with asthma/allergies.
4. **Food Allergy Policy**
Saint Paul Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In



order to minimize the incidence of life-threatening allergic reactions, Saint Paul Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

5. Classrooms

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

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

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

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

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

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

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

ANIMALS

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

ATHLETICS

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

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

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

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

Basketball	Boys teams for Grades 5 - 8	Fall
	Girls teams for Grades 5 - 8	Winter
Volleyball	Girls teams for Grades 5 - 8	Fall



Cross Country	Boys teams for Grades 5 - 8	Spring
Track	Coed team for Grades 5 - 8	Fall
Soccer	Coed team for Grades 5 - 8	Spring
	Coed teams for Grades 5 - 8	Fall

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

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

Sports Scheduling Conflict Policy

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

Unsportsmanlike Conduct

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

A player will not

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

Spectators, coaches, or players will not

- Disrespectfully address an official
- Attempt to influence an official’s decision
- Use profane or inappropriate language or obscene gestures
- Disrespectfully address or bait an opponent
- Incite undesirable crowd reactions
- Object to an official’s or coach’s decision by rising from the bench or using gestures
- Display any other unchristian behavior before, during, or after the game

Suspension Determinants

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

Home Games

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



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

ATTENDANCE

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

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

BIRTHDAY OBSERVANCES

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

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

BUCKLEY AMENDMENT

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

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

BULLYING AND CYBERBULLYING

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



form may be addressed at school, regardless of where it takes place, when the situation interferes with or threatens school discipline or safety, or is detrimental to the reputation of the school, other students, or staff members. (See section on Discipline for further explanation.)

CARE OF PROPERTY

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

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

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

Chromebook and Book Care

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

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

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

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

Book Bags & Instrument Cases

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

Valuables

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

Cell phones

Once a student is on school grounds, all cell phones must be turned off. If a student needs to make a phone call after school, they are to go to the school office to do so. Phones may not be used for taking pictures, text messaging, game playing, Internet use, math calculations, or email access while students are at school. Students may never keep phones on their person during the school day. For emergency messages to parents during the school day, students will consult with school personnel first and use the school office phone.



Prohibited Items in School

Electronic items, including but not limited to cell phones, iPods, iPads, Smart Watches, Kindles, MP3 players, sound activated devices, radios, recording devices, laser pointers or electronic games etc., may not be brought to school premises or onto buses unless authorized by the principal. Students with unauthorized equipment will have those things confiscated and kept in the office until the end of the school day or longer. The equipment will be returned to the parents.

Students must not bring any weapons or look-alike weapons to school or display them on any virtual platform (including email or videos) that could cause a disruption to the school environment. Possession of, or a display of, these items will likely result in disciplinary action, including the possibility of expulsion. WEAPONS such as knives of any kind: plastic, rubber, Swiss Army, traditional; handguns of any kind, including: plastic, "toy," paintball, BB, or water – as well as those not specifically mentioned; and any other item used as a weapon could result in disciplinary action including detention, suspension, or expulsion from Saint Paul Catholic School.

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

CHILD ABUSE LAWS

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

CLASSROOM PARTIES

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

CLOSINGS AND DELAYED STARTS

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

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

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

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

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

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



CODE OF CONDUCT / BEHAVIOR

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

Respect yourself and others.

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

Be honest.

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

Remember that we are all God's children.

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

Find peaceful solutions.

Problems with relationships will inevitably occur. We trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner.

Be polite and kind to others.

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

Always do your best.

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

Play fair and cooperate.

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

Character Pledge

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

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

Classroom Behavior

All students deserve the right to an environment conducive to learning. No student has the right to interrupt either the teacher's instruction or the education process of the other students in the class and to be disrespectful to either the teacher or another student. Therefore, students are to abide by the general rules of order established for the classroom by their teacher. Failure to do so will result in an appropriate consequence, such as a detention, a Student/Principal Conference, a Student/ Principal/Parent Conference, suspension or expulsion.



THE CODE OF BEHAVIOR FOR ALL STUDENTS, TEACHERS, AND PARENTS AT SAINT PAUL CATHOLIC SCHOOL:

- Treat people and property with respect
- Be polite, friendly and helpful toward others
- Value others' time and needs
- Be dependable and responsible
- Address concerns at the appropriate level
- Be pure in thoughts, words and actions
- Be honest and trustworthy

Expectations

Saint Paul Catholic School expects each student to behave in a courteous, honest, and respectful manner to teachers, fellow students, staff, and visitors to our building. Furthermore, these same expectations will be carried into the community and at home as each Saint Paul student is a representative of the school. Disciplinary cases will be dealt with on an individual basis and could include the involvement of professionals such as child psychologists, law enforcement, school safety specialists, counselors, or others as deemed appropriate. All decisions will be made with children's best interest in mind. Generally, classroom teachers will handle disciplinary matters as they occur in a way they feel is effective for their particular grade. Each teacher will provide parents and students with a copy of their classroom rules and regulations early in the school year. When students fail to respond to warnings given by the teacher to correct their behavior, consequences will be assigned appropriate to the offense. In some instances, detention time may be given. Parents will be notified at least two days in advance that their child will be serving detention and will be responsible for providing transportation for their child. Students will not be excused from detention for any reason. Failure to report to detention without prior notice from the parent will result in an in-class suspension. In the event of illness, the detention must be made up the following week or an in-school suspension will result. Students who have served three detentions in a quarter are informing the school that they have not accepted the rules and policies set forth by Saint Paul Catholic School. These pupils will be required to attend a conference with the principal, teacher and their parents to discuss the terms of continued school attendance.

COMMUNICATION

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

Emergency Communication

Official school-wide emergency communications are sent using the RenWeb phone/texting system.

RenWeb

RenWeb is our electronic message system. It is the primary way receive immediate communication from the school. It is also the method to monitor student academic progress, disciplinary concerns, and financial obligations. Messages to all school staff may not be answered immediately, but will be responded to in a timely manner. As with all messaging systems, politeness, courtesy, and professionalism are paramount. The Golden Rule applies to all messages, whether to school staff or to other parents.

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



Message/Telephone Usage

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

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

The Panther Post

The Panther Post, our weekly e-letter, is sent via RenWeb. All articles for The Panther Post must be submitted to the Marketing Director by Monday morning for consideration for publication in the same week's issue. Items may be emailed to marketing@stpaulvalpo.org.

White Envelope

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

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

COMPUTER ACCEPTABLE USE POLICY

Access to the school computers and the school network is given to students who attend our school for their responsible use. Often the teachers will guide and direct students to retrieve information from the Internet for research. At school, students are limited to access sites in the context of the assignment. **All students, teachers, and staff are required to comply with the policies outlined by the school for the use of school issued computers both at school and at home. This includes the use of the Internet in school and in school-related assignments and activities. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty, or staff of Saint Paul Catholic School may request that a student's use of any school computer equipment be denied if a student fails to follow school policy regarding Chromebook use.** The computer network and Internet use policies are outlined in an Acceptable Use Agreement. A copy of this policy and the student-parent agreements are located in the Appendix of the handbook. All students and their parents are required to sign the agreement and a copy of the agreement is kept on file for the calendar year. Student websites referencing the name Saint Paul Catholic School or any member of the SPCS community should reflect Christian values. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer privileges and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. (See appendix for our Acceptable Use Policy.)

CONFERENCES/ADDRESSING CONCERNS

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



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

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

Appointments

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

Parental Redress

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

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

CRISIS PLAN

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

1. Saint Paul Catholic Church
2. Off Campus

DISCIPLINE

Discipline is the student's ability to manage him/herself within the limits set by school policies and procedures with respect for self and others so that goals may be accomplished. Parents or guardians and teachers share equally the responsibility for discipline. Acceptable behavior provides a climate where Christian community can be experienced and a positive attitude toward life can grow. Each student who follows the Code of Conduct, as well as all the school's policies and procedures, is well disciplined. At school, discipline is primarily handled by the classroom teacher, but each staff member has the right and duty to correct any student of any grade level. Unacceptable behavior deprives others of the right to a happy learning situation in school. If students do not respond positively to reasonable attempts of correcting and modifying their behavior, parents will be notified and appropriate disciplinary measures will be taken. Generally, the procedure is as follows:



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

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

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

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

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

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

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

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

Detention

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

Suspension

In-School Suspension

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



Out-of-School Suspension

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

Expulsion

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

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

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

Off-Campus Behavior

What happens outside of school sometimes carries over and affects the school environment. The administration of Saint Paul Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Conflict Resolution - Incidents of harassment should be brought to the attention of the teacher and building principal. They will explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The principal works with students to resolve conflicts on the school level. If the principal determines a need, parents will be contacted and brought into the process.

Referral to Administration - If a second incident of harassment is reported to the teacher and building principal, the process in level I is followed. Parents are contacted for a conference and written acknowledgement is provided to parents noting further consequences should the behavior continue.

Consultation with Pastor and/or Catholic Schools Office - If a third incident of harassment is reported, administration investigates the situation and consults with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or expulsion.

Students are reminded that they are never to engage in an action that is harmful to the safety of others, such as running in the hallways, pushing or shoving, pulling chairs from under people, etc. "We were only playing" will not be accepted as an excuse for violating this safety policy and avoiding corrective consequences.

Attending Saint Paul Catholic School is a privilege and not a right, administration and staff exercise professional judgement and discretion to address each situation fairly and consistently. However, when interventions have been implemented and unacceptable behavior continues, it may be necessary to remove a student from Saint Paul Catholic School in order to preserve school values, climate, and/or safety. Prayerful support as well as practical help will be offered to families in moving the student to another school.



HARASSMENT

Saint Paul Catholic School considers harassment, including bullying, as a severe infraction. As a result, any reports or claims of harassment brought to the attention of teachers or administration will be explored. A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment.

Harassment includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.

- Cyber-bullying is defined as the use of the internet, cell phone or other electronic devices to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- sending cruel instant messaging or threatening emails
- sending mean, repeated cell phone text messages
- creating websites for the purpose of mocking students or school personnel
- posting humiliating or digitally modified images of students or school personnel
- forwarding private photos or videos to others
- pretending to be someone else by using their online screen

- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others.

- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.

- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

SEARCH AND SEIZURE

Saint Paul Catholic School strives to provide an environment for students and staff that is free of drugs, weapons, or any other item or substance that may impair or impact the school's ability to implement policies, procedures, and/or programs. The school is co-tenant of individual student lockers and desks. Without prior notification of students or parents, upon cause deemed reasonable by administration, the administrator or a representative of the administrator, may conduct a search and inspection of any area of the school and all personal effects, lockers, baggage, and/or other student property. The administrator or representative of the administrator may seize and retain any illegal or unauthorized item discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities.

SMOKING - Saint Paul Catholic School prohibits smoking in all school and church facilities as well as grounds of the school and church.

POSSESSION OR USE OF CONTROLLED SUBSTANCES - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. If a student is suspected of using illegal or unauthorized drugs, the administration may request that parents/guardians have the student tested at the family's expense. If warranted, a sobriety test may be used to determine if a student has consumed alcohol. A student is subject to removal from class which may result in suspension, expulsion or referral for prosecution if he/she:

- Possesses, uses, sells or dispenses illegal drugs or narcotics including hard or soft drugs, alcohol, inhalers, marijuana, or other controlled substances



- Acts under the influence of an illegal drug or other controlled substance
 - Misuses or overdoses on prescription or over-the-counter medication
- Upon discovery of a drug-related situation, the administration reports the incident to the pastor and superintendent, and notifies the parents/guardians requesting an immediate conference.

Prayerful support will be offered along with the recommendation for evaluation and possible treatment for the student. In the spirit of justice, redemption, restitution, and reconciliation the student may be allowed to return to school under the care of a licensed counselor/therapist upon completing a drug treatment program. The school promotes the choice of a safe and drug-free life.

Per Indiana Code 20-20-40 it is required that the following statement be added to our handbook: As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint or seclusion, the parents or guardian will be informed when any of these actions have incurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint or seclusion.

DRESS CODE

Student uniforms, worn by all students in **Grades K-8** at Saint Paul Catholic School are a sign of the Saint Paul Catholic Educational Community. We are PROUD of our students and our educational community. The dress code is in effect from the first day of school to the last day of the school year. The principal reserves the right to determine modifications of the dress code and the judgement of all hairstyles.

NOTE: All uniform items are available exclusively at Dennis Uniform's website. (dennisuniform.com) Our School code is GSPSH.

GIRLS' UNIFORMS Grades K-8 (Only purchase at Dennis Uniforms)	
Tops	Bottoms
<p><u>K-2</u></p> <ul style="list-style-type: none"> • White Short Sleeve Pique Polo to wear under uniform jumper • White Long Sleeve Pique Polo to wear under uniform jumper <p><u>K-8</u></p> <ul style="list-style-type: none"> • Royal Short Sleeve Pique Polo with School Logo • Royal Long Sleeve Pique Polo with School Logo <p><u>K-8 Optional for additional warmth:</u></p> <ul style="list-style-type: none"> • Oxford Quarter Zip Pullover Sweatshirt with School Logo • Long Sleeve V-Neck Button Cardigan • Pullover Sweatshirt with School Logo <p>NOTE: A uniform polo shirt should always be worn underneath a sweatshirt or quarter zip</p>	<p><u>K-2</u></p> <ul style="list-style-type: none"> • Mayfair Plaid Box Pleated Jumper → Dark Navy Uniform Bike Shorts must be worn under jumper • Khaki Irvington Flat Front Walk Short → <i>Only allowed April 1- October 31</i> • Khaki Irvington Flat Front Dress Pant • Black Belt → <i>MUST be worn with shorts and pants</i> <p><u>3-4</u></p> <ul style="list-style-type: none"> • Mayfair Plaid Box Pleated Jumper • Mayfair Plaid Stitched Down Kick Pleated Skirt with Side Zipper → Dark Navy Uniform Bike Shorts must be
Shoes	



<ul style="list-style-type: none"> • Navy, Black, or Brown dress shoes • Athletic shoes are permitted. <ul style="list-style-type: none"> ○ Primary shoe colors: White, black, navy, royal blue, or gray. ○ Logos like Nike, Adidas, Vans, etc. are acceptable ○ No fluorescent or wild patterns ○ No high-top or light-up shoes • No Boots like ankle boots or UGGs 	<p>worn under jumper or skirt</p> <ul style="list-style-type: none"> • Khaki Irvington Flat Front Walk Short → <i>Only allowed April 1- October 31</i> • Khaki Irvington Flat Front Dress Pant • Black Belt → <i>MUST be worn with shorts and pants</i> <p>5-8</p> <ul style="list-style-type: none"> • Mayfair Plaid Stitched Down Kick Pleated Skirt with Side Zipper → Dark Navy Uniform Bike Shorts must be worn under skirt • Khaki Irvington Flat Front Walk Short → <i>Only allowed April 1- October 31</i> • Khaki Irvington Flat Front Dress Pant • Black Belt → <i>MUST be worn with shorts and pants</i>
Other	
<ul style="list-style-type: none"> • Solid white, navy, or black crew socks. <ul style="list-style-type: none"> ○ Socks should be 1" above the ankle so they are covering the ankle. ○ No leggings or footless tights. • White or Navy knee high socks are also acceptable • White or Navy blue tights can be worn under jumpers or skirt • Simple crucifix, medal on a chain or plain chain is acceptable • Watches, small bracelets and small rings are acceptable • Small stud earrings are acceptable (one piercing per ear). No dangling earrings are allowed. • Undershirts should be white and not visible under the uniform polo shirt. 	

BOYS' UNIFORMS Grades K-8 (Only purchase at Dennis Uniforms)	
Tops	Bottoms
<ul style="list-style-type: none"> • Royal Short Sleeve Pique Polo with School Logo Optional for additional warmth: <ul style="list-style-type: none"> ○ Long Sleeve Pique Polo with School Logo ○ Navy V-Neck Front Cardigan w/ School Logo ○ Oxford Quarter Zip Pullover Sweatshirt with School Logo <p>NOTE: A uniform polo shirt should always be worn underneath a sweatshirt or quarter zip</p>	<ul style="list-style-type: none"> • Khaki Irvington Flat Front Walk Short → <i>Only allowed April 1- October 31</i> • Khaki Irvington Flat Front Dress Pant • Black Belt → <i>MUST be worn with shorts and pants</i>
Shoes	Other



<ul style="list-style-type: none"> ● Navy, Black, or Brown dress shoes ● Athletic shoes are permitted. <ul style="list-style-type: none"> ○ Primary shoe colors: White, black, navy, royal blue, or gray. ○ Logos like Nike, Adidas, Vans, etc. are acceptable. ○ No fluorescent or wild patterns ○ No high-top or light-up shoes 	<ul style="list-style-type: none"> ● White, navy, or black crew socks. <ul style="list-style-type: none"> ○ Socks should be 1” above the ankle so they are covering the ankle. ● Simple crucifix, medal on a chain or plain chain is acceptable ● Watches are allowed ● Undershirts should be white and not visible under the uniform polo shirt.
--	---

<h2 style="margin: 0;">P.E. UNIFORMS</h2>	Grades K-8
---	------------

P.E. uniforms should be worn on gym days only. The P.E. uniforms can be worn all day on gym days. Students in grades 6-8 can change from their school uniform into their gym uniform and back again. Gym locker rooms will be available for changing, but no clothing will be stored nor gym lockers issued for the 2021-2022 school year.

The only part of the gym uniform acceptable on non-gym days is the royal classic crew pullover sweatshirt shown to the right →

This can be worn with any of the girl’s or boy’s uniforms if the student would like an extra layer for warmth. If this sweatshirt is worn, a uniform shirt needs to be worn underneath.

Gym uniforms are a requirement for gym class.



Girls (K-8)	Boys (K-8)
<ul style="list-style-type: none"> ● Royal Micro Mesh Gym Short with School Logo ● Royal Pull On Sweat Pant with Jogger Bottom with School Logo ● Oxford Grey Active T-Shirt with School Logo ● Optional: Royal Classic Crew Gusset Front Neck Pullover Sweatshirt with School Logo 	<ul style="list-style-type: none"> ● Royal Micro Mesh Gym Short with School Logo ● Royal Pull On Sweat Pant with Jogger Bottom with School Logo ● Oxford Grey Active T-Shirt with School Logo ● Optional: Royal Classic Crew Gusset Front Neck Pullover Sweatshirt with School Logo



DRESS ALTERNATIVE DAYS

SPIRIT WEAR DAYS (last day of each month)	DRESS DOWN DAYS (first Monday of each month)
<p>On scheduled Spirit Wear Days, students are expected to wear either their regular school uniform, or they may choose to wear a Saint Paul Catholic School/ Panther Spirit Wear Top with their uniform bottoms.</p> <p>SPIRIT WEAR INCLUDES:</p> <ul style="list-style-type: none"> • Sweatshirts/Hoodies • Polos • T-Shirts <p>Spiritwear items must have the Saint Paul Catholic School logo or school mascot</p> <p>Uniform bottoms must always be worn on Spirit Wear days</p> <p>** NOTE: Only if Spirit Wear Day falls on a student's scheduled P.E. day, then, uniform P.E. bottoms may be worn with the Spirit Wear Top all day, including gym class.</p>	<p>The following guidelines apply to scheduled Dress Down Days as well as days when a student chooses to use a N.U.T. card.</p> <p>PANTS:</p> <ul style="list-style-type: none"> • Blue/Black Jeans • Cargo Pants • Athletic Pants <p>***No ripped, frayed, or jeans with holes can be worn. No jeggings, leggings, or ultra-skinny jeans. (NO skin tight clothing of any kind)</p> <p>SHORTS:</p> <ul style="list-style-type: none"> • Shorts with an inseam of 6" or greater • No athletic shorts are allowed <p>SKIRTS/DRESSES:</p> <ul style="list-style-type: none"> • Skirts and dress length must be no shorter than 3" above the crease line at the back of the knee <p>TOPS:</p> <ul style="list-style-type: none"> • Saint Paul Catholic School Spirit Wear Items • Casual T-Shirts, Sweatshirts, or Hoodies <p>***No Spaghetti straps, tank tops, exposed midriffs, tube tops, etc.</p> <p>SHOES:</p> <ul style="list-style-type: none"> • Shoes with out of uniform colors are allowed on this day • Boots like ankle boots or UGGs are allowed this day • High Top gym shoes are allowed on this day • Socks are required

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

It is the parents'/guardians' responsibility to purchase clothing that complies with the dress code regulations. **If uncertain about the appropriateness of an outfit, parents should contact the principal before the outfit is worn to school.** **Students who wear clothing that does not comply with the dress code will lose the privilege to dress down on the next dress down day.** It is also the parents' responsibility to check their children before they leave for school to make sure they are well-groomed and neatly dressed in appropriate school clothing and have appropriate P.E. clothes/shoes when necessary. The dress code will be strictly enforced. Staff members will check every child's uniform periodically — daily if necessary.



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

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

Spirit Wear

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

Footwear

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

Cosmetics, Toiletries, and Jewelry

- No make-up is to be worn at school.
- No make-up, nail polish, perfume, or hair spray should be brought to, or applied, at school.
- No scented hand sanitizer or lotion should be brought to, or applied, at school.
- No body decorations are allowed. Tattoos or drawings of any kind are not allowed.
- Jewelry may consist of a watch, a simple religious necklace, and/or earrings. These must be appropriate for the school setting and should not be a distraction to the educational process.
- Earrings are only allowed for female students. All earrings must be worn on the lobe.

Hair

- Bangs should not be in student's eyes.
- Boy's hair length in back should be above the shirt collar.
- No extreme hair styles are allowed. This includes but is not limited to: stripes, shaved sides, mohawks, faux hawks, spiked hair, etc. Since fad hairstyles change rapidly, this policy statement includes fads of today and in the future.



- Girl's hair accessories should be of moderate size in proportion to the age of the child. Headbands should be worn over the top of the head, not across the forehead.
- No recoloring, highlighting, streaking, etc. of hair is permitted. Student's hair should remain its natural hair color.
- The administration will determine the acceptability of any questionable haircut, hairstyle, or hair accessory.

Consequences of Dress Code Infractions

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

E-LEARNING DAYS

The purpose of holding E-Learning Day in the case of inclement weather is to provide the students with continuity of learning throughout the school week without disruption due to weather emergencies. Not only does this provide a seamless learning continuum throughout the winter months, but also it provides for maximum learning opportunities for students. E-Learning days will also be used for professional development for the faculty. These special days can be used as half days or whole days. Preplanned, non-weather related E-Learning Days will be included on our school calendar. Instructions for these days are sent home at the beginning of the school year and are available through the school's website.

EMERGENCY DRILLS

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

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

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

Tornado drills are held periodically. The procedures are:

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

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

FIELD TRIPS

Field trips are a privilege, not a right. Students may not participate in field trips unless an official school permission form is signed by parent/guardian and returned by the assigned date. Permission by way of telephone or with an unofficial signed note is unacceptable. Students have deadlines for returning the



permission slip and money for trips. A student may not be able to go on a trip if this deadline is not met. The teacher can deny a student the privilege of participation in an activity outside the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior or academic performance, **including missing assignments**.

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

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

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

GRADING SCALE

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

A+	100%
A	94-99%
A-	93%
B+	92%
B	86-91%
B-	85%

C+	84%
C	76-83
C-	75%
D+	74%
D	71-73%
D-	70%

69% and below results in a letter grade of F.

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

Kindergarten will use the following scale:

4 = Exceeding Expectations

3 = Meeting Expectations

2 = Progressing to Expectations

1 = Not Meeting Expectations

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

4 = Outstanding

3 = Satisfactory

2 = Needs improvement

1 = Unsatisfactory



HOMEWORK

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

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

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

Study Habits

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

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

HONORS/AWARDS

Christian Attitude Award

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

Saint Hubert & Saint Isidore Excellence in Mathematics and Computer Technology

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

Honor Cords and Special Middle School Awards

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

Honor Roll

Saint Paul Catholic School believes in recognizing and rewarding academic accomplishment. Honor Roll is posted quarterly for grades 6-8. Honor Roll Qualifications are as follows:

- In order to qualify for any Honor Roll, the student must have earned all conduct/effort grades of 3 or 4 and all grades, core and non-core must be B- or above for A/B Honor Roll.



- Principal's Honor Roll requires all subject grades, core and non-core, must be A- or above.
- A Honor Roll can have no more than 2 B's or B+ with all other grades an A- or above.
- B Honor Roll requires all subject grades, core and non-core, must be B- or above.

National Junior Honor Society

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

ILLNESS AND INJURY DURING SCHOOL HOURS

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

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

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

LIBRARY

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

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

LOCKERS

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

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

All lockers provided for student use remain the property of the school. These lockers are subject to inspection, access for maintenance, and search by school administration based on the doctrine of "reasonable suspicion". Lockers are subject to search by school staff in the interests of school safety, sanitation, discipline, and enforcement of school regulations and by law enforcement officials on



presentation of a proper warrant. Searches conducted by staff when there is suspicion that laws or safe and drug-free school policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

LOST AND FOUND

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

LUNCH

Hot Lunch Program

Saint Paul Catholic School is part of Valparaiso High Schools hot lunch catering program. The lunch menu calendar is sent home each month. Milk is available for purchase.

Cold Lunch

Students may also bring a cold lunch from home. Milk is available for purchase. **Students may not bring lunches or drinks from carry-out restaurants.**

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

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

MEDICATIONS

No medications will be given unless all requirements are met.

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

Prescription Medication

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



Over-the-Counter Medication

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

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

All medication authorizations must be renewed each school year.

All school personnel are trained in emergency allergic reaction procedures.

PARENT VOLUNTEER RESPONSIBILITIES

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

Child Protection

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

Hosting of Special Events

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

Room Parents

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

PARENTS AS PARTNERS

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

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code
 - Completes assignments on time; and
 - Has lunch money in their lunch account or a nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.



- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat all staff with respect and courtesy in discussing student problems.

PARENTS' ROLE IN EDUCATION

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

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

Once you have chosen to enter into a partnership with us at Saint Paul Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their education partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher or a staff member at home will only create an attitude of distrust toward the teacher, the school, and the parent. **Parents who, by their actions – including offensive social media postings, do not support the philosophy and policies contained herein are, in fact inhibiting the school's ability to preserve the integrity of its mission. They will then be notified of the problem and informed that unless the situation is rectified within a specified period of time, the school reserves the right to remove the child from the school or refuse registration for the next school year.** If a family is asked to leave the school for any reason, unpaid tuition and fees will be due immediately. If all fees have been paid, the prorated amount will be returned upon the return of all undamaged school property.

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



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

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

PARTY INVITATIONS/RIDES

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

PROMOTION AND RETENTION POLICY

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

1. Students who are slow in adjusting or have been absent excessively may be recommended for tutoring or summer school. They may be placed in the next grade also, which means they are passed on a probationary status.
2. The parents should be notified after the end of the second quarter if the student is in danger of being retained or will be receiving a certificate instead of a diploma.
3. The final decision as to whether or not a child is retained regardless of grade average will be made by the classroom teacher(s) and the principal (and pastor if warranted). This decision will be made with the best interest of the student in mind. Parents will be notified no later than the beginning of the fourth quarter if retention is a likely possibility for their child. A notice will be mailed to the parents should the parents refuse to meet for a conference.

Graduation Policy

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

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



RECESS

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

REGISTRATION

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

Registration Priority is as follows:

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

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

At registration, parents must present the following:

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

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

Parish & Pastoral Covenant

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

Classroom Placement

The principal assigns students to appropriate grades, classes, or groups based on consideration of the needs of the students, the school, and the administration of the school. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional issues, work habits, and special learning needs. If a parent/guardian feels there is information the principal should have about his/her child, such written communication should be provided to the principal in the spring no later than May



1st. This communication should identify specific educational concerns, not a request for a specific teacher.

Parents of twins may request that their children be in the same class or separated (if there are 2 classes). This request also requires written communication no later than May 1st.

Placement Testing

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

Students Transferring to Saint Paul

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

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

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

Students Who Transfer to Another School

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

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

Change of Name/Address/Phone Number

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

Health Records

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

- diphtheria
- pertussis
- tetanus
- measles
- rubella



- poliomyelitis
- mumps
- chicken pox (varicella)
- hepatitis B
- meningococcal

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

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

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

Physicals are required of new students.

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

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

Accidental Insurance Policy

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

REPORT CARDS AND PROGRESS REPORTS

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

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

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

SAFETY COMPLIANCE

Saint Paul Catholic School is committed to safety. An extensive safety plan is in place and reviewed regularly. The school conducts monthly and annual fire drills, tornado drills, lockdown drills, and earthquake drills. Saint Paul is in complete compliance with all local and state regulations. We have a good working relationship with the Porter County Sheriff, the Valparaiso Police and Fire Departments. All staff members have been trained in CPR. Numerous defibrillators can be found around the campus and church.



High definition cameras inside and outside of the building monitor 24/7. All visitors are required to check in at the office prior to entering the classroom wings.

Fire and Tornado Drills

In accordance with state regulations, fire drills, tornado drills, earthquake drills, and lockdown drills will be held once monthly/as necessary, even during the winter months. Students are expected to maintain silence during the drills so that special instructions can be heard during a drill or an actual emergency. Campus Evacuation/Reunification Should an event take place that requires evacuation of the campus (such as a gas leak), students will be taken to a reunification site. Parents will be notified via our FACTS system.

SCHOOL ADVISORY COUNCIL

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

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

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

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

SCOUTING

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

SERVICE PROJECTS

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

SEXTING

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



SMOKING

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

SOCIAL MEDIA

Engagement in on-line social media will result in disciplinary actions if the content of the student's account includes derogatory or defamatory comments or pictures, personal attacks, rude or inflammatory language or other postings on the Internet (including, but not limited to, Facebook, Instagram, Twitter, etc.) regarding the school, the faculty, other students, or the parish. Conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in discipline. (See section on Discipline for further explanation.)

SPIRIT WEAR

Spirit Wear days are held usually on the last school day of each month. Students are permitted to wear a Spirit Wear top with their uniform bottoms on these days. Spirit Wear Days are listed in the Panther Post and teachers' newsletters. Spirit Wear tops may be through school sale opportunities.

STUDENT DIRECTORY

Within our student management system, RenWeb is a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

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

STUDENT RECORDS

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

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

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

TARDY POLICY

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

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



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

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

Consequences of Tardiness

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

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

TECHNOLOGY

Any technology that is the property of Saint Paul Catholic School will be monitored by school staff. This includes, but is not limited to: email messages, internet usage, Chromebook usage, etc. This applies to students, teachers, staff, and anyone else using technology that is property of SPCS. Because the technology belongs to SPCS, it is not private and the administration reserves the right to monitor and/or deny student access.

TRANSPORTATION

Arrival and Dismissal

The outside doors open to students at 7:30 a.m. Students arriving between 7:30 a.m. and 7:45 a.m. may go directly to their classrooms. The school is not responsible for the supervision or safety of any student who arrives before 7:30 a.m. without special permission from the principal or prearrangement with a teacher.

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

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

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



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

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

Afternoon Dismissal Schedule

The afternoon dismissal schedule for students is as follows:

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

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

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

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

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

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

Bus Riders

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

1. Arrive at the bus stop before the bus is due to arrive.
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped and the door has been opened by the driver before moving forward to enter.
5. Do not cross a highway until the bus driver signals it is safe.
6. Go immediately to a seat and be seated. Standing or moving from seat to seat while the bus is in motion is not permitted.
7. Keep head, hands, arms, and legs inside the bus at all times.
8. Windows and doors are opened /closed only with bus driver's permission.
9. Absolutely NO objects (books, paper, etc.) may be thrown on the bus.



10. Keep aisles free of books, packages, coats, backpacks, etc.
11. Do not intentionally cause or attempt to cause damage to the school bus.
12. Refrain from loud, boisterous, or profane language.
13. Be courteous to the driver and bus riders. Teasing, wrestling, or shoving is not allowed.
14. When exiting the bus, cross the road at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
15. Students should only depart from the bus at their regular stop or at school unless they have proper authorization from home (a parent note) or from a school official.

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

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

Car Riders

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

Cyclists

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

Walkers

Students who walk to school should walk on the northeast side of the parking lot and sidewalk at all times and should enter through the front door (Door #1). They should then go straight to their assigned destination. When walking home after school, students are escorted from the east door to the Harrison Blvd. crossing. They must follow the directions of the staff escort at all time.

TUITION POLICY

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

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

Four payment options are available:

Option 1: One Payment Plan

Payment in full, due 15th of August

Option 2: Two Payment Plan

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

Option 3: Four Payment Plan

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

Option 4: Ten-Payment Plan

Payments due on or before the 15th of each month, August-May



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

ALL PARENTS MUST CREATE A FACTS ACCOUNT for tuition, lunch, afterschool care, and incidentals.

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

Financial Assistance

- Applications for free or reduced price lunches and/or books are available in the office. If at any time during the year your family income meets the federal/state guidelines, please feel free to apply for your benefits.
- Diocesan Financial Assistance information is available through the Diocese of Gary's website, www.dcgary.org. Applications are made on-line through the FACTS Management system.
- State of Indiana Choice Scholarship information is available at the Indiana Department of Education website, www.doe.in.gov/choice. You can find out if you qualify financially for this state scholarship on the website or contact the principal for more information.

Contractual Obligations

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

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

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

Fees

Chromebook - \$204 per student, grades 3-8

Returned Check Policy

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

VISITORS

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



FINAL NOTE

This handbook is provided in an attempt to make both parents and students aware of the basic rules and policies governing Saint Paul Catholic School. The regulations cited are general guidelines and are not all inclusive. The school administration is the final arbitrator in the interpretation and enforcement of all regulations and reserves the right to make amendments and changes as deemed necessary.



INDEX

A

Absence – pgs 10-11
Absence During the School Day – pg 11
Academic Assistance – pg 12
Academic Information - pgs 12-14
Academic Probation – pg 14
Accidental Insurance Policy (see Registration)
Accident Policy – Fundraiser (see Appendix – Fundraising Handbook)
Accreditation – pg 14
Admission Policy – pgs 14-15
Afternoon Dismissal Schedule (see Transportation)
Allergy Policy – pg 15
Altar Servers (see Faith Formation)
Animals – pg 16
Appendix (see Appendix)
Appointments – medical (see Absences)
Appointments – teacher/principal (see Conferences/Addressing Concerns)
Arrival (see Transportation)
Athletics – pgs 16-18
Attendance – pg 18
Awards (see Honors/Awards)

B

Band – subject (see Academic Information – Fine Arts)
Basketball (see Athletics)
Behavior (see Discipline)
Birthday Observances - pg 18
Book Bags (see Care of Property)
Book Care (see Care of Property)
Buckley Amendment – pg 18
Bullying and Cyberbullying – pgs 18-19
Bus Barn (see Transportation – Bus Riders)
Bus Riders (see Transportation)

C

Car Riders (see Transportation)
Care of Property – pgs 19-20
Catholic Youth Organization (see Athletics)
Change of Address (see Registration)
Change of Name (see Registration)
Change of Phone Number (see Registration)
Character Pledge (see Code of Conduct)
Child Abuse Laws – pg 20
Child Protection (see Parent Volunteer Responsibilities)
Choir – subject (see Academic Information – Fine Arts)
Christian Attitude Award (see Honors/Awards)
Chromebooks – pg 48
Classroom Parties – pg 20
Classroom Placement (see Registration)
 Closings – pg 20



Code of Conduct – pgs 21-22
Cold Lunch (see Lunch)
Communication – pgs 22-23
Computer Acceptable Use Policy – pg 23
Computer Literacy – subject (see Academic Information)
Concerns (see Conferences/Addressing Concerns)
Conferences/Addressing Concerns – pgs 23-24
Contest Participation (see Academic Information)
Contractual Obligations (see Tuition Policy)
Cosmetics (see Dress Code)
Credits (see Appendix – Fundraising Handbook)
Crisis Plan – pg 24
Cross Country (see Athletics)
Cyberbullying (see Bullying and Cyberbullying)
Cyclists (see Transportation)

D

Delayed Start (see Closings)
Detention (see Discipline)
Discipline – pgs 23-28
Dismissal (see Transportation)
Doctor's Note (see Absence)
Dollars and Credits (see Appendix – Fundraising Handbook)
Dress Alternative Days – pg 30
Dress Code – pgs 28-34

E

E-Learning Days—pg 33
Emergency Communication (see Communication)
Emergency Drills – pg 32-33
Expulsion (see Discipline)

F

Faith Formation – pg 8
Family Education Rights and Privacy (see Buckley Amendment)
Family Vacations (see Absence)
Fees (see Tuition Policy)
Field Trips – pgs 33-34
Financial Assistance (see Tuition Policy)
Fine Arts – subject (see Academic Information)
Fire Drill (see Emergency Drills)
Footwear (see Dress Code)
Foreign Language – subject (see Academic Information)
Fundraising Handbook (see Appendix)
Fundraising Volunteer Rules (see Appendix – Fundraising Handbook)

G

Grading Scale – pg 34
Graduation Policy (see Promotion and Retention Policy)



H

Hair (see Dress Code)
Handwriting – subject (see Academic Information)
Health Records (see Registration)
Highlights – pg 5
History of Saint Paul Catholic School – pg 7
Home Games (see Athletics)
Homework – pg 35
Honor Cords (see Honors/Awards)
Honor Roll (see Honors/Awards)
Honors/Awards – pgs 35-36
Hot Lunch (see Lunch)

I

Illness and Injury During School Hours – pg 65
Injury (see Illness and Injury During School Hours)
Instrument Cases (see Care of Property)

J

Jewelry (see Dress Code)
Language Arts – subject (see Academic Information)

L

Library – pg 36
Link (see Communication)
Liturgy (see Faith Formation)
Lockers – pgs 36 - 37
Lost and Found – pg 37
Lunch – pg 37

M

Make-up (see Dress Code)
Make-up Work (see Absence)
Mass Schedule – pg 9
Mathematics – subject (see Academic Information)
Medical Appointments (see Absence During the School Day)
Medications – pgs 37-38
Messages (see Communication)
Mission Statement – pg 8

N

Non-Custodial Parent (see Buckley Amendment)

O

Office Hours – pg 7
Orchestra – subject (see Academic Information – Fine Arts)
Outerwear (see Dress Code)
Overages (see Appendix – Fundraising Handbook)
Over-the-Counter Medication (see Medications)



P

Padlocks (see Lockers)
Pants (see Dress Code)
Parent Volunteer Responsibilities – pg 38
Parental Redress (see Conferences/Addressing Concerns)
Parents as Partners – pgs 38-39
Parents' Role in Education – pgs 39-40
Parish and Pastoral Covenant (see Registration)
Parties – Classroom (see Classroom Parties)
Party Invitation/Rides – pg 40
Philosophy Statement – pg 8
Physical Education – subject (see Academic Information)
Physical Education Uniform (see Dress Code)
Placement Testing (see Registration)
Playground Parent (see Appendix – Fundraising Handbook)
Prescription Medication (see Medications)
Progress Reports (see Report Cards and Progress Reports)
Prohibited Items (see Care of Property)
Promotion and Retention Policy – pg 40

R

Recess – pg 41
Registration – pg 40-43
Religion – classes and activities (see Faith Formation)
Religion – subject (see Academic Information)
Report Cards and Progress Reports – pg 43
Retention (see Promotion and Retention Policy)
Returning to School (see Absence)
Room Parents (see Parent Volunteer Responsibilities)

S

Sacraments (see Faith Formation)
Safety Compliance – pgs 43-44
Safe Environment Plan (see Appendix)
Saint Hubert Award (see Honors/Awards)
Saint Isadore Award (see Honors/Awards)
School Advisory Council – pg 44
School Advisory Council Members (see Appendix)
Science – subject (see Academic Information)
Scouting – pg 44
Service Projects – pg 44
Service Hours (see Appendix – Fundraising Handbook)
Sexting – pg 44
Shirts (see Dress Code)
Shorts (see Dress Code)
Skirts (see Dress Code)
Smoking – pg 45
Soccer (see Athletics)
Social Studies – subject (see Academic Information)
Spirit Wear (see Dress Code) and—pg 45
Sports Scheduling Conflict Policy (see Athletics)



Staff Directory - pg 6
Standardized Testing (see Academic Information)
Student Directory – pg 45
Student Records – pg 45
Study Habits (see Homework)
Summer Reading and Math (see Academic Information)
Suspension (see Discipline)
Sweaters (see Dress Code)

T

Tardy Policy – pgs 45-46
Telephone (see Communication)
Telephone Directory – pg 7
Toiletries (see Dress Code)
Tornado Drill (see Emergency Drills)
Track (see Athletics)
Transferring to Another School (see Registration)
Transferring to Saint Paul (see Registration)
Transportation – pgs 46-48
TRIP - (see Appendix – Fundraising Handbook)
Tuition Payment (see Tuition Policy)
Tuition Policy – pg 48-49

U

Uniform (see Dress Code)
Unsportsmanlike Conduct (see Athletics)

V

Valuables (see Care of Property)
VIRTUS (see Parent Volunteer Responsibilities; see also Appendix – Safe Environment Plan)
Visitors – pg 48
Volleyball (see Athletics)
Vouchers (see Appendix – Fundraising Handbook)

W

Walkers (see Transportation)
White Envelope (see Communication)



Appendix

Saint Paul Catholic School

1. Fundraising Handbook
2. State of Indiana Attendance Memorandum
3. Internet/Network Access Information & Acceptable Use Policy
4. Plan for Seclusion and Restraint in Schools

Diocese of Gary

5. Safe Environment Plan
6. Practical Guidelines for a Safe Environment for Our Youth
7. Signature Forms



FUNDRAISING HANDBOOK

At Saint Paul Catholic School, we work hard to keep Catholic education affordable. In addition to our parish subsidizing our school's operating budget, we use fundraisers and grants to supplement our operating budget in an attempt at lowering tuition costs thereby keeping Catholic education more affordable to all.

Consider the following:

- The operating budget for Saint Paul Catholic School needs to cover all aspects of operating the school, from salaries to maintenance, to utility costs. If a family chooses, they may use their Trip and voucher purchases to decrease their tuition payment. Of course, parents have the option of paying the entire bill.
- Part of the tuition contract is the Hours commitment, which is equivalent to \$600. Families will be billed \$20 per hour for each unearned credit hour under the set requirements. (For example, if a family worked 20 credit hours of the required 30, then they would be billed for the 10 remaining credit hours X \$20 per hour = \$200).

We use fundraisers and grants to supplement our operating budget in an attempt at lowering tuition costs thereby keeping Catholic education more affordable to all.

Fundraising Volunteer Rules

These rules apply to all school fundraisers in which there are more volunteers than there are available spots:

- Families who have not worked a particular event recently get first choice. In other words, a family will not be scheduled for multiple shifts unless no other volunteers are available.
- No one under the age of 21 may earn fundraising credits.
- Maximum credits earned per fundraiser per family is 30 credits. **You may not exceed the maximum yearly requirement.**
- A family may receive a maximum of 5 credit hours per school year from other families.
- **All volunteer fundraiser opportunities must be available to all school families.**
- Please sign up for events through OnVolunteers.

Dollars and Credits Policy Requirement

According to the tuition contract, all families must earn 30 fundraising credits or pay \$20/credit for un-worked hours. In May, families will be billed for any unworked hours at a rate of \$20 per hour. The fundraising obligation is worth \$600.

2022-2023 volunteer hours

Event/Role	Event Hours
Gala	600 Total
Chair	30 hours
Oktoberfest	400 Total
Chair	30 hours
Golf outing	200 Total
Chair	30 hours
Spirit Run	60 Total
Chair *	30 hours
Popcorn Fest	75 Total
Tent Chair*	10 hours
Donuts with Santa	40 Total
Chair	10 hours
Trunk or Treat	40 Total
Chair	10 hours



Easter Egg Hunt Chair	Only one volunteer needed 10 hours Total
Queen of Hearts Chair	30 10
Pie Sales Chair	40 Total 10 hours
Pierogi sales Chair	40 Total 10 hours
Field Day	60
Kitchen Help	600
Kitchen Scheduler	15
Buildings and Grounds	100
NCAA Squares Chair	30 10
Discretionary Hours (Mrs. Hughes)	200
Christmas Program Volunteer Chair	30 10
Athletics Committee	75
Dad and Daughter Dance Chair	60 10
Coaching	325
Athletic Support Concession/Admissions Athletics Scheduler Bingo	275 30 50
School Advisory Council	270
Scouts/Brownies	Now called Clubs 100
Yearbook editor	30
JA Day	40
Recess Monitors	400
Scrip Sales After Mass	210
Buddy Family	20
Recess Monitor Coordinator	15
Recess Monitor Substitute	5
Sports Physicals	20
Head Room Parent	10
Envelope Stuffers	90
Envelope Stuffer Coordinator	15
Envelope Stuffer Substitute	5
Euchre Chair	50 20
Library Volunteer	15
Mom and Son afternoon Chair	610

***Please note, hours are subject to adjustment / change as needed.**



Should the fundraising committee for each specific event decide to have more than the allotted number of Chairs and Co-Chairs, the total number of hours assigned to that event will need to be divided among all Chairs and Co-Chairs. These individuals are not able to donate hours. **Should a Chair or Co-Chair intentionally step down from their commitment at any point during the planning or execution of a fundraising event, that individual will receive no credits.**

Other service opportunities may be available as approved by the Principal

Trip

School families are encouraged to bring in new trip customers. A family may receive credit for TRIP purchased by family members and friends as long as the designation is made at the time of each purchase. If a family who has accumulated Trip credit leaves at any point during the school year, the credit accumulated cannot be transferred to another family.

Trip purchases for school activities, church or parish related functions, or joint gift purchases may not be credited to an individual family.

Families will receive credit for their voucher rebates when the school receives the remittance from the merchant.

Note: The school is not responsible for lost or stolen Trip certificates. Special order items are not returnable.

The Trip order form (available companies, percentage of profit, denominations of certificates) is always subject to change. Trip may be purchased with cash, check, or by credit card (online only). Please note: your profit is reduced by the fees that the credit company charges the school.

Trip Report

Each family will receive a monthly report that documents the Trip activity. Discrepancies must be reported no later than 30 days after the date the report is sent out. Failure to do so will result in the family not receiving credit for the Trip purchase.

Completion

The Hours requirement must be fulfilled no later than the first Sunday of May of the current academic year. A family that fails to fulfill its obligation will be billed for un-worked hours (\$20 per hour). All outstanding obligations must be paid in full before the school will provide final report cards, diplomas, or transfer records.

If a family experiences difficulty in fulfilling its hours obligations due to emergencies or other unforeseen difficulties, the family should discuss the matter with the principal.

Accident Policy

A copy of the Saint Paul Catholic School Accident Policy is available to all chairpersons from the office or from the fundraising chairperson of the school board. It is printed below for your reference.



Saint Paul Catholic School Fundraiser Accident Policy
Adopted September 2003

The following policies should be followed in the event that a participant or volunteer is injured in any way at one of our fundraisers:

- Secure the safety of the individual. Offer to call 911 if the individual needs prompt medical attention.
- Obtain from the individual—name, phone number, address
- Alert the event chairperson or designate
- Write up a brief description of the injury including names and phone numbers of any witnesses.
- Submit all of the information to the school office the next business day.



MEMORANDUM

TO: Indiana Superintendents and Principals
FROM: Cathy Danyluk, State Attendance Officer
DATE: February 7, 2012
TOPIC: Attendance Guidelines

In response to P.L. 90-2011, the Indiana Department of Education (IDOE) has developed the following update to the Attendance Guidelines memorandum:

Rationale:

Pursuant to I.C. 20-33-2-3.2, “attend” means to be physically present: (1) in a school; or (2) at another location where the school’s educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.”

Currently, school districts locally define “excused” and “unexcused” absences. The lack of state-level guidance on this issue has led to discrepancies in the ways that excused and unexcused absences are defined and reported. In some cases, school districts have adopted policies that define excused and unexcused absences (and attendance in general) in such a way that the school’s attendance rate is artificially inflated. In other cases, school districts have defined “absence” in such a way that their attendance rate is artificially deflated, thus negatively affecting their AYP ratings. Although school corporations are not required to count excused and unexcused absences in the same way, below are some recommended policies for excused and unexcused absences.

Recommendations:

Habitual Absence:

Under I.C. 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with I.C. 31-30-through I.C. 30-40.”

Additionally under I.C. 20-33-2-14; the “governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences (Sections 15-17.5 of this chapter of another law). Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body’s policy, to qualify as an excused absence.”

Excused Absences:

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from a parent/guardian
- Illness verified by note from a Physician
- Family Funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)



Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt.

Exempt

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (I.C. 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (I.C. 20-33-2-15); when subpoenaed to testify in court (I.C. 20-33-2-16); serving with the National Guard for no more than 10 days (I.C. 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (I.C. 20-33-2-17.2). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. (I.C. 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to: <http://www.in.gov.legislative/ic/code/title20/ar33/ch2.html>.



INTERNET/NETWORK ACCESS INFORMATION

The purpose of this agreement is to outline the rules for using electronic media in Saint Paul Catholic School. Since students using computers will also be using the network which features internet access, the rules must be understood by parents, students and staff.

Via the internet, our students and teachers have access to:

1. on-line libraries and current periodicals
2. educational websites
3. e-mail with people all over the world
4. public domain software and shareware of all types
5. discussion groups on an endless list of topics

This information and research will be used by staff and students to complete assignments, research current topics, and communicate with the vast electronic community of users.

With internet access also comes the availability of material that may not be considered of educational value in the context of a school setting. Saint Paul Catholic School has taken precautions to restrict access to these materials. (e.g. All students will only be able to access the internet with adult supervision and will not have access to personal e-mail accounts.) However, it is impossible to have complete control, and an industrious user may discover controversial information. We firmly believe the value of the educational information and interaction on the internet far outweighs the possibility that users may procure unsuitable materials.

To address issues surrounding this important resource, Saint Paul Catholic School has created an "Internet/Network Access/Acceptable Use policy for all users. The first portion of the agreement is written to be age appropriate to all students. The other section of the agreement is more appropriate for Middle School students, and adults. We are asking that both the parents, students and staff review this document. Our purpose is to inform parents, students and staff of our rules concerning internet/network computer use.

All users, both students and adults, will be held responsible for their behavior while on-line. There is special internet etiquette, called netiquette, which will be taught. The use of the internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges.



INTERNET/NETWORK ACCESS ACCEPTABLE USE POLICY

This section is written to be age appropriate for all students.

1. The use of the chromebook and computer is a privilege which may be taken away if the student uses the computer, the network, or the internet improperly, or causes damage to computer hardware or software or any electronic media.
2. Saint Paul Catholic School may remove any inappropriate or objectionable material from the chromebooks or computers. We also reserve the right to block objectionable sites for all users if they have little or no educational value.
3. The chromebooks / computers are to be used only for school work as directed by the teacher or staff member.
4. Each student is responsible for good behavior while using the chromebook, computer and network. Improper use will lead to loss of computer privileges for the student.
5. The student may only log on and use the Network and/or internet under the immediate supervision of a staff member.
6. If sites are brought to the attention of the school administration by students, parents, or other individuals, the school reserves the right to address the behavior in accordance with diocesan/school policies, as well as civil laws.
7. Even if the agreement is not signed by the parent, student, or staff member improper use of the chromebook, computer, the network, or internet will be reason for loss of the privilege at school as determined by the principal.

This section is more formal and more age appropriate for Middle School students and all users.

1. The use of the SPCS computer network (the Network) is a privilege which may be revoked by Saint Paul Catholic School at any time for reasons which include, but are not limited to: the altering of system software, and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. St. Paul Catholic School reserves the right to remove files, limit or deny access, and refer the student/user for other disciplinary actions.
2. Saint Paul Catholic School reserves all rights to any material stored in files on its chromebooks and computers which is generally accessible to others and will remove any material which Saint Paul Catholic School, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students and users will not use their Saint Paul Catholic School approved computer access to obtain, view, download, or otherwise gain access to such materials.
3. All information services and features contained in the Saint Paul Catholic School Network and/or its resources are intended for the private use of its registered users. Any use of these resources for commercial, for profit, or other unauthorized purposes (e.g. advertisements, political lobbying), in any form, without permission, is expressly forbidden.
4. The student/user is responsible for the use of his/her assigned password and access privilege. Any problems which arise from the use of a user's password or access to student folders is the responsibility of the student. Use of a password by someone other than the registered password holder is forbidden and shall be grounds for loss of access privileges.



5. Any misuse of password access or of the Network will result in suspension or revocation of computer and/or Network privileges and/or other disciplinary action determined by Saint Paul Catholic School. Misuse shall include, but not be limited to:
 - a) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - b) misrepresenting other users on the Network
 - c) disrupting the operation of the Network through abuse of the hardware or software
 - d) malicious use of the Network through hate mail, harassment, profanity, pornography, vulgar statements, or discriminatory remarks
 - e) interfering with others' use of the Network
 - f) extensive use for non-curriculum-related communication
 - g) illegal installation of software not owned by the school
 - h) unauthorized down-loading, copying, or use of licensed or copyrighted software
 - i) allowing anyone to use an account other than the account holder
 - j) accessing unauthorized or questionable web sites
6. The use of Saint Paul Catholic School's Network resources is for the purpose of (in order of priority),
 - a) supporting the academic program
 - b) telecommunications for research
 - c) general information
7. Saint Paul Catholic School does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
8. Access to email, Social Networking sites, chat groups and other outside communication is not necessarily a part of the current educational plan and may be restricted. Only under special circumstances may these functions be accessible with the permission of the computer teacher or principal.
9. Saint Paul Catholic School will periodically make determinations on whether specific uses of our Network are consistent with this INTERNET/NETWORK ACCESS AGREEMENT and the Diocese of Gary Acceptable Use Policy. Changes in these acceptable-use agreements will be communicated to all staff, students, parents and guardians in writing. The Diocese of Gary Acceptable Use Policy is available on the school website at www.stpaulvalpo.org/technology. Saint Paul Catholic School reserves the right to log and report on internet use, and to monitor electronic mail space utilization by all users.
10. Digital media not provided by Saint Paul Catholic School may not be uploaded to the machines without the specific permission of the computer teacher or Principal.
11. The user/student may not download and/or save files, shareware, software, WEB sites, search engines, information services, electronic bulletin boards, or music sites unless authorized to do so. The user/student will be liable to pay the cost or fee of any file, shareware, or software transferred without permission.
12. All users/students agree to follow standard copy right guidelines regarding the use of electronic media, written material, etc.
13. Saint Paul Catholic School reserves the right to log and monitor all computer usage through its electronic filter, and excessive file-serves space utilization by all users. Saint Paul Catholic School reserves the right to remove a user account on the Network to prevent unauthorized activity or excessive use of school resources.



14. Students must be reminded that they need to take appropriate care when moving any chromebooks, laptops, tablets, or other portable hardware. Every effort will be made to instruct students in the responsible use of school owned hardware.
15. Wireless access to internet will be made available to students and staff for educational purposes only. Any other attempt to wirelessly access our Internet or Local Area Network without the explicit permission of the Pastor, Principal, Or Technology Staff is prohibited.
16. Whether this document is signed or not, proven malicious intent will result in disciplinary action in accordance with the Saint Paul Catholic School student policy. Misuse of the Internet/Network/Computer resources which results in breaking local, state, or federal laws, may result in prosecution under applicable state and federal statutes.



PLAN FOR SECLUSION AND RESTRAINT IN SCHOOLS

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

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

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



SAFE ENVIRONMENT PLAN

In conjunction with the Sexual Misconduct Toward Minors and Others at Risk Policy of the Diocese of Gary

6-13-03

Revised 6-11-04

Revised 9-21-04

PURPOSE

The Diocese of Gary has established the Sexual Misconduct Toward Minors and Others at Risk in July 1993. To implement this policy as revised on April 1, 2003, a Safe Environment Plan has been established in order to:

- provide a safe and secure environment for the children and youth in the faith communities within our Diocese of Gary
- assist the Diocese in evaluating a person's suitability to work with children, youth or the elderly
- satisfy the concerns of parents and staff members with a screening process
- provide a system to respond to the victims and their families, as well as the accused
- reduce the possibility of false accusations against clergy, employees, and volunteers
- reduce the risk of exposure of the parishes and the Diocese of Gary

DEFINITIONS

Background Check

The verification of information provided on Application for Employment or Volunteer Service, including a minimum of three reference contacts.

Child Abuse

Consists of any of the following:

Sexual Abuse includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by the child, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:

- The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification
- Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact
- The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification
- Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence
- Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appealing to the prurient interest.

Physical Abuse includes any act which:

- Willfully causes or inflicts physical injury to a child or



- Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.
- It is the policy of the Diocese of Gary that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese of Gary.
- Physical abuse does not include the appropriate physical restraint of a child who is attempting to injure another person or him/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in “time out” or other appropriate limitation of movement to promote the child’s regaining of safety and emotional control.

Neglect includes:

- Abandonment of a child by a parent, custodian or guardian
- Lack of care by not providing appropriate and necessary food, shelter, clothing and education
- Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Criminal Background Check

The submission of form to provide information on existence and content of a criminal arrest record.

Substantial Contact

Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

EDUCATION

Purpose and Objective

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the Diocese and is:

- *Required* of all Diocesan personnel and volunteers directly involved or in contact with children
- *Required* of all children and youth who participate in activities, services and programs under the auspices of the Dioceses and
- *Recommended* of parents and other adults who participate or have children who participate in activities, services and programs under the auspices of the Diocese.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops and meetings, provided by the Diocese and completed by all Diocesan personnel who have substantial contact with children, on an annual basis.

Personnel

The following Diocesan personnel shall participate in the “Protecting God’s Children” program on child abuse:

- a) All active priests, deacons and members of religious communities in the Diocese of Gary
- b) All principals, administrative staff, teachers, guidance counselors, librarians, all volunteers and staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle and high schools
- c) All directors, catechists, staff, and volunteers of religious education programs and youth ministry programs
- d) All Diocesan personnel providing child care services
- e) All youth ministry coordinators, directors/coaches of children’s activities (e.g., athletics, scout troops, choir, camp counselors, etc.) and similar Diocesan personnel who provide such services.

The Bishop shall have the authority to direct additional personnel of the Diocese (other than those specified in a-e) to attend the annual education programs.



Educational Curriculum

VIRTUS will provide the training program for adults. Each parish will have two people trained as facilitators. The facilitators will provide the training sessions for the adults according to the timeline.

Deadlines for Completing Training

New staff and volunteers who will have substantial contact with children shall receive an immediate criminal background check and appropriate preventive education programs at the earliest possible date.

Pastor/parochial administrators, principals and agency directors will ensure that all personnel required to receive training do so within the requisite time period or are removed from contact with children for failure to attend appropriate training programs. Parishes, schools and agency offices will maintain lists of those who have completed the training requirement.

Educational Programs for Students

The Superintendent of Schools, the Director of Religious Education, and the Youth Director will ensure that age-appropriate abuse prevention education programs are available at both the elementary (K-8th grade) and secondary (9th-12th grade) levels. Each school, religious education program and youth program is required to submit the curriculum to the School Office.

Such programs shall be provided annually to children in all grades of every Catholic school and religious education programs as well as youth ministry programs in the Diocese.

Assessment and Evaluation of Educational Efforts

With a view toward assessing the progress of the educational efforts called for by this Policy, records shall be kept of:

- The number of training courses offered
- The number of training courses attended by:
 1. Priests, permanent deacons and religious
 2. Staff members
 3. Volunteers
 4. Parents
 5. Children and youth
- Proportion of new staff and volunteers trained by deadlines
- Participant evaluations of training content and learning opportunities
- Curriculums of the schools, religious education programs and youth groups

The Safety Committee, in consultation with the appropriate constituent groups, will review the child abuse prevention curricula every three years.



REQUIREMENTS

Each Diocesan entity shall:

- Appoint a Safety Officer (clergy, staff or volunteer) to oversee the Safe Environment Program.
- Implement the Safe Environment Program following the guidelines and procedures found in the
- Diocesan Safe Environment Program Booklet.

Screening Procedures

The following screening procedures are to be used with all clergy, staff, and volunteers who work with children, youth, senior citizens or the developmentally disabled. All collected information is to be treated as confidential.

- " Screening. Volunteers should have attended the parish an adequate length of time to become well known by the other adults and leaders.
- " Employment application. Those applying for a paid position must complete an employment application.
- " Reference check. Maintain a written record of each reference check.
- " Interview. Interview each new applicant.
- " Criminal Background Check. Conduct a criminal background check on clergy, staff, and volunteers who work with children, youth, senior citizens, or the developmentally disabled. Criminal background checks will be completed every **five** years on active clergy, staff, and volunteers.

If the person hired has not lived in Indiana in the past five (5) years, the parish must pay for a federal criminal background check. Contact the School Office for the information.

Results of Criminal Background Checks

- When the criminal background check on a candidate is clear, the pastor will be notified that everything is fine.
- A questionable criminal background check will be reviewed by the Diocese of Gary Safe Environment Committee. The Pastor will receive the committee's decision of whether or not the individual is cleared.

Anyone with a pending conviction or who has been convicted of sexual misconduct will not be permitted to work or volunteer in a Diocesan sponsored environment.

Committee members are: Bishop's Delegate for Sexual Misconduct Cases, Coordinator of Safe Environment Program, Administrative Assistant to the Bishop, VIRTUS Coordinator, Director of Religious Education, and Director of Youth Ministry.

Confidentiality

Like all personal records, information obtained through the Screening, Application, Reference, Interview, and Criminal Background Check must be kept confidential. It is recommended that all material be kept in a locked file cabinet and access to it be restricted to the school principal and the pastor. These materials should be destroyed after three years if the employees' employment is terminated or the volunteer ceases his/her volunteer duties.



PRACTICAL GUIDELINES FOR A SAFE ENVIRONMENT FOR OUR YOUTH

7-03-02

Revised 6-13-2003

Revised 4-2013

These guidelines support the Diocese of Gary Safe Environment Plan viz., the policy regarding Sexual Misconduct Toward Minors and Others at Risk. The guidelines describe actions and/or response that are rooted in sound, appropriate, approved practices.

Youth are identified as those who have not graduated from high school nor have reached their 18th birthday.

Expectations:

Adult Supervisors and Clergy

- Conduct themselves in a manner that reflects the teachings of the Roman Catholic church in mind and deed
- Are in compliance with the Diocese of Gary Safe Environment requirements – this includes young adults 18-21 years of age
- Are 21 years of age or older; young adults 18-21 may be allowed to serve in a supervisory role provided that they are accompanied by at least one adult 21 years of age or older who is VIRTUS trained
- Have authorized criminal background and reference checks
- Are aware of state laws regarding mandated reporting of abusive or inappropriate behaviors toward youth
- Report incidences or suspicions of abusive and/or inappropriate behaviors toward youth to immediate superiors and/or appropriate authorities
- Submit a Diocese of Gary Adult Driver Information Form as needed, to the appropriate authority; provide appropriate license and insurance information

Supervision:

Adult Supervisors and Clergy

- Ensure that a Release Form is completed by parent/guardian when activities are held away from the parish/school; a health form is submitted before allowing youth to participate in on-going athletic events
- Provide for an adequate number of adults at all youth events; a recommended ratio of adult leaders to youth is 1:7; with the ration not to exceed 1:10
- Secure additional adults for any event involving youth in high risk or overnight settings; secure male and female chaperones when both sexes of youth are present
- Never schedule activities that conflict with curfew laws governing minors
- Closely monitor facilities, church services, and other environments when youth are present; never give youth keys to any church/school facilities
- Never administer medication of any kind to youth without written parent/guardian permission
- Never use any form of physical discipline
- Release youth only when the custodial parent, guardian, or other adult designated by parent
- Use a buddy system when events are held away from church/school property; e.g., never permit a child to leave the group or cross a road alone while in custodial care



Behavioral:

Adult Supervisors and Clergy

- Never engage in topics, humor, vocabulary, recordings, films games, or the use of technology that could not be used comfortably in the presence of parents/guardians
- Always hold on-on-one meetings with youth in areas that are visible and accessible, if such an area is not available, the door to the meeting room is left open and another staff member is notified
- Never drive alone with a youth or meet with a youth alone in a residence, hotel, locker, rest room, or dressing facility, or any other closed or isolated area
- Never share a bed with youth; no adult should share a sleeping room with youth unless they are a direct family member
- Never take unaccompanied youth on a trip, e.g., to a cottage, without other adults present
- Never purchase or share alcohol, drugs, cigarettes, videos, or reading materials that are inappropriate with youth
- Never be in possession of or drink alcohol while supervising minors or participating in a youth event
- Take care to avoid initiating hugs; if a youth initiates physical contact, a limited response is appropriate

Technology, Social Media, and Networking:

A. Registration Technologies and Securing Private Information

Adult Supervisors and Clergy

- Ensure that no sensitive personal information – particularly financial information (credit card and/or checking account numbers) and secure identifiers (social security numbers) – is never transmitted through e-mail or web pages
- Handle all financial transactions in real time, that is, on a commerce website that can process credit card transactions online, assuring that no financial data need be communicated to the parish/organization
- Do not create forms using technology that is beyond the technical competence of the webmaster or staff person responsible for registration forms; contact a technology/web solution provider for assistance

B. Websites/Social Media

Adult Supervisors and Clergy

- Are informed of terms of use, age restrictions, and privacy options and controls for any site prior to establishing a ministry presence
- Always inform parents that a social networking site is being used as a standard part of the ministry
- Establish separate sites and pages for personal and professional/ministerial use; the official organizational logo or standard images appear on the organization's official site to identify it as such
- Be vigilant that on personal or networking sites you represent yourself as a minister of the Catholic Church in all interactions that may be viewed publicly
- Allow at least two other adults, who function in an official parish, school and/or organizational capacity, full administrative access to the account/sites, provide them with e-mail alerts of page updates and activity
- Never advertise or make personal pages and/or information accessible to youth
- Always avoid anything that might cause scandal to your ministry; never mention inappropriate use of alcohol, advocacy of inappropriate music/movies, inappropriate language, inappropriate dress of the expression of opinions that are contrary to the teaching of the Catholic Church
- Never initiate a friend request
- Never tag or identify, by name, youth in photographs; it is recommended that the no tagging option be set on the original social networking site
- Never post personal photographs or information of parish, school, or organization staff or volunteers; this includes family pictures, social events, home phone numbers and addresses, personal e-mail account, etc.



C. E-Mail and Text/Instant Messaging

Adult Supervisors and Clergy

- Always inform parents/guardians of the use of e-mail or instant messaging for communication purposes with minors as a standard part of youth ministry
- Always maintain separate e-mail accounts for personal/professional communications
- Use the parish, school, or organizational e-mail account when communicating parish, school, or organizational business; never a home or personal account
- Ensure that all communications are professional and that these are being rendered on behalf of the parish, school, or organization
- Use e-mail and instant messaging only in matters that deal with one's professional relationship or in matters related to the ministry/activity
- Remember that there is no such thing as a private e-mail/instant message
- Observe the same boundaries used in oral/personal communication when communicating via e-mail/text messages
- Avoid overstepping the boundaries of adult/youth relationships; avoid communication that might be construed as having sexual overtones; never reply to any such e-mail; make and keep a copy of any such inappropriate communication and notify a supervisor if necessary
- Avoid engaging in any postings/communications that could be misconstrued or misinterpreted, remembering that e-mail, text messages, and instant messages can be logged, archived, and forwarded to other parties
- Always double-check messages to see if a reader might read something into it that is not intended or if the message might be misinterpreted or misunderstood
- Remember that communications are organizational in nature, may be viewed by the organization at any time, and may be subject to legal action
- Avoid sending a message in haste or when emotions are involved
- Establish clear guidelines/parameters with regard to times of communication between adults and youth; predetermine a time when it is too late to take a professional call, except in the case of serious urgency

D. Blogging

Adult Supervisors and Clergy

- Ensure that all professional/ministerial settings, posted information, opinions, references, and resources are in compliance with the teachings of the Catholic Church and are being rendered on behalf of the parish, school, or organization
- Inform parents/guardians of the use of blogging with minors as a standard part of youth ministry
- Utilize blogs to promote upcoming events or programs and for the purpose of evangelization providing resources and information within ministry settings
- Ensure that, if youth are to engage in blogging as part of an officially sanctioned activity, the activity is monitored by at least two adults, no youth is identified by name or personal information, and inappropriate blogs are removed
- Separate personal/professional communications; do not use blogs to conduct or promote outside business and/or personal activities; never make information regarding personal blogs available to youth
- Never divulge the name or any personal information regarding those being ministered to

E. On-Line Video, Chat Rooms, Skype, and Face Time

Adult Supervisors and Clergy

- Always inform parents/guardians of the use of such communication with minors as a standard part of youth ministry
- Remember that when presenting personal opinions and engaging in chats/discussions, others may assume these opinions represent the teachings/values of the Catholic Church
- Use streaming video only for education, communication, and promotional purposes



- Never use live streaming, one-on-one video, or other communication technologies that lead to, support, or encourage an exclusive minor-adult relationship
- Take extreme care to protect the privacy of youth when posting videos on-line; such videos are utilized only to showcase/advertise ministry-related events and activities

Photographic Images of Youth – Youth Under Age of 13

Adult Supervisors and Clergy

- Always obtain written permission from the parent/guardian to use any photographic images for publicity/marketing such as brochures, newsletters, or websites
- Never include the youth's name or contact information in photos that are published

- Photographic Images of Youth – Youth Ages Between 13-18
- Adult Supervisors and Clergy
- Always obtain written permission from the parent/guardian to use any identifiable photographic images for publicity/marketing such brochures, fliers, and websites
- Always obtain written permission when using youth in a planned project, e.g. using youth as models and the photographic images are identifiable
- Always obtain written permission from parent/guardian for any type of video that show youth doing work or in discussion; this video is considered an education record

The safest photographic images of youth over 13 used for publicity/marketing are unidentifiable images, i.e., those images taken at a distance, from the side, from the top, or of a large group activity

For Clergy

- Always notify parent/guardian of scheduled on-on-one pastoral care of youth
- Always schedule session at times and locations that allow for security and accountability
- Always limit the length and number of sessions; make professional referrals appropriately
- Never allow individual youth to socialize in the rectory; ensure other priests or adults are present
- Never allow youth into the sleeping areas of the rectory; only the families of priests and seminarians may be overnight guests in the rectory

General Considerations and Practical Suggestions

Adult Supervisors and Clergy

Contact with Youth that is Permissible

- Verbal praise
- Pats on the shoulders or back
- Hugs initiated by youth
- Holding hands with small children
- Blessings on the head
- Holding hands during prayers

Contact with Youth that is Never Permissible

- Verbal abuse/sexual innuendo
- Touching knees or legs
- Piggy back rides
- Kissing
- Inappropriate/lengthy embraces
- Tickling
- Holding children over age four on the lap
- Any type of massage given by an adult to a minor
- Wrestling
- Any form of unwanted affection/physical contact



SIGNATURE FORMS

The following agreement/permission forms must be kept on file in the school office. Please return these completed and signed forms to the office as soon as possible.

STUDENT-PARENT HANDBOOK AGREEMENT

We have read and discussed the Student-Parent Handbook. We understand that we will be notified of any additions/amendments/corrections to this handbook that may be necessary during the school year. I/We as parent(s) agree to support Saint Paul Catholic School by following all school policies/procedures and further agree to help our child(ren) understand and abide by these same policies/procedures.

We agree to pay Saint Paul Catholic School for all hours, meals, and additional fees as outlined in this Student-Parent Handbook. In addition, it is understood that we will be responsible for any balance due, collection fees, court costs, and interest due in the event any amounts are forwarded to collection.

Parent's Printed Name: _____

Parent Signature: _____ Date: _____

I/We, as student(s), agree to support Saint Paul Catholic School by following all school policies/procedures. Each student must sign.

_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date

Please note: Page 1 of 3 to be signed.



CONSENT FOR PHOTOGRAPHS OR VIDEOTAPES OF STUDENTS

I do hereby give my permission to the Saint Paul Catholic School and its employees, principal-designated personnel, or administration-approved newspaper reporters and photographers to photograph, videotape, or interview my child(ren). I understand that the photographs, videotapes or interviews will be done at the discretion of the principal for educational purposes or for school promotional purposes (a school brochure, publicity for a school activity/event, or the like).

_____ My child(ren) may have his/her (their) picture taken for ALL educational and promotional purposes.

_____ I/We do not want photos of our child(ren) appearing in any educational / promotional materials

Parent Signature: _____ Date: _____



**INTERNET/NETWORK ACCESS
ACCEPTABLE USE POLICY AGREEMENT**

I/We have read and agree to this policy in consideration for the privileges of my child(ren) and/or myself using the Saint Paul Catholic School Internet/Network resources and in consideration for having access to the information contained on/or by the Internet/Network. I/We hereby release Saint Paul Catholic School, the School Advisory Council, the Internet/Network, and their operators and administration from any and all claims of any nature arising from my child(ren)'s or my self's inability to use the Saint Paul Catholic School computer resources.

Parent's Printed Name: _____

Parent Signature: _____ Date: _____

In consideration for the privileges of using the Saint Paul Catholic School Internet/Network/Computer resources, and in consideration for having access to the information contained on or by the Internet/Network, I hereby release Saint Paul Catholic School, the School Advisory Council, and the Internet/Network and their operators and Administration from any and all claims of any nature arising from our use, or inability to use, the Saint Paul Catholic School computer resources.

_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date
_____ Student Signature	_____ Student Name (Printed)	_____ Grade	_____ Date

Parent Signature: _____ Date: _____



Diocese of Gary & Saint Paul Catholic School 2023 – 2024

FACULTY & STAFF HANDBOOK



Items that pertain to Saint Paul Catholic School only are written in italics.

These rules apply to all staff members, at all times, when present in the building during school hours.



MISSION STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

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

PHILOSOPHY STATEMENT

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

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

We are ALL teachers and we must model what we preach. The Code of Conduct we have adopted for students are applicable for us as SPCS staff members:

Respect yourself and others.

Be Honest.

Remember that we are all God's children.

Find peaceful solutions.

Be polite and kind to others.

Always do your best.

Play fair and cooperate.



ABSENCE – STUDENT

For students in grades K-6, being present for 2 1/2 hours constitutes a full day. For students in grades 7-12, being present for 3 hours constitutes a full day.

Students in grades K-5 may miss no more than 10 days per quarter. Students in grades 6-12 may miss no more than 10 days per semester.

Calculating Absences

According to the Indiana Code (IAC 1-3-3), a student in attendance during any part of the day, up to and including one half (1/2) of the day, shall be counted as one half (1/2). A student in attendance for more than one half of the day shall be counted as one (1) full day.

We use one scale for the whole school: if a student is present for 3 hours of the instructional day, they are counted as being here for a full day for our state reporting. If a student is present for 5 minutes in the morning and gets sick and goes home, that student is counted present for a half day, according to Diocesan policy. However, for our school to count a child with perfect attendance with rewards and names published, the student must be here every minute of every day from 7:45 am until 2:40 pm.

Excused absences include:

- Illness
- Doctor/Dentist appointment
- Funeral
- Legislative Page
- Court appointment
- Principal's discretion

Unexcused absences include:

- Vacations
- Non-school related events
- Personal Business
- Principal's discretion

All student absences and tardies will be put into the computer first thing in the morning. Notes from parents will be sent to the office after the teacher has reviewed them.

Students are considered tardy for arrival in the morning if they are not in the classroom (upper grades also expect students to be in their seats) when the 7:45 bell rings. Students will be excused if arriving via the late bus or if a general excuse has been announced over the intercom for an unusual occurrence occurs. The teacher will indicate the student tardy on the computer, making sure the student knows he/she is late. During the day, if students are late for classes, the teacher will keep a record of this.

Students receiving the *third* tardy will have a note sent home. A *fifth* tardy will result in a lunch detention *in the office*.



ACADEMIC REQUIREMENTS

All grades below 70% on a report card must be listed as a percentage.

See the Student-Parent Handbook regarding details pertaining to the grading scale, honor rolls, and probation. Honor rolls begin in sixth grade and continues through the eighth grade.

All grades and report cards will be done on the computer and online.

A physical gradebook must be kept as well. Parents may access Progress Reports via RenWeb. student's attendance sheet. Also, at the end of the school year or when the student leaves our school, a paper copy is put into the student's file.

ACCIDENTS

Immediately notify the principal or office staff any time a student is involved in an accident. The person in charge must complete the INCIDENT REPORT *in a book kept in the office*. All incident reports must be completed and returned to the office by the end of the school day in which the incident occurred.

Any student requiring first aid is to be sent to the office accompanied by an adult. When this is not possible, another child must accompany the injured child. *Teachers may keep band aids in your room and give out as necessary for very minor cuts. You may let the parents know in a note home or assignment book what happened.*

Staff members are to immediately notify the Principal and school office anytime a student is involved in an accident. The staff member must complete the accident report form which is available in the office. All accident reports must be completed and returned to the Principal before the end of the same day.

Parents should be notified of any type of injury, *especially injuries involving the head, mouth, or teeth*. Principal or office staff should call 911 if necessary. For any type of injury, the principal will be notified.

ADMISSION POLICY

Each school of the Diocese of Gary welcomes the opportunity to enter into a contractual agreement with parents to meet their children's spiritual, educational, and social needs while enrolled in a school devoted to the ministry of Catholic education.

Non-Catholic students who choose a Catholic school will attend religious celebrations, religious classes, and other activities that follow the Catholic faith.

As part of this agreement, parents agree to pay the determined fees and tuition. Parents also agree to abide by the rules and regulations of the school as identified in the handbook and addenda to that handbook as properly promulgated. It is the responsibility of the principal to make certain that parents and students are made fully aware of their contractual obligations.

Principals, indeed, must arrange for the parent to "sign-off" on the contents of the handbook each year, which is considered an explicit acceptance of the school's regulations and the parent's obligation to abide by said regulations.



The Catholic schools of the Diocese of Gary welcome students who wish to apply for admission regardless of race, color, sex, national origin, ancestry, or sexual orientation. The local parish-school establishes policies for the admission of Catholic and non-Catholic students.

Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Families of students who are not of the Catholic faith will be expected to assume a proportionately larger portion of their financial responsibility through tuition since they do not participate in the contributory subsidy from Catholic parishes.

At the time of entry, transfers, health records, and academic records are required from the previous school. This is required by the State in its effort to uncover “lost/stolen” children.

ANNOUNCEMENTS

Announcements are an important part of the school day. However, interruption of classes is a distraction to both students and teachers. Scheduled announcements will be at a time that teachers and administration select at the beginning of the year. ALL other announcements are to be limited to emergency information.

Homeroom begins with morning announcements over the intercom. During morning announcements, students are to be silent; teachers/aides are to be in the classroom modeling this behavior. After the announcements, the entire school participates in reciting the Morning Offering, the Pledge of Allegiance, and the Character Pledge. Lunch counts, collecting or returning papers, or any other distracting activities should wait until after announcements are completed.

Afternoon announcements begin at approximately 2:25 PM. Students are to listen silently. Students are dismissed from their rooms when the bell rings at 2:30 PM. If the announcements continue through the 2:30 PM bell, students should remain in the classroom until the announcements are over and they are dismissed by their teacher.

Check your mailbox in the office during the day for messages. There is a colored envelope to send notes, and other information to the office in the morning. At the end of the day, you will get this envelope back with Scrip and other messages for you to give to your homeroom. Be sure you hand the Scrip envelope to the child or put directly into the backpack. If Scrip is left in the room at the end of the day, bring it to the office to notify parents.

ARTICLES NOT PERMITTED

See Student-Parent Handbook



ASSEMBLY/MASS

All teachers *and aides* must be seated with and supervise their class during assembly/Mass. Teachers *and aides* must monitor all student behavior, including students in classes other than their own. *Teachers should not grade papers or talk when monitoring students or during presentations by others. We are modeling the kind of behavior we expect from others.*

At no time during any assembly or mass should any teacher or aide be using their cell phone, whether to answer or receive a phone call or answer or receive a text message.

Mass is a public event. As faculty, we set the tone not only for our students, but also for parents/parishioners in attendance. It is important that we all:

- *Arrive on time, without exception.*
- *Appear attentive.*
- *Participate fully – mass responses should be audible and correct, song books should be in hand (regardless of whether you know the words) and songs should be sung out.*
- *Refrain from socializing amongst ourselves, lest it be perceived as gossiping.*
- *Be welcoming and smile to parents/parishioners in attendance.*

At the conclusion of Mass, teachers should escort their students back to the school building in an orderly fashion.

AUDIO VISUAL/MEDIA PROCEDURES

See Copyright section.

AWARDS

To be decided by each school. *See Student-Parent Handbook for a list of Saint Paul Catholic School awards.*

BENEFITS

All full-time employees receive individual medical and life insurance. The health insurance is provided by Anthem Blue Cross. The school pays for the cost of this coverage. Dependent coverage is available at a cost to the teacher. Dental and eye coverage is an optional benefit.

Teachers are enrolled in a 403B. The school matches the pension contribution. Specific provisions of the plan are made available through the Diocesan Benefits office and printed materials.



BOOKS

The Diocese of Gary follows the state adoption list. Each school may choose the textbooks that meet the needs of the students. The principal must approve any supplemental materials.

All textbooks, workbooks, and supplementary books used by the children are to be stamped on the title page or on the first page inside the cover with the Saint Paul Catholic School stamp located in the office. The textbooks are to be numbered consecutively, inside the cover as well as on the pages' edge so when you stack the books, you can easily see to whom each book belongs. Books are distributed to your students with #1 to the first student in your grade book, etc. In double classrooms, they can be 1-B and 1-A for new books. Teachers are responsible for checking all textbooks at the end of the year to see that all are accounted for and have no extraordinary damage done. If so, ask the librarian to help assess the amount of fines. The labels with our SP logo and their name will suffice for a stamp for consumable books.

All textbooks, teacher resources, and any items purchased by the school or gifted to the school (regardless of the age of the item) are the property of the school. The principal must be consulted prior to any item leaving the building, being donated, or being disposed of.

BUILDING SECURITY

To be decided by each school.

*Students should not be sent to the office unless it is absolutely necessary. **During class changes** or when a class is changing rooms or going to the restrooms, a teacher or aide must accompany and **supervise students in the hallway**. Elementary students are to be quiet in the halls and during the class changes, the middle school students may talk quietly, but be considerate of others.*

*Teachers are to lock the rooms when they go to lunch or if the room will not be used by someone else for a long period of time, such as a field trip, etc. Staff members are to lock up their purses and valuables as well when they are not in the room. **Doors should never be left open or "crash barred" for ease of entrance. Key fobs must be used for building access.***

BULLETIN BOARDS

Each classroom teacher will take charge of bulletin boards in or around his/her classroom. These are to be changed on a regular basis. Student work displayed throughout should be from every student and up to our high standards.

God, Jesus, or a religious theme should be on at least one of the boards in each classroom. Holiday-themed bulletin boards should reflect our Catholic identity. Inspiration and motivation as well as boosting self-esteem are the guides to be followed.



BUS/CAR DUTY

All classroom teachers will walk their class down to the main hallway for dismissal. One designated staff member will take bus duty; others will take gym and car duty and one will be assigned to be the walker for students. One teacher must stay with all students until they are picked up or make arrangements for the office personnel to call or watch the students. This is the last impression the parents and students have of us for the day; therefore, we should try and be friendly, smiling, and pleasant. Safety is the important factor at this time so an orderly process must be maintained by the staff present.

It is important that you are on time for all bus/car duties. The schedule and description of duties are provided at the beginning of the year. If you are unable to attend your duty due to meetings, field trips, or school-related activities, you are responsible for arranging for a replacement. In an emergency, or if you are out sick, you must contact the office immediately to alert them for the need of a replacement.

CAFETERIA

The staff will work in the cafeteria or playground during the lunch/recess hour. Students have assigned tables in the lunchroom within their grade level. Middle School student may sit anywhere within their grade level at the middle school designated tables. Instruction in this area should be given and monitored by the principal or designated aide. Rules about lining up for hot lunch should be discussed, and elementary teachers should stay with the class until they get started in the serving line. If the class is not orderly, the teacher or aide should stay until they are checked in.

Cleaning of the tables is very important. Please stress this with your classes. If all clean up their own area, there will not be so much for the cleaner who volunteers to do this. A current list of assigned table cleaners is to be provided to the cafeteria aides.

Teachers should not have snacks available to children that would negatively impact the lunchtime.

CALENDAR

Everyone should receive a school calendar indicating the contracted days. This calendar is also available on RenWeb and on the school website.

CERTIFICATION

All teachers who teach in an accredited school in the state of Indiana must have an Indiana teaching certificate that reflects the area the teacher is teaching.

Teachers must supply the principal with any licensure changes or renewals. A copy of your current license must be kept on file at school and one will be kept at the diocesan office.



CHANGE OF ADDRESS

Any teacher's change of address or phone number should be reported to the office as soon as the new one is known. It is essential to have up-to-date information in handling emergency situations. The teacher is responsible to report any change of address and/or phone number to the diocesan Benefits Office and the Schools Office.

Please advise the office of any changes in your contact information. It is important that our Calling List be as up-to-date as possible.

CHILD ABUSE

If a teacher suspects child abuse, it is his/her legal responsibility to report this to the principal. The teacher must **ONLY** discuss this with the principal or his/her designee. The teacher must not investigate this situation.

The reporting of suspected child abuse and neglect IS NOT A DISCRETIONARY MATTER. IT IS REQUIRED BY LAW. Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report that suspected abuse or neglect to the local child protection service or law enforcement agency. (I.C.31-6-11-3 & 4)

Anyone on the school payroll should first inform the school principal and/or pastor who will know which agency of government to contact for further investigation. If the person with the reason to believe has a good reason for bypassing the pastor and/or principal, then the matter should be presented to the Superintendent. An individual making such a report in good faith is immune from any civil or criminal liability that might otherwise be imposed because of such action. The individual making the report is presumed by law to have acted in good faith. (I.D.31-6-11-7)

Further legislation mandates the actions of the governmental agency to which the report has been made. It is they who are responsible for further investigation and determination of the merits of the report submitted by persons who have reasons to believe there may be a violation. Failure to report suspected abuse or neglect, when known, is a crime punishable by up to 6 months imprisonment (Class B misdemeanor). (I.C. 31-6-11-20)

It is necessary to keep a written record of the times/dates actions were taken in notifying civil authorities, noting also the names of the persons who received your reports. Such written records or notes can be discarded when the investigation has been closed; they are never to be placed in the student's permanent file.

Note well: School personnel do not do any investigating themselves, not even calling the parents "to check or ask." The governmental agency sends professionals to investigate.

Note well: The Diocesan Policy on "Sexual Misconduct Toward Minors and Others At Risk: is defined and located in a separate document that was distributed to all pastors and principals by the Chancery on July 10, 1993 and was revised. Document is included in *Student-Parent Handbook and each staff member must sign designated paper that says they have read and reviewed the document and intend to abide by it.*

All staff members are considered mandated reporters and must report any suspected child abuse to the Principal. The Principal will walk the staff member through the process of reporting to CPS.



The Diocese of Gary requires that any adult who will have contact with children will file compliance forms from the VIRTUS child safety program.

CHURCH/LITURGY PREPARATION

Grades 5-8 attend Mass on Tuesday. Grades K-4 attend Mass on Wednesday. All grades (K-8) will attend Mass on Friday.

Classes in grades K-8 will follow a rotation prepared by the principal and staff to prepare the readings for Mass and for other liturgies. All children should be given the chance to take their turns at the different positions for Mass. All should be adequately prepared. The teachers are responsible to arrange preparation time for the students- servers, readers, etc. Except for a child substituting for another in an emergency, all readings should be given to the child no later than 2 days previous to the day of the Mass.

The liturgical music director (or teacher) will provide song selections for each mass. Liturgical music practice will be scheduled by the liturgical music director for after Masses unless there is something else after Mass that takes precedence. Teachers are to stay and learn the songs, sing and help maintain discipline.

CLASSROOM POLICIES

Classroom expectations, as well as the grading policy, must be communicated to students at the beginning of the academic year. This policy is to be printed and given to each student; it might be advantageous to have parents/guardians indicate that they understand the expectations by signing the student's copy. *Our parents and students do this on the signature paper that goes home in the first envelope with the student handbook.*

A copy of your Classroom Policies is to be on file in the Principal's Office prior to distributing them to the students/parents. *It is very important to inform the Principal if there are problems or concerns about these policies. If you make changes, let Principal know as well as parents.*

****If you want to change, alter, readjust, etc. any schedule or special on a permanent basis, you must submit the proposed change to the principal in writing. You may not make any changes without the principal's approval.****

CLASSROOM VISITATION

All visitors must report to the office. Visiting the classroom by parents is for *special child presentations* only.

All conferences or discussion must be scheduled at other times.

Permission *and a school pass* must be obtained at the office prior to the visitation.

COMMUNICATION

Effective Catholic school teachers understand the importance of weaving together both the art and science of communication. The art of communication involves creating an environment that builds and enhances trust, respect, and openness within the faith-centered community. The science of communication encourages the development of skills and strategies that promote positive communication



through the use of meaningful feedback, empathetic listening, and collaboration. Whether you are greeting students as they enter your classroom, welcoming parents to a conference, creating classroom newsletter, or resolving a conflict, effective communication promotes the mission of the Catholic school and provides an ideal opportunity in which to teach the Gospel message.

General Guidelines for Effective Communication in the Catholic School

- *Focus on supporting the mission of the Catholic school through your words and actions.*
- *Practice collaboration by seeking partnerships within the school community.*
- *Practice engaged, empathetic listening.*
- *Allow adequate “wait time” before responding to sensitive issues.*
- *Speak truthfully, but with kindness.*
- *Always ask what is best for student learning.*
- *Be accountable by providing feedback and thorough follow-up.*
- *Invite questions and genuinely value the opinion of others.*
- *Keep parents, administrators, and students informed.*
- *Maintain an atmosphere of respect and trust supported by shared values.*

Verbal and Non-verbal Communication

Follow formal grammatical rules in your professional speech and initiate positive conversations and dialogue that build meaningful relationships. Your professional image is directly linked to the words you choose and the way in which you express yourself.

- *Strive to develop a vocabulary that is both clear and concise.*
- *Speak with confidence and enthusiasm.*
- *Avoid the use of slang, off-color words, and trendy expressions.*
- *Take note of pronunciation rules and practice correct grammatical usage.*
- *Use appropriate volume and tonal quality, depending on whether you are speaking to an individual or a group.*
- *Make eye contact, extend a firm handshake, and smile warmly.*
- *Recognize that your facial expression, posture, and gestures send messages to the listener.*
- *Convey friendliness and a positive attitude in words and actions.*

Personal information

- *Use discretion when sharing personal information with students and co-workers.*
- *Setting clear boundaries is essential and establishes professionalism and credibility.*
- *Personal viewpoints that are openly shared with students, parents, and/or colleagues must be in keeping with the teachings of the Catholic Church.*
- *Exchanging or providing personal data such as cell phone numbers and e-mail addresses must be in accordance with specific school policy.*

Written Communication

- *Follow formal grammatical rules in written notes, newsletters, and messages. Punctuation, sentence structure, and neatness matter.*
- *Be sure to use spell check or the dictionary to verify accuracy.*
- *Before sending school-related documents, have an administrator or colleague proofread them.*
- *Remain objective in tone and content. If a sensitive or controversial needs to be addressed in written form, allow yourself adequate “wait time” before responding.*
- *Avoid ambiguity. Be clear, concise, and specific, while keeping the mission of the Catholic school in focus.*



Electronic Communication

- *Your e-mails and RenWeb are always professional correspondence. As such, both accounts should be checked daily during contracted school days.*
- *Always convey a polite and pleasant tone in e-mails, RenWeb and other electronic communication.*
- *Follow standard writing guidelines as a professional courtesy.*
- *Use the “reply” or “reply all” function appropriately.*
- *Electronic communication cannot replace personal contact, especially when dealing with sensitive or complex situations.*
- *All internet use at school must pertain to school-related issues, topics, and needs.*

Internet Style

- *Be aware that the recipient of an e-mail does not have the benefit of voice or vocal expression when interpreting a message.*
- *Address the recipient appropriately and put your full name on all e-mails and RenWeb messages. Remember that you are communicating with a person, not another computer.*
- *Use bold or all capital letters sparingly.*
- *Use the automated spelling and grammar check to ensure that your text is error free.*

Boundaries for Technology Use

- *Assume that all e-mails, RenWeb messages, and information you send and receive are permanent and public.*
- *Sharing personal e-mail accounts and/or social networking sites with students is never appropriate. Only a school e-mail address should be shared.*
- *Texting, blogging, and instant messaging should be avoided in communicating with students or parents.*
- *Use your school assigned e-mail account and your school computer for professional purposes only.*
- *When using school-purpose web sites (classroom pages, Prezi, Edmodo, etc.), be sure to link it to your school e-mail address, never your personal e-mail address.*

Throughout the school year, Catholic school educators will interact with parents and other visitors during the school day, after school hours, and at various school and community events. These are ideal settings in which to develop positive relationships and enhance the public relations efforts of your school. Educators represent the values, mission, and goals of their school, both in and out of the classroom. They play a vital role in “sharing the good news” of their school community.

Examples of opportunities for building positive communication may be Parent-Teacher Conferences, Open Houses, Back-to-School Night, Fundraising Events, Parish Social Events, or Parent Advisory Council Meetings.

Whenever greeting parents or visitors, be a model ambassador for your school by following these rules of professional etiquette:

- *Introduce yourself formally as Mr., Mrs., or Miss and clarify your role in the school.*
- *If appropriate, offer a handshake while making eye contact with the person.*
- *Express verbally how pleased you are to meet them.*
- *Call them by name or title throughout the conversation.*
- *Make an effort to help them to feel relaxed and at ease in your company.*
- *Always conclude your meeting by expressing how pleased you are to have had an opportunity to meet them.*



CONFIDENTIALITY

School business is just that, school business. When discussing student or school family concerns, information is to be shared only with the necessary parties and should not be treated as gossip or shared with others that are not directly involved. This includes disciplinary action for any student or fellow employee.

Personal business of any staff member should be treated with respect and support.

CONTINUING EDUCATION – RELIGION

The Diocese of Gary has established a continuing education policy for all catechists, teachers, administrators, and directors of religious education. Details about the requirements for this school year will be shared by the Principal.

- 1. Teachers employed 20 hours or more weekly in the Catholic system are required to comply with this policy.*
- 2. Teachers who do not comply with this policy will be penalized \$350.00 and will jeopardize their good standing in the diocese.*
- 3. Teachers are encouraged to support all religious functions sponsored by the parish, especially those involving the students, e.g. Sacrament programs, Graduation, and the Mass.*

CONTRACTS

The Schools Office issues all contracts for full time and part-time teachers. *Signed contracts and agreements by all staff members are signed first by the Pastor and then by the teacher. This is done when we have our end of year conference. At this time, we discuss the year in general and your achievement of your yearly goals; observations and evaluation; a look at your grade book, plan book (both of which are the property of the school to be turned in at the end of the year). We also discuss any changes that might be made as we look forward to the future.*

COPYRIGHT LAWS

Copyright laws prohibit the reproduction of protected materials for “commercial” purposes.

Printed Materials

1. A teacher may make a single copy for research or preparation purposes.
2. Multiple copies may be made provided that: each copy contains a notice of copyright, and the number of copies is not more than needed for teaching.
3. Copies should not be used to replace, create, or substitute for anthologies, collections, or musical arrangements.
4. Copying should not be from “consumables” such as workbooks.
5. Copying a single resource should not be repeated from semester to semester or transferred to other subject area classes.

Videos and DVDs

1. Only educational videos may be shown as part of instruction.
2. Videos intended for home use MAY NOT be shown in school without obtaining the proper permission from the distributor.
3. *Popular entertainment videos should not be used at all, nor should a long series of videos because it takes too much class time. All video use in a classroom must be followed by an assignment or used to teach the taking of notes so that students are actively involved. If a teacher believes a video is important enough to take class time he/she should be watching it with*



the class and not sitting at a desk grading papers. Videos that are used should be listed in lesson plans with objectives and assessment of student learning.

Computer Software

1. A limited number of “backup” copies may be made as provided for in the disk encryption which should not be violated.
2. Some software is considered “public domain” and may be freely produced.
3. Special licensing agreements from software publishers may provide for multiple reproduction or use of disks on several machines. Ordinarily a piece of software is licensed to only one computer.
4. Special “network licenses” or “network packs” are necessary to legally use most software over a local area network with multiple workstations.

Any questions may be directed to the computer teacher.

CORRESPONDENCE SENT HOME

All information sent home by teachers, including disciplinary notes, must first be approved by the principal, or his/her designee.

Some simple notes in the assignment book that follow a pattern the principal has already seen need not be shown each time.

****The principal must be aware of what concerns and questions the parents have and how you are addressing them BEFORE the parents may bring it to the attention of the principal wherever possible.****

All parent’s notes and questions should be answered in a timely manner, at least within 2 working days time. All correspondence such as major letters home on a regular basis, classroom newsletters, etc. must have either our logo at the top, or our school heading and your name and contact information. This is to easily identify where the paper came from.

CRIMINAL HISTORY CHECKS

All personnel, including the principal, teachers, aides, nurse, and secretarial staff that work with or around the students must have a criminal background check. This also includes volunteers and coaches. Senate Enrolled Act 445 “allows a qualified entity to request from the state police department a national criminal history background check...” The request must be made no later than three months after the person initially volunteers with the qualified entity.

CUMULATIVE RECORDS

All permanent student records (test scores, grades, attendance, and health) must be kept for 100 years. Permanent records include report cards, attendance, standardized test scores, and any IEP or educational profile.

Behavioral and disciplinary records are not part of the permanent records. These are to be kept in a separate file.

School officials must understand that only the contents of the official file should be forwarded to a new school.



CURRICULUM

1. All Diocese of Gary schools follow the Diocesan Curriculum guides for each subject area. These guides follow the required standards for accreditation for the state of Indiana. *Indiana Standards should be included in all curriculum plans. Each teacher is responsible for covering the standards for their level or subject. This is a minimum goal. Each student mastering the standards and beyond for their level is the greater goal. All students are to be challenged according to their potential and ability. If students need to be grouped, then do so within the classroom.*
2. All classrooms MUST HAVE the most current curriculum guides for their grade level.
3. Each adoption year, the faculty is asked to review Indiana's Official Adoption List of textbooks. Generally, each school selects its own series. In some areas, a cluster of schools chooses the same series.
4. All Diocese of Gary schools follow the adoption cycle of textbooks for the state of Indiana. This provides for the adoption of one subject per year.

DAILY TIME SCHEDULING

A schedule of non-core classes will be prepared at the beginning of each school year. There are suggested minimum requirements for each subject attached at the end of this handbook. Please be sure you have enough minutes for each subject.

Each teacher will then make out a classroom schedule for his/her room; one should be posted with the substitute materials on an obvious place on the teacher's desk. A copy is given to the principal as well within the first 2 weeks of school. If changes are made, please make a new copy.

Classroom aides will attend those non-core classes to assist the teacher when requested and agreed upon mutually with the principal and the regular classroom teacher.

When a teacher changes the schedule and it affects any other teacher or class or lunch, you must fill out a change of routine paper. If you take your class anywhere other than the room assigned for a period of time, please inform the office. It is hoped for a minimum of interruptions in the regular routine including middle school Band/Orchestra/Choir and hot lunch program for all grades.

****If you want to change, alter, readjust, etc. any schedule or special on a permanent basis, you must submit the proposed change to the principal in writing. You may not make any changes without the principal's approval.****

DISCIPLINE

Corporal punishment is NOT to be used in any form, *nor is sarcasm or humiliation tolerated*. Faculty members are responsible for the ordinary discipline of the students in their charge. The goal of discipline is self-discipline; thus discipline is a matter for instruction rather than enforcement.

Discipline should never be confused with punishment. The motivation for behavior should not be the threat of punishment, but the need to obey the rules and regulations of the school.

Consequences for behavior should be governed by self-control and good judgment. There is no place in a Catholic school for vindictive penalties. Teachers are forbidden to give as punishment the writing of prayers or any form of punishment connected with religion. Likewise, the imposition of any kind of money fines as a punishment is absolutely forbidden.



Severe consequences, although rare, should always be first discussed with the principal before any teacher seeks to impose such.

Teachers are expected to contact parents concerning the student's progress and inform them of any discipline problems. The administration will intervene whenever the regular classroom procedures have proven ineffective (see *Student-Parent Handbook*).

Because the school policy states "first a warning is given", the word "warning" should be clearly used by the teacher to indicate to the student that he/she is behaving incorrectly. Clearly disruptive behavior should be handled by sending the student "to the principal" not "to the office." However, discipline issues should be first handled in the classroom; the principal is a last resort. If you send students to the office only for a cooling-off period, immediately notify the office of that purpose.

Teachers should be very specific about the rules they have in their classrooms, and should follow through with consequences. The office needs written information when students are given a lunch detention; doing homework or tests at that time can cause confusion about its purpose. All carbon copies of detentions, notice of concerns, etc. are to be sent to the office so we can document when the student has accumulated the number needed for the next consequence.

*Teachers are expected to give much guidance and counseling to assist their students' reasonable, self-disciplined conduct. Reasonable discipline is administered – no corporal punishment—with special consideration for the dignity of every child. For infractions of rules, students may be deprived of playtime to suit the offense and correct the offender. No humiliating penances should be given. For serious infractions, the Principal may suspend the student. **Please remember that, in most cases, the correction should be given by the teacher. Discipline in special classes should be handled by that teacher with notification given to the homeroom teacher. Only in unusual or extreme situations, should students be sent to the principal.** Teachers are responsible for all students' welfare, but should restrict discipline measures to their own students. Students in other classes should be referred to the classroom teacher. A classroom management plan is expected to be in place with specific and explicit rules and consequences. A copy of the classroom management should be submitted to the Principal by the end of the second week of school. Consequences are expected to be documented in RenWeb.*

Fairness and consistency is our goal.

DISMISSAL

See BUS/CAR DUTY.

DRESS CODE

Teachers must enforce the school dress code. *Information is provided in the Student-Parent Handbook about what is allowed; teachers should regularly discuss and check students for proper uniforms.*

All staff members should dress in appropriate, professional clothes for the workplace.

"As parents choosing to send our children to a Catholic school, we think that professional dress is of great importance within the school community, where our impressionable children look to teachers and staff to help them in the formation of positive lifelong habits. Our children are seeking examples that are truly genuine, consistent, and meaningful. As adults, it is our duty not to impose a confusing double standard upon the children who are dressed respectably in their school uniforms. There is a multitude of



reasons why our children are expected to dress in their crisp, fresh shirts, jumpers and skirts, trousers, and sweaters.

“A uniform silently teaches the lesson of equality while allowing the individuality to shine through via actions, words, and personality. In much the same way, the professional ‘uniform’ of teachers conveys an attitude of love and respect for the children they are teaching and guiding. Ultimately, children are keenly aware of the details within their surroundings and are innately intelligent. Simply put, they respect teachers who respect them and one of the most important ways to respect your students is by being professional at all times.”

Select apparel, fragrances, jewelry, and hair styles that do not detract from your professional image. When in doubt, select a traditional, conservative look.

- Keep accessories simple, in good taste, and not excessive.*
- Clingy, tight-fitting, or transparent clothing is inappropriate.*
- Necklines should be modestly designed; cleavage should not be showing.*
- Jeans, cargo pants, and casual shorts are not appropriate attire for teachers.*
- Tank tops are not appropriate. Use discretion when wearing sleeveless shirts or sleeveless blouses.*
- While polo shirts are permitted, polo shirts (or other tops or clothing) promoting a non-diocesan school or a non-diocesan club/sport are not permitted.*
- Athletic wear such as tennis shoes, sweat suits, workout clothing, yoga pants, and leggings is only appropriate in specifically-approved settings (like physical education), not in classrooms.*
- Wear close-toed or moderately dressy shoes. Flip-flops or beach wear are not an option. All sandals must have a back.*
- Facial and body piercings are not appropriate. Female teachers should wear no more than a single pair of earrings.*
- Cover all tattoos at all times.*
- No wearing of earbuds (head phones) when students are in the building.*

Dress alternative days call for a balance between relaxed and professional attire.

- Jeans may be worn only on dress alternative days, not on Spirit Wear or Family Friday. It is important to choose jeans that fit and look neat, clean, and professional. Low rise, tight, or tattered jeans are not appropriate.*
- Footwear should be casual and functional for the classroom. Flip-flops or over-worn sports shoes are not an option, even on Dress Alternative days.*

DUPLICATING

Whenever possible use another teaching technique like outlining or taking notes instead of worksheets or workbooks. Monday mornings are the busiest times for copying.

Everyone is encouraged to do their own copying during their plan periods.

Of course, in an emergency, the office staff will try and accommodate your needs right away. Try and think ahead and there will not be so much frustration.

EMERGENCY CLOSING

Saint Paul Catholic School will follow the Valparaiso Community Schools’ decision for closing for bad weather. Other emergency plans are located in the folders in your rooms holding the Saint Paul Catholic School Emergency Plan.



EMERGENCY PREPAREDNESS

Fire drills will be conducted on a monthly basis. Tornado drills will be conducted twice a year. Code Red drills will be conducted twice a year, once a semester. Quiet and order are to be maintained during drills.

Teachers are to carry their grade books and class list with them and take attendance as soon as the assigned class location is reached. Complete silence is to be maintained during all drills. This includes returning to the classroom.

All employees need to be aware of the closest fire alarm box and fire extinguisher to their rooms. Exit routes are to be posted in each room and periodically reviewed with students. Please take your emergency bags with you.

EXTRA-CURRICULAR ACTIVITIES

Teachers are expected to participate in activities as required by building principal.

Teachers are encouraged to sponsor extra-curricular activities at the school. Teachers can work independently or in pairs for this. Teachers are also encouraged to attend school-sponsored sporting events or activities, including Fundraisers, whenever possible.

ELECTRONIC NETWORK ACCESS POLICY

It is a general policy that *Saint Paul Catholic School* network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet, referred to as “the network”), are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of *Saint Paul Catholic School*.

A general policy and guidelines for acceptable and unacceptable use of the network by employees is contained in the official Diocesan handbook. Failure to adhere to the policy and guidelines will result in disciplinary action and/or termination of employment.

The Administration of *Saint Paul Catholic School* and the Diocese of Gary School Office reserves the right to monitor all computers owned by the school.

During the instructional day while in a classroom with students, you should not be on the internet for personal business. Your personal times on the computer are when you are on a break, lunch hour, or during prep, before or after school.

Special Note: See the Addendum Section for further information about this issue.

FACULTY PARKING

All staff members are to park as far from the building in the front as possible closest to the East.



FIELD TRIPS

All field trips must have an educational purpose and be approved by the principal. Parental permission forms and medical permission forms must be completed. Only ONE medical permission form needs to be completed each year; however, a permission form must be completed for each trip a child takes. A field trip form must also be completed by the teacher and returned to the office for the school's accreditation file. *Please give one copy of the field trip permission form to the principal for this accreditation file.*

Classes may take two trips per school year.

Medical forms must be in possession of the teacher while accompanying the students on the field trip.

Whenever possible, bus transportation should be provided. *Valparaiso School busses will not transport our students, unless it is for a Valparaiso School function.*

The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver:

- The driver must be 21 years of age or older.
- A copy of the driver's license should be on file with the principal.
- The vehicle must have a valid registration and be insured for a minimum limits of \$100,000 per person/\$300,000 per occurrence.

VIRTUS compliance for every chaperone must be checked prior to any time a parent is around students.

Chaperone Guidelines

- A. Grades K-3—one (1) chaperone for every six (6) students
- B. Grades 4-6—one (1) chaperone for every eight (8) students
- C. Grades 7-8—one (1) chaperone for every ten (10) students

The Diocese of Gary does NOT allow any overnight field trips. Any overnight field trip must be approved by the School Office.

FOOD/DRINK/REFRIGERATION

Teachers should not be consuming food or drink while on car/bus duty.

When in the classroom, food should not be consumed in front of the students unless it is a whole-class event. Drinks should not be carried around the school, nor should students be sent to the teacher's lounge to fill or refill teacher's drinks.

The teacher's lounge is reserved for faculty only.

Due to allergy concerns, be cautious about treats or candy provided to students. If these are provided, they should be consumed in that classroom and not transported for consumption in other areas.

FUNDRAISING

Fundraising will be directed by the School Advisory Council. However, as partners in education, where our salaries are paid for in large part to the sacrifice and hard efforts of the parents, each staff person is encouraged to support the fundraisers where they can. For example, everyone buys groceries and gas



and TRIP doesn't cost any extra money. Your presence and participation in at least some of the fundraisers are noticed and appreciated by parents and students alike.

GRADE BOOKS/GRADES

Grade books are the property of the school. All grade books will be turned into the principal at the end of each grading period along with the report cards. Teacher and principal should initial each of the pages of the grade book for each quarter. Computerized grade reports must be printed at the end of school or when a student leaves and is put into the student file. Grade books are to be returned to the office at the end of the school year.

The grading system established by the school is a combination cumulative and weighted system. For the overall class grade, three categories exist: tests (50%), classwork (30%), and homework (20%). Within each category, the scores are cumulative.

Teachers should review, grade, and return all assignments within a reasonable amount of time. To have a fair assessment of students' academic ability, each category should have a minimum of three assessments, spread out over the quarter.

It is the teacher's responsibility to keep up-to-date with the RenWeb gradebook. It is recommended to update student's grades at least once a week. It is also the responsibility of the teacher to contact parents immediately if a student's grade is a concern. The principal should be alerted to any academic problems or issues.

GUEST SPEAKERS IN THE CLASSROOM

Teachers are encouraged to bring in outside speakers to enrich their classroom presentation. The same procedures need to be followed as are followed when any adult visits the building. The school secretary must be notified prior to the expected arrival of the speaker and the speaker will be asked to wear a Visitor's badge while in the building.

Since staff members represent the entire school community when dealing with guest speakers, they are asked to extend every courtesy to a visitor asked to speak in their classroom. It is recommended that a thank-you note be sent to the person following his/her presentation.

GUIDANCE SERVICES

The Diocese of Gary in conjunction with Catholic Charities offers counseling services to students, faculty and staff. If a teacher thinks a child would benefit from counseling, please consult with the principal to obtain an informational packet about the counseling services.

GUM

Gum is not permitted in the school or on school grounds at any time. *Adults set the example always.*



HALL/RESTROOM SUPERVISION

Teachers will arrange supervision of restrooms. If members of the class do not behave quietly and properly in the restroom, changes in the rules for using the restroom should be made. Assigning students to monitor others in the restroom should be avoided. In classrooms in which there is an instructional aide, the teacher or aide should monitor the hallway while students use the restroom.

Your responsibility in the hallway is student supervision. Teachers should not use this time to socialize, while leaving their class either unattended or supervised by the aide.

HARASSMENT

No harassment of a student or a faculty member is to be tolerated. Teachers should take immediate action if such behavior occurs. Everything we teach and believe in as Christians is the strongest basis for caring treatment of others.

HOMEWORK

General guidelines for homework are 10 minutes per grade level.

Kdg – 10 minutes	Gr. 5 – 60 minutes
Gr. 1 – 20 minutes	Gr. 6 – 70 minutes
Gr. 2 – 30 minutes	Gr. 7 – 80 minutes
Gr. 3 – 40 minutes	Gr. 8 – 90 minutes
Gr. 4 – 50 minutes	

Times will vary according to tests and projects.

HONOR ROLL

See Student-Parent Handbook.

KEYS

Teachers must keep their keys with them at all times. All keys are school property and are to be returned to the office on the last day of school. Duplication of keys is prohibited. If you find keys, please return them to the office.

KINDERGARTEN ENTRANCE

Prospective kindergarten students must be 5 before *August* 1st. If room is available, the school has the option of testing student whose birth date is 45 days beyond the state guideline.



LEAVE

Reporting Off – The procedure for calling off for sickness is *to call or text the principal at home or at school as soon as possible. DO NOT share the principal's phone number with parents or students.*

The teacher should make sure adequate lesson plans are available for the day's activities, early enough for the substitute to become familiar with the lesson plans. It is strongly advised for each teacher to maintain Emergency Sub Plans in the classroom for cases when they are unable to adequately plan for an absence.

Sick Leave – A full time teacher is entitled to ten (10) sick days per year without loss of salary, for personal illness. The days not used will be allowed to accumulate each year to a maximum of thirty (30) additional days to be used only for catastrophic illness. Teachers must provide thirty (30) days notice of the need to take FMLA medical/maternity leave when the need is foreseeable and submit the FMLA Request Form in accordance with the diocesan Family Leave Policy.

Personal Business — Teacher will be allowed two (2) days each year (which may be taken one-half (1/2) day at a time) for personal and/or business matters without the loss of salary. The two (2) business days shall not be accumulative. Application for all personal business leave shall be made no less than twenty-four (24) hours before taking such leave and the applicant will not be required to state the reason for taking such leave. The good order of the school will be the standard in which all personal day applications will be determined. Personal business days shall not be used for the purpose of extending vacations or school holidays.

Critical Illness, Death, or Funeral – Teacher will be allowed time off for any critical illness, death, or funeral of a member of the teacher's immediate family. i.e., spouse, child, parent or sibling, such time not to exceed (3) days without loss of pay.

Professional Development – Professional Development days include field trips, teacher meetings, diocesan and local workshops (in and out of the building), Parent/Teacher conferences, faculty meetings, visits made to other schools to observe programs as requested or allowed by the principal, and diocesan business. These days will not be counted as sick days.

Jury Duty – Performance of jury duty will be considered as part of the regular contracted days. The teacher will be paid as usual. The amount paid to the teacher by the court will then be endorsed over the school. These days are not counted as sick days.

Family Leave – This encompasses extended illness, maternity, and other occurrences that require a teacher to be out of the classroom for more than a few days. To request a Family Leave, the teacher must write a letter of request to the superintendent. The teacher must specify the reason and the length of time that the teacher will be on leave. Compensation for sick pay operates concurrently with the Leave; therefore, a teacher is entitled to all his/her accumulated sick days plus personal days. These days are paid in full. An employee has a right under the Family Medical Leave Act for up to 12 weeks of unpaid leave in a 12 month period.

In order to maintain accurate records, a Personal Day/ Sick Day form must be completed and submitted to the office.



LEAVING THE BUILDING/SCHOOL GROUNDS

Teachers must sign in and out of the building. Any time a teacher leaves the building *during contracted school hours*, he/she must sign out *in the office after the leave has been approved by the principal. In the absence of the principal, the principal designee or the secretary may give approval. Office staff must be informed of the return. Leaving during the school day should be an exception, not a habit.*

Teachers taking students outside of the school building, whether to Church or elsewhere on campus, must notify the office where they are going, who is going, and the anticipated time of return.

LESSON PLAN BOOKS

Teachers are required to prepare lesson plans. They are to be reviewed by the principal. The following items must be included in lesson plans: Indiana standards number, purpose of lesson, and page numbers, *and assessment techniques*. Lesson plan books are the property of the school and are legal documents. They are to be returned to the office on the last day of school.

Teachers are to prepare lesson plans and they should be available for review at any time. Teachers may be asked to periodically submit copies of lesson plans to the Principal.

LIABILITY

Accidents happen to the most careful; therefore, every precaution should be taken to provide safe conditions and constant supervision. Students are to be supervised during the entire school day at all times. No child is to be unsupervised at any time of the school day. Teachers may not leave the classroom, and students may not be left alone in a classroom or in hallways for any reason. If for some reason, it is necessary to leave a class, another teacher should be requested to watch your students. Students kept in the classroom for any reason during the day must be supervised. Students may not leave school grounds without a parent/guardian's written consent. All athletic events, extra-curricular activities, and practices must be supervised.

What makes a teacher liable?

- A. Negligence
 - 1. Duty to perform
 - 2. Failure to perform
 - 3. Injury
 - a. Physical
 - b. Emotional
- B. Court Standards
 - 1. Prudent action
 - 2. Foreseeability
 - 3. Illegal act
 - 4. Legal act
 - 5. Failure to act
- C. Defense Against Negligence
 - 1. Pure accident
 - 2. Proximate causes
 - 3. Contributory negligence
 - 4. Assumption of risk



D. Areas of Risk for Teachers

1. Leaving the classroom unsupervised
2. Sending students on errands
3. Corporal punishment
4. School safety patrols
5. School excursions
 - a. Permission by principal
 - b. Well chaperoned
6. Warning students
7. Notify parents
8. Destination, departure time, time of return
9. Bus insurance statutes
10. Private cars

Ways to Protect Teachers in Liable Situations

Consent blanks

Treating pupil injuries

- a. Good Samaritan act
- b. Keep log of injury/accident reports

Teacher protection

1. Caution
2. Prudence
3. Insurance
4. Access to competent attorney

LIBRARY PROCEDURES

See Student-Parent Handbook.

LUNCH

See CAFETERIA.

MAILBOXES/E-MAIL

Each staff person will have a mailbox in the office. The boxes should be checked each day in the morning, at lunch, after dismissal and during free periods. Since items in your mailbox maybe confidential, no student may check the mailboxes.

Your e-mails and RenWeb should be checked daily during contracted school days.

MAINTENANCE

You are responsible for having the children or yourself clean desks daily or weekly. Each teacher is responsible for no paper and objects on the floor of the classroom or hallway.

Recycling is very important. We want to have as little in the trash can as possible. All boxes are to be broken down for recycling and ALL papers are put into recycling containers in your room. Paper and clean plastic may be recycled.



Put the one trash container and the one recycling container near the door each day on the inside of the room. Maintenance will pick up at nights.

If you have a maintenance issue in your classroom, write it down and put in principal's and maintenance's mailboxes.

MAJOR EVENTS

Committees of teachers will plan special events as scheduled for the school. All teachers on the committee are expected to do their part in helping accomplish the end result.

MAKE-UP WORK

Students are allowed one day for every day absent to complete homework. Homework will not be sent with a student taking a vacation; it will be done after school on his/her return. See Student-Parent Handbook for further details.

****It is imperative that all teachers follow the set policy of the school regarding make-up work.****

MEDICATIONS

Students are not allowed to carry drugs or any type of medication (prescription or over-the-counter) during the school day. The exceptions are inhalers and epi-pens according to Indiana Code. The medication form must be completed and signed by the parent and kept with the medication.

All medication must be delivered to the school office and kept in a locked cabinet or drawer. If available, the school nurse or the principal's designee will administer all prescription medications in the school office at the designated time. If a student or parent brings medication to the classroom, send him/her to the office.

Medications must be kept in the original container/package with the pharmacy label and the student's name affixed. No other type of container will be accepted. Over-the-counter medication such as aspirin or Tylenol may not be prescribed and administered by the school.

MEETINGS

Teachers and aides are contracted for 185 days. The five contracted professional development days will include religious formation as well as professional development as determined by the school's improvement plan.

Staff meetings are scheduled on the first Thursday of the month from 3:00 p.m. to 4:0 p.m. Dates are set for the year; you are provided with this schedule at the beginning of the year so that child care arrangements or appointments can be arranged well ahead of time. Scheduling other activities (tutoring, appointments, parent meetings, etc.) should be avoided. All contracted teachers, both full and part-time, must be at the faculty meetings.

Faculty and other professional meetings are integral to the continued faith development of those in a Catholic school. As a professional, teachers have a responsibility to participate fully and actively each time they attend a meeting. When gathering as Catholic educators in our schools, we do so to further the



school's mission and philosophy. Catholic educators should be mindful that their behavior sets the tone of the meeting and enables the school faculty to grow as a learning community.

- *Meetings begin and end with a prayer.*
- *Arrive on time and stay till the end. Be mindful of the fact that attendance at meetings is part of the regular workday and that, as teachers, you are still "on the job."*
- *If there is a social gathering prior to or following, or instead of the meeting, teachers should consider that a required part of the meeting.*
- *Come prepared to engage in discussion and offer input when needed.*
- *It is natural to want to sit near teachers in your grade level or subject area. However, sitting with different teachers allows you the opportunity to get to know others and strengthen relationships throughout the school. This also helps to create a positive work environment.*
- *Participate fully in the meeting. It is never appropriate to be grading papers, planning lessons, perusing reading material, or conducting personal business during the meeting.*
- *It is not professional to carry on "side bar" conversations or make comments during a meeting. This is a distraction to the presenter(s) and others around you and demonstrates a lack of respect.*
- *Be organized. Come prepared to take notes on items of importance and keep a file of your notes along with minutes from the meeting.*
- *Remember to silence your cell phone, pager, or any other electronic device prior to the start of a meeting. Never send or receive a phone call or send or answer a text message during a meeting.*
- *Decisions made at faculty meetings should be the result of honest and open communication and reflective listening.*
- *When asked for input, try to be objective and see things from multiple points of view. Realize that the decisions made must be in the best interests of all students or teachers.*
- *Use tact when dealing with difficult or controversial issues.*
- *Always pass on credits and compliments to those who make contributions.*
- *Each teacher must remember that he or she has a responsibility to uphold the decisions reached by consensus of the faculty or the directives of the principal.*
- *Be courteous. After the meeting, clean up after yourself. Leave the area neat and ready for the next day of school.*

MINIMUM SCHOOL HOURS

Accredited schools in Indiana must have 180 instructional days. An instructional day for grades 1-6 is five hours of instructional time (does not include recess, lunch). An instructional day for grades 7-12 is six hours of instructional time.

MONEY

Money collected from students should not be left in a place that is not secured during the school day. At the end of the school day, all money must be sent to the office *or locked in a cabinet or desk where the principal has the key. Money collected for field trips should be sent to the office in the morning envelope.*

MUSIC/ART/PHYSICAL EDUCATION

As provided by schedule.



NEWS/MEDIA

The principal must approve all calls. The principal must call the Diocesan Schools Office before talking with a reporter. A release form must be completed for any child who has his/her picture taken by a photographer for news or advertising purposes.

PARENT/TEACHER CONFERENCES/MEETINGS

Conferences are held once a year as scheduled on the school calendar. This is a contracted day. All teachers are responsible for participating.

The principal should be made aware of any extra parent conferences/meetings that are taking place. If the principal's presence is necessary or requested by the parents or the teacher, these arrangements can be made. Notes from all conferences/meetings should be taken and a copy provided to the principal. If no notes were taken, a verbal update should be given to the principal immediately.

PARKING LOT

Teachers need to spread themselves out for helping for dismissal and arrival to help keep children safe. See Bus/Car Duty for further details.

PARTIES

Parties should be kept to a minimum; treats should be simple and healthy if possible. Room parents should be given clear instructions by teachers on these issues. Teachers are in charge of what happens in their classroom! You must be aware of any food allergies.

All other parties or celebrations that take place on school grounds, whether instead of or in addition to academic instruction, need prior approval by the principal. This includes parties that take place after school hours.

PERSONNEL FILE

Teachers have two files—one in the diocesan Schools Office and one at their respective school.

Diocesan files must include an Application of Employment, current teaching license, original signed contracts, college transcripts, teacher evaluation forms, Record of Absence forms, Record of Certification Requirements in Religious Education, Requests of Transfer, Pastor Approval form, Letters of Reference, Verification of Experience record, and Tuition Benefit form.

School files must include current teaching license, teacher evaluation forms, Record of Absence, Record of Certification Requirements in Religious Education, Individual Improvement Plan, Goal Progress Survey.



PLAYGROUND/HALL SUPERVISION

Strict and active supervision of students is absolutely necessary. *Because classes do not switch at the same time, students must be told to move quietly through building and classrooms as a matter of courtesy. This should be enforced by returning to a classroom to start over if students are unable to be courteous.*

PRAYERS

Each class or subject should begin with a prayer. Other prayer experiences throughout the day are important. Each teacher should include reading scripture, saying the rosary during October and May, doing the Stations during Lent. The basic prayers of the Catholic faith that each class are to MASTER (tested to say individually & as well as previously learned grade level prayers) is listed on a paper in this handbook. This should be indicated as part of assessment in your lesson plans.

PROFESSIONAL DAYS

Both the state of Indiana and the Diocese of Gary require professional development. As part of P.L.221 professional development is an integral part of our School Improvement Plan. Each school will decide what type of professional development is needed to continue the school's improvement plan and advancement.

The Diocese of Gary requires faith development and has a Teacher Formation program which was developed by the Schools Office, the Office of Faith Formation, and the Lay Ministry Formation Program taught by instructors from one of the Catholic universities in the Chicago and Northwest Indiana area.

The program includes five courses: Church, Liturgy & Spirituality, Introduction to Scripture, Moral Decision-Making, and Sacraments. Teachers are required to take all five courses in a six-year time frame. One renewal course will be required every six years after the five courses are completed.

PROFESSIONAL DUTIES

Teachers must monitor all students at all times throughout the day.

PROFESSIONAL GOALS

Certified teachers will meet with the Principal by mid-September for the purpose of the Initial Goal Setting meeting. At this time, the teacher will create the goals for the school year and discuss the plan.

PROFESSIONALISM

The teaching ministry must clearly reflect the Christian spirit of love, understanding, and humility. This Christian spirit is witnessed not only in the manner in which the teacher performs his/her task of teaching, but also in the example the teacher sets for the students, both in and outside the classroom. Respect for authority and the earnest cooperation with the principal and administration of the school are essential. Therefore, each teacher understands, accepts, and agrees to maintain, at all times, the proper Christian attitude and spirit of cooperation. The teachers agrees to faithfully reflect the



teaching of the Roman Catholic Church, in mind and in deed, and at all times, both in and out of school, and to abide by the official teachings of the church, as interpreted by the Bishop of the Diocese of Gary.

Teachers must report to the building a minimum of 15 minutes before school day begins and stay a minimum of 15 minutes after the school day ends. *Teachers should be in the building no later than 7:15 AM and the earliest a teacher may leave is 3:15 PM. All attempts should be made to make any appointments after contracted school hours.*

Just as we expect students to be polite and courteous to each other, we also should be polite and courteous to each other. We are a model for our students. Snide remarks, sarcastic comments, unsupportive actions, and deliberate exclusion of others should be not be tolerated amongst each other, as it is not tolerated in our students, nor is it fitting for a Catholic school atmosphere.

At all times when interacting with other staff, professionalism should be maintained. When entering any classroom, the faculty member must first address the teacher prior to addressing the class or an individual student. When in front of students, professional titles should be used. Discussions of personal issues/family life should not take place in front of students nor during instructional time.

PROGRESS REPORTS/REPORT CARDS

Midway through each quarter, progress reports are sent home. The principal must see these reports a minimum of two (2) days before they are sent home. Teachers with students on athletic teams must provide to the principal, a list of students who do not qualify for the team.

Midway through each quarter, teachers must complete progress reports for each student in their classes. Progress reports are provided electronically. At the end of each quarter, teachers must complete quarter grade reports for each student in their classes. Paper copies of report cards are provided. Grades are not rounded for progress reports, but are rounded for report cards. Any grade lower than 70% must be reported to the principal and must be recorded on the progress report or report card as a percentage, not a letter grade.

Effort and Conduct grades are not included in the progress reports unless a concern exists. (A rating of 1 for either is a concern.) Effort and Conduct grades are always included in quarter grade reports.

If students are receiving a lowered Effort or Conduct rating, previous contact with parents should have already taken place.

Review the Student-Parent Handbook regarding how grades and conduct/effort scores affect academic probation for sports and extracurricular activities.

PROMOTION AND RETENTION

If a child is to be retained, the family **MUST** be notified in writing, on the Diocesan form, before the end of January of the current school year. A copy must be sent to the principal for approval. Following the written notice that was signed by the teacher and principal, a conference is to be held with the family, teacher, and principal. Testing should be considered before the final decision is made.

If retention is the only possibility and the parents disagree, then recommend that they choose another school for their child. If they choose your school, the child will be retained in the current grade. *Teachers should discuss with the principal students that are not qualified to be promoted but will be **placed** in the next grade according to an agreed formula.*



PUBLIC RELATIONS

Diocese - *A representative from the diocesan office is in charge of public relations for the diocese and should be contacted if questions from the press come to the school.*

RELATIONSHIPS

Teacher-Student
Teacher-Staff
Teacher-Administrator
Student-Administrator
Teacher-Parent

ROOM CARE

Teachers should make sure all items are picked up off the floor at the end of each school day.

Aisles should be kept clear of binders and books during the school day. There should be a place for all book bags and other materials.

All elementary grades should have their chairs up on the desks at the end of the day after the desks have been wiped down. Anything you can do to make the cleaning job at night go smoother and quicker will be most appreciated. A printed schedule of cleaning tasks is followed by the cleaning crew.

All classrooms should be neat and tidy, with a minimum of clutter in cabinets, on or under desks, on counters, or in storage areas. A visible organizational system should be in evidence. Teachers own desks should be a model of organization and cleanliness.

ROOM PARENTS

Volunteers will be asked to serve as room parents. Room parent duties are detailed in the Student-Parent Handbook. VIRTUS compliance is required for this position.

SEXUAL MISCONDUCT TOWARD MINORS

See Virtus.

SMOKING

There is no smoking in or around the building. This applies to cigarettes, e-cigarettes, cigars, pipes, and chewing tobacco. No child should smell smoke on our person, nor should anyone see a church or school staff member smoking outside on school grounds or inside.

SOCIAL MEDIA POLICY

Saint Paul Catholic School respects the right of its employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs. However, it is important that employees' personal use of these sites does not damage the reputation of the school, its administrators,



employees, students or their families. Employees shall demonstrate consistent adherence to the Diocese of Gary “Social Media Policy”. This policy is attached to the end of this handbook. A signed copy must be submitted to the Principal each school year.

SPORTS/SPORTS PROBATION

See Student-Parent Handbook.

STUDENT TRANSFERS

See SUSPENSIONS AND WITHDRAWALS.

SUBSTITUTE FILE

- All teachers are asked to file a set of emergency lesson plans in the Main Office. These are used in extreme circumstances when the teacher is unable to plan anything for an unexpected absence and it is not advisable to simply give students a study period.
- Teachers are asked to revise or update their emergency plan file each year, only rewriting it if necessary to reflect changes in curriculum taught.
- This Emergency Lesson folder, which is kept up-to-date at all times, should contain the following: class schedule, class procedures and rules, class list, seating chart, restroom breaks, extra activity ideas, and where to find lesson plans, teacher manuals, and/or supplies.

A classroom schedule, class list, and emergency procedures should be posted by the door of the classroom *or in a designated place on your desk.* *The following information should be included in this file:*

- 1. Where your lesson plans are located.*
- 2. Seating chart and class list.*
- 3. Daily Schedule*
- 4. Location of teacher manuals*
- 5. Names of reliable students the substitute can use to help*
- 6. Copy of classroom management plan*

In addition, a minimum of 3 days’ worth of emergency plans should be prepared in case of an unplanned emergency/absence. These plans should be usable by anyone who may cover the class.

SUPPLIES AND REPAIRS

Needs should be communicated to the principal and she will approve whether it should go to maintenance, Religious Education, etc. Computer needs handled directly with the Computer teacher. Supply needs for the classroom may be requested from the bookkeeper after approval by the principal. All school supplies purchased by the school are the property of the school.

Any and all repairs, especially painting, carpeting, and renovation will be completed when students are not in the building. All maintenance will follow proper safety and protective measures, including ventilation.

SUSPENSION AND WITHDRAWAL

The school office will take care of paperwork for student files. See Student-Parent Handbook for details.



TEACHER DISCIPLINE

There is a series of steps that the school administrator is to consider whenever facing the prospect of an employee's serious misconduct. This is contained in the Diocesan Administrative Policy Handbook.

TEACHER EMPLOYMENT POLICIES AND PROCEDURES

See Teacher Contract.

TEACHER EVALUATION

Personal and professional goals are to be discussed with the principal. The principal should use the form, "Goals Progress Survey" and "Individual Improvement Plan". The Teacher Assessment Criteria form is used by the principal for observation of the teacher in the classroom.

TEACHERS' LOUNGE

Full-time employees will take a week in a rotation to see that the teachers' lounge is cleaned and orderly. Everyone is asked to clean their own space and put away their own utensils. Recycling procedure is to be followed here as well as throughout the building. The teacher's lounge is reserved for faculty only.

TEACHER RESPONSIBILITIES

- Teach in the grade or subject area assigned by the principal and in which the teacher is appropriately licensed.
- Use the text and material approved by the principal.
- Keep records and complete all reports required by the school.
- Observe all policies and regulations set forth by the School Office, local administration, and the state.
- Maintain order and discipline at all times.
- Complete comprehensive weekly lesson plans which include objectives, strategies, state standards, assessments, and submit them to the Principal or designee.
- Abide by written rules of school as set forth in the school handbook.
- Attend and participate in all in-service or other teachers' meetings of the school.
- Be professional in one's attire.
- *Teachers will serve on committees and complete duties as needed.*
- *Teachers need to complete a yearly classroom inventory.*

TEACHER TRANSFER PROCEDURE

Teachers who wish to transfer to another diocesan school are to notify the Schools Office to be placed on a list.

TELEPHONE USAGE

Personal long distance calls should be paid for by the employee. Cell phones should not be used by employees for personal calls or texting during instructional time while students are in your care or in the



presence of students during your break time. Neither should students be permitted to use your cell phone nor should they have any of their own. See Student-Parent Handbook.

TESTING

Diocese of Gary Schools will take the proscribed ILEARN tests. Saint Paul Catholic School also requires NWEA testing three times a year for all grades. Students in 3rd grade will participate in IREAD3 test in the spring. Identified students will participate in WiDA testing in the winter. The results of the above tests are kept in each child's permanent records file and are also sent home.

Students who seem to be having learning difficulties should be referred to the principal. The teacher and principal should discuss the appropriate steps for the family to consider.

VIRTUS

All staff members will attend a VIRTUS training session and register online for the continuing education articles.

Each member of the faculty, staff, coaching team, as well as parents working on a consistent basis with a minor or others at risk will have on file in the Principal's Office, a signed statement stating the following:

- Each individual received his/her own official copy of the "Diocese of Gary Sexual Misconduct Toward Minors or Others at Risk"
- When it was received (date)
- Their personal signature stating that they have read the policy and will abide by it.

VOLUNTEERS AND AIDES

See CRIMINAL HISTORY CHECK.

Parents will be asked to volunteer for various positions throughout the school year; VIRTUS is required for volunteers.

YEAR END RESPONSIBILITIES

An end of year checklist will be provided by the principal.



2023-24 Social Media Agreement for Teachers and Staff

Saint Paul Catholic School respects the right of its employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs. However, it is important that employees' personal use of these sites does not damage the reputation of the school, its administrators, employees, students or their families. Employees shall demonstrate consistent adherence to Diocese of Gary "Social Media Policy:"

- Employees should exercise care in setting appropriate boundaries between their personal and public online behavior; even personal communication reflects the school.
- Employees should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information on such sites.
- Employees may not access social media or networking sites through the school's network with exceptions made for maintaining school-sponsored online communities.
- Employees' personal use of social media site(s) during the school day is limited to duty-free breaks and lunch hours
- An employee who is authorized to represent the school should state this. If an employee chooses to post about the school on personal time, the employee identifies himself/herself as an employee. In personal posts, employees should clearly state that views are their own and do not represent those of the school. Employees may include a sentence similar to this: "The views expressed on this (blog, forum, and website) are mine alone and do not necessarily reflect the views of Saint Paul Catholic School."
- Employees must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author.
- Employees are strongly discouraged from including current minor students as "friends" or "followers" (or any other similar terminology used by various sites) without written permission from a student's parents. Parents must have access to everything provided to their children.
- Employees shall not make statements that would violate any policies concerning discrimination, harassment, student relationships, conduct, professional communication and confidentiality.
- Employees shall not access, post or distribute obscene or pornographic materials. Employees shall uphold respect for the individual and avoid defamatory statements about the school, its administrators, employees, students or students' families.
- Employees shall not disclose any confidential information of the school or any individuals, including students and their families, or any other confidential information obtained during the course of his/her employment.

If Saint Paul Catholic School believes that an employee's activity on a social networking site, blog, or personal website violates Saint Paul Catholic School's School policies, the school will request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action including dismissal; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

Printed Name:

Signature _____

Date _____

This agreement form is to be signed by every employee of Saint Paul Catholic School and returned to the Principal by September 9, 2023.



2023-2024 Faculty & Staff Handbook Agreement Form

All employees of Saint Paul Catholic School are required to read the Faculty & Staff handbook.

It is the responsibility of the employee to read and understand the information in the handbook. This signed agreement verifies the employee has reviewed the handbook and agrees to be governed by the guidelines set within.

This agreement form is to be signed by every employee of Saint Paul Catholic School and returned to the Principal by September 9, 2023.

Employee Name (Printed):

Job Title: _____

Employee Signature:

Date: _____

Saint Paul School Advisory Council Constitution

A Catholic education helps form the human person to pursue Christianity's ultimate end and to promote the human society in which we live.

Quality Catholic education results in personal sanctification and social reform in the light of Christian values. Gospel values must be clarified in the curriculum and lived in the classroom by teachers and students, who will spread the gospel message.

Quality Catholic education pursues co-existing secular and spiritual objectives, which intermix academic excellence with relating human culture ultimately to salvation. These objectives further instruct students that human knowledge and skills are valued simultaneously for their own worth, while also profoundly recognizing God's plan for salvation.

With this in mind, **School Advisory Council** members should extol the distinctive value of Saint Paul School, and its contributions to our faith community and broader society. School Advisory Council members must be able to move deliberately from possibilities to achievements.

Article I

The name of this body shall be the **Saint Paul Catholic School Advisory Council**.

Article II

Section A: Nature of the School Advisory Council

This council is an advisory body addressing the educational programs of Saint Paul Catholic School in the city of Valparaiso, County of Porter, State of Indiana, subject to such regulations that might proceed from the Ordinary of the Gary Diocese. The School Advisory Council acts as advisor to the Pastor and Principal. The agenda for deliberation should be submitted to the Pastor and Principal by the President prior to the scheduled meeting. The agenda for the School Advisory Council may include items from the Pastor, Principal as well as the members of the School Advisory Council.

Section B: Duties and Functions

It shall be the duties and function of the SAC:

1. Through strategic planning, to develop the philosophy and objectives of the school.
2. To develop the general school policies within the philosophy and constructs of the Gary Diocese.
3. To assure adequate funding for the school.
4. To analyze and work with the Principal to prepare the annual budget, and to present the budget to the Pastor within four weeks of receiving the diocese teacher salary schedule.
5. When hiring a new principal, recommend the Council's selection to the Pastor.
6. To assist in the formulation of policies relating to planning, operating, and maintaining facilities and equipment.
7. To serve as a long range planning committee for improving the school building and other educational facilities.
8. To offer recommendations according to diocesan policies, which relate to faculty welfare, including salary raises, retirement policies, and insurance.
9. To act as a liaison body with the total parish community, local and state school officials, and the community at large.

10. To establish committees on a standing basis as needed.
11. To evaluate whether the Council is meeting goals and plans in an effective manner.

Article III

Section A: Membership of the School Advisory Council

Eleven people will constitute the SAC's advisory membership:

- Nine Council Members
- Pastor of the Parish and Parochial Vicar
- School Principal

Of this number, at least seven persons should be parents of children currently enrolled at Saint Paul School. Six members of the SAC must be Catholic. SAC members should represent varied areas of the Saint Paul School community. Non-parent members must be members of Saint Paul Parish. Preferably, the council should have members with expertise in the educational, legal, and financial fields.

The President of the Parish Pastoral Council or their designated representative shall be ex-officio, non-voting member of the SAC.

Section B: Term of Office

SAC member terms are for three consecutive years, except when his or her election follows or precedes completing another SAC member's incomplete term. A member may serve multiple terms as long as they are not consecutive.

Terms of Office will commence on the first day of June and will terminate on the thirty first of May in the year at the end of the commitment. Annual appointments will be made at the regular SAC meeting in the month of May.

Section C: Vacancies

SAC vacancies occur when a council member resigns, is removed or ceases to reside in the Saint Paul Catholic School community.

The SAC may consider removing a member who fails to appear at two consecutive general meetings without the council's approval. The council may excuse a member from a meeting for illness, a family death, extreme weather conditions, or other dire circumstances.

To complete a departing council member's term, the remaining council members will fill vacancies by appointing a successor council member with the Pastor's approval. The School Advisory Council should accomplish this appointment within sixty days from when the vacancy occurs.

Section D: Membership Selection

The existing School Advisory Council will select new members. Applications must be submitted to the SAC President by April 15th, or prior, if the regular April meeting occurs before that date. The President will distribute applications to SAC members for review before the regular April meeting.

Recommendations for seating the new members will be made by the council and then presented to the Pastor for final approval. Other than the Principal, Saint Paul Catholic School employees and their

spouses are not eligible to serve as a SAC members.

Article IV

Section A: Selection of Officers

The School Advisory Council officers are the President, Vice President, Secretary. At the regular May meeting, the council will select the President for the following year. At the regular June meeting, the council will select the Vice President, Secretary. The three officers will compose the executive committee.

Section B: Eligibility for Office

Any member of the School Advisory Council is eligible for any office except President, which requires service for at least one year immediately prior to becoming President.

Section C: Duties of Officers

1) The President

Presides at all regular and special meetings of the council.
Establishes the agenda for all regular and special meetings and provides members copies of that agenda.
Is responsible for curriculum and policy matters that are brought before the council and serves as Chairperson for any curriculum and/or policy committees that are established or meet.
In conjunction with the Principal and at least one first year and second year member, develops the annual school budget for the School Advisory Council and the Pastor's approval.

2) The Vice President

Presides at regular and special meetings in the President's absence.
Assigns a new President if the existing President resigns from office or from the School Advisory Council prior to the end of his/her term.

3) The Secretary

Records minutes for all regular and special SAC meetings and distributes copies to all council members.
Maintains and preserve all records and documents related to SAC activities.
Is responsible for all SAC correspondence.

4) Standing Committee Chairs

Shall submit in writing a report of the previous months committee work to the Secretary for electronic distribution one week prior to the scheduled SAC meeting for review to stream line any needed board discussions and facilitate inter committee communication and work.

Article V

Section A: Meetings

The School Advisory Council will meet at times and places established by the council. The Pastor, President, or majority of the council may call special SAC meetings. Notice of special meetings will be given to all council members at least 24 hours prior to the meeting. The President may cancel meetings upon forty-eight hour notice to each council member. The President may not cancel two consecutive meetings.

Section B: Quorum

In order to constitute a quorum for transacting business, a majority of the entire School Advisory Council, including the Pastor, shall be present at meetings.

Section C: Open Meetings

All parish members, Saint Paul Catholic School parents and faculty are entitled to attend regularly scheduled meetings. The right of such non-members, visitors, etc. to address the School Advisory Council will be limited to those whom the President grants advance approval. **Visitors shall be permitted to speak, when approved by the President, as part of New Business and shall adjourn after their presentation for the council to consider the visitors statement as a possible agenda item at the next scheduled SAC meeting.**

Section D: Order of Business

A) Order of business for the meetings will be:

1. Call to Order
2. Prayer
3. Approval of prior meeting's Minutes
4. Committee Updates
5. Pastor's Report
6. Principal's Report
7. Old Business
8. New Business
9. Prayer
10. Adjournment

B) School Advisory Council decisions and recommendations to will occur after a collaborative process and reaching consensus. The *consensus* process implies that each council member will collaborate in reaching all SAC decisions, at least to the extent that all council actions, selections and the like represent the general agreement of the council as a

whole.

Article VI

Section A: Standing Committees

The following shall be standing committees

1. Fundraising
2. Publicity and Communication
3. Home and School
4. Athletics and Buildings/Grounds
5. Admissions and Retention
6. Technology
7. Volunteer Coordination

Section B: Committee Responsibilities

All SAC members except the President will assume one or more of the above responsibilities.

Section C: Committee Reports

A committee will present a monthly report summarizing the committee's activities.

Article VII

The Pastor will have veto power over the School Advisory Council recommendations; but when exercising his veto power, he shall assign action reasons for such a veto, in writing, to the School Advisory Council within seven days.

Article VIII

A consensus of a quorum present at any regular meeting may recommend amending the Constitution, provided the proposed amendment was presented at least two weeks prior to voting.

Receipt and Acknowledgement

I acknowledge that I have received a *copy of **Standards for Excellence: An Ethics and Accountability Code for Catholic Parishes**, and that I will, to the best of my ability, put these **Standards** into practice. [Check One]_____

*I have read the **Standards for Excellence: An Ethics and Accountability Code for Catholic Parishes** on line at the parish website. [Check One]_____

Signature: _____

Print Name: _____

Date: _____

Parish: _____

Check One: ___ Pastor

___ Associate Pastor

___ Deacon

___ Pastoral Council

___ Faculty Member

___ Staff Member

___ Finance Council Member

___ Volunteer

___ Other –Please specify: _____



Saint Paul Catholic Community

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The employee handbook describes important information about the Saint Paul Catholic Church, and I understand that I should consult with my supervisor or the pastor regarding any questions not answered in the handbook. I have entered my employment relationship with Saint Paul Catholic Church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Saint Paul Catholic Church, can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation or applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the pastor or the Bishop of the Diocese of Gary, have the ability to adopt any revisions to the policies on this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have electronically received the handbook, have access to it at all times, and I understand that it is my responsibility to read and comply policies and procedures contained in this handbook and any revisions made to it.

Employee Name

(printed):

Employee

Signature:

Date:
