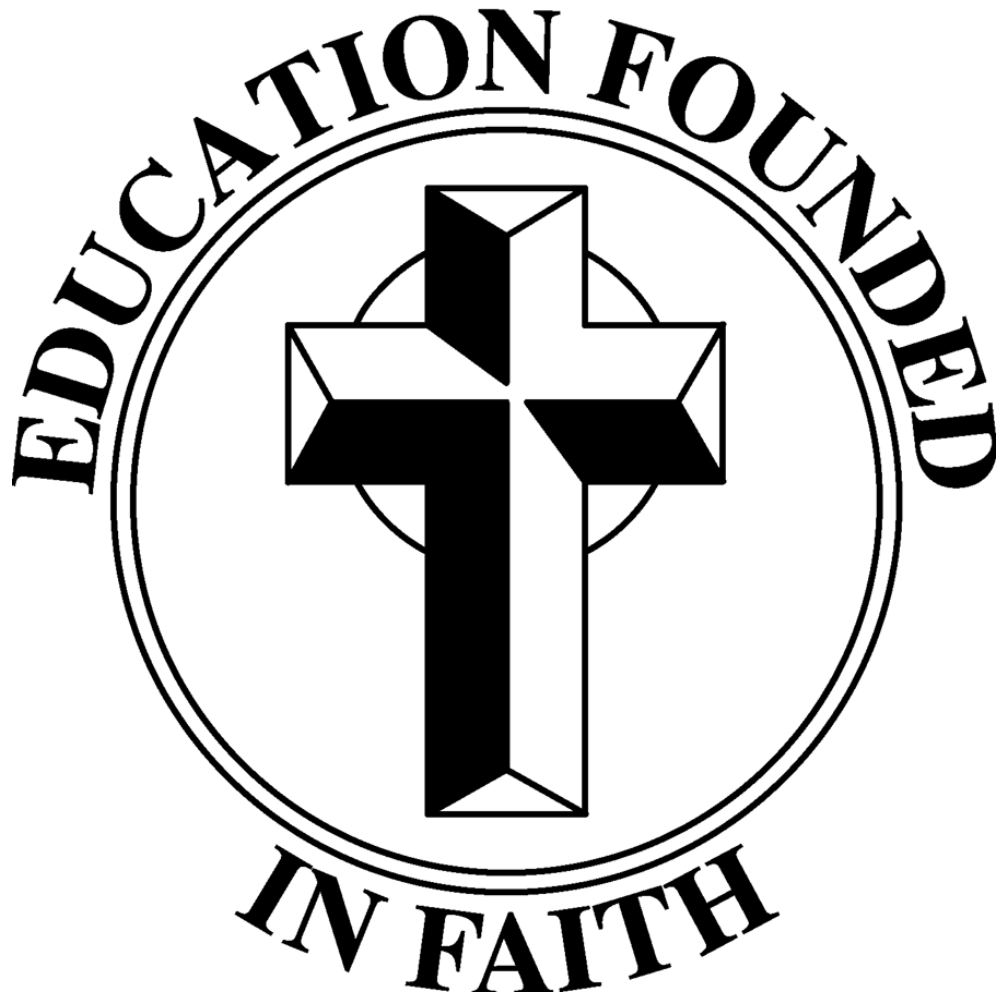


Saint Gabriel Catholic School



**Parent / Student Handbook
Preschool through Sixth Grade
www.stgabriel.k12.in.us**

Revised August, 2021



Dear Saint Gabriel School Families:

Welcome to the 2021 – 2022 school year at St. Gabriel School. We are thrilled to have the opportunity to grow spiritually, emotionally and academically with you this year. This is our 167th year of “Education Founded in Faith.”

This Parent/Student Handbook serves as a communication tool between the faculty and families of St. Gabriel School. Please read carefully. Sign and return the form in the back of this handbook before Friday, August 20th, (or during the first week of attendance if entering mid-year). This signed form verifies that you and your child/ children have received and are familiar with important information about our school and how it operates.

We are a part of the free lunch program that will be in effect for this school year. We are in the process of making changes to the end of the year awards. More information will be sent home as plans are finalized. Please see page 11 for information about this change. Also, review the dress code policy to be certain that you and your child understand what is acceptable to wear to school. The dress code can be found on pages 17-19.

If you have questions about any of the information in this handbook, please call the school office at 825-7951.

We look forward to another fun and exciting year. We thank you for your continued support and cooperation.

May God bless you,
Mrs. Michelle Struewing
Principal



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2021 – 2022 Faculty / Staff**Saint Gabriel Catholic School:**

Mrs. Michelle Struewing, Principal

Mrs. Diane Gough, Secretary

Kate Vu, Sixth grade

Mrs. Lisa Hauger, Fifth Grade

Mrs. Mary Harcourt, Fourth grade

Mrs. Mary Beth McMurry, Third grade

Mrs. Susie Tipton, Second Grade

Mrs. Mindy Crank, First grade

Mrs. Karen Graves, Kindergarten

Ms. Angeline Powell, Preschool

Mrs. Jeanette Bischoff, Music Teacher

_____, Art Teacher

Mrs. Joann Borders, Physical Education Teacher

Mrs. Cate Hart, Teachers Aide

Mrs. Jeanette Bischoff, Teachers Aide

Mrs. Nicole Martin, Teachers Aide

Mrs. Midge Rose, Teachers Aide

Mrs. Amanda Becker, Teachers Aide

Mrs. Cheryl Hreno, Custodian

School Food Service:

Mrs. Maggie Pitstick, Kitchen Manager

Mrs. Janet Sundt

CF Services:

Speech Pathologist

Mild Disabilities Teacher

Title 1 Tutor

Mrs. Shannon Smith

Saint Gabriel Parish Staff:

Rev. Dustin Boehm, Pastor

Mrs. Terri Fronckowiak, Secretary

Mrs. Pam Rader, Business Manager

Ms. Melissa Fronckowiak, Religious Education

Mr. Greg Frank, Maintenance

PTSG Officers

_____, President

_____, Vice President

_____, Secretary

_____, Treasurer

School Commission

Mrs. Emily Flanigan

Mrs. Kelli House

Mrs. Laura Marszalek

Mrs. Abbe Pflum

Mr. Scott Holms

Mrs. Amanda Gough

Mrs. Kathryn Schlicte

SAINT GABRIEL CATHOLIC SCHOOL MISSION STATEMENT

Saint Gabriel Catholic School is committed to “education founded in faith” for preschool through sixth grade. Our Roman Catholic faith is taught, practiced, and celebrated. We are committed to meeting and exceeding archdiocesan standards, which include the Indiana Academic Standards, for academic excellence. Our purpose is to emphasize the spiritual dimension of development and high academic achievement within the context of a loving Catholic community.

SAINT GABRIEL SCHOOL COMMISSION

The Saint Gabriel School Commission welcomes you to Saint Gabriel Catholic School. You are making it possible for your child to gain a quality education which includes the religious and moral values of our faith. The Saint Gabriel School Commission shares your commitment to high academic and faith formation standards.

The Commission consists of the pastor, school education administrator, and nine parishioners. Parishioners may become members of the Commission through a discernment process which is held each spring. Terms are for 3 year periods. The Commission is supported by the Archdiocesan Education commission and the Archdiocesan Office of Catholic schools. The Commission is an advisory body to the pastor and principal that primarily deals with policy and development, planning and budgeting for the school.

The Commission meets the second Monday of each month August through June. A person or delegation wishing to address the Commission may do so by contacting the Commission President or the administrator at least 24 hours in advance of the meeting. Comments addressed to the Commission will be limited to 10 minutes per meeting.

BACKGROUND INFORMATION

Saint Gabriel School was founded in 1854. Its purpose was to provide a Catholic education for students in the Connersville area. At that time a tradition of excellence was begun that continues today. The present school, which is state accredited, consist of classes from preschool through Grade 6.

The school is housed in two adjacent buildings with preschool through grade 4 in the “1957” school building and grades 5 and 6 in the “new” building (Built in 2001). Kindergarten through sixth grade goes to the 1927 building for art, physical education classes, and lunch in the cafeteria. The auditorium is located in the “old” building. The school rooms are shared with evening and weekend parish and deanery programs such as: deanery and parish adult education, youth ministry, preschool – 6 religious education, parish meetings, Scouts, 4-H, etc.

PHILOSOPHY:

Our mission is supported by the three basic philosophies:

Parents are the primary educators of their children. Parents have the right to choose the place and type of education they want their children to receive. They have the responsibility to be actively involved in their children’s education and school community.

Roman Catholic Christian values, parental involvement and a comprehensive academic curriculum are the essential components of a solid educational foundation. The triangular foundation endured the growth and development of children into successful, productive, responsible citizens.

Stewardship and service are natural products of a faith-filled, successful life and make it possible for institutions like Saint Gabriel School to perpetuate and continue to produce moral, responsible adults. Saint Gabriel students develop into citizens who are ready to contribute to society and meet the challenges of the future.

GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS:

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on school grounds or off school grounds, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by any student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

ADMISSION AND WAIT LIST FOR KINDERGARTEN THROUGH GRADE 6 POLICY:

In order to ensure an orderly and equitable admission for children to St. Gabriel Catholic School (hereinafter referenced as the “school”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the school commission and ratified by the pastor, revised of this policy shall supersede any prior admission policy of the school.

A. Primary Goal – Catholic Education

The primary goal of the school is to provide a Catholic education to the children in the parish in accordance with the mission statement of the school, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the school.

B. Accommodation of Students with Special Needs

The school strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The school has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (Financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend School. All Catholic families will participate in a registration process that will help establish each family’s gift of Time, Talent, and Treasure. Families meeting these criteria will be deemed “Active parishioners” for purpose of determining the rate of tuition. All other families will be considered “Non-active” for purpose of tuition and not eligible for active parishioner rate.

D. Financial Aid and Responsibility

It is a goal of the school and parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the school. Families of students who are not of the Catholic faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by school from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the school handbook.

F. Non-Discrimination

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CATHOLIC IDENTITY

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the gospel and to offer a formation based on teaching of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy.

The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for kindergarten, who are age 5 by August 1st of the school year for which they are registering will be eligible for consideration for admission. For grades 1st through 6th, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School commission according to the following categories in order of preference:

- 1. Current students of the School.**
- 2. Catholic children of active parishioners (as defined in C on page 6) who are siblings of students attending the School in the current year.**
- 3. Catholic children of active parishioners who are siblings of a graduate of the School.**
- 4. Catholic children of active parishioners.**
- 5. Catholic children of non-active parishioners who are siblings of students attending School in the current school year.**
- 6. Catholic children of non-active parishioners who are siblings of a graduate of School.**
- 7. Catholic children of non-active parishioners.**
- 8. Non-parishioner Catholic children.**
- 9. Non-Catholic children.**

866-306-0942

WAIT LIST

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available; students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedure above. The wait list exists from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends. Lottery date is May 15th.

LOTTERY PROCESS POLICY

If St. Gabriel School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places St. Gabriel School can successfully accommodate, the St. Gabriel School would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St. Gabriel School at a public meeting.

Priority of admissions order that the school abides by during admissions process that would occur before the lottery process would be used.

- 1. Returning students**
- 2. Returning students' siblings**
- 3. Student coming from a "feeder" school**
- 4. Parishioners**
- 5. New Students/ Lottery**

Deadline for application submission to be considered for the lottery is May 1st.
Lottery will be held on May 15th.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and students has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and then the student is likely to be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as define in the Admission Selection Procedures above.

ABSENCE CLASSIFICATIONS:

Absences will be classified as excused, unexcused, or truant depending on the reason for the absence.

1. EXCUSED – A student will be excused for the following reasons:
 - a. Personal Illness
 - b. Personal medical or dental appointments (Medical certificate is requested)
 - c. Serious illness or death in the immediate family
 - d. Students may be excused for other reasons if the parent makes a request in writing to the principal PRIOR TO THE REQUESTED ABSENCE. The school may approve an absence without prior notice if circumstances reasonably prevented the student from having obtained prior permission. Missed assignment and homework will be given upon students return to school.
2. UNEXCUSED – All other absences from school will be considered unexcused.
A student with an unexcused absence will receive no make-up work and will receive a “0” for work missed.
3. TRUANT- A student will be considered as truant if he or she is absent from school all or part of a day if:
 - a. The absence is without the prior knowledge and consent of either the parent or school.
 - b. A “fictitious” phone call is received by the school excusing the absence.
 - c. A forged note is received excusing an absence.

A student who commits and act of truancy will receive no make-up work.

ABSENCE AND TARDIES:

When a student is unable to attend school or to be at school on time, parents and students are asked to follow these guideline:

Students, are expected to be in the classroom ready to begin class at 8:15 a.m. Students who arrive after 8:15 a.m. or five minutes after lunch and noon recess is over will be considered tardy. Students who arrive after 9:30 a.m. or leave before 2:15 p.m. will be considered half day absent. Contact will be made with the parents by the principal if excessive tardies occurs.

Education neglect occurs when a child is excessively absent or tardy. Excessive tardiness is defined as 5 or more tardies per semester. A letter and/or phone call to parent may be warranted. Should nine or more tardies occurs per semester, a parent conference will be called. The Fayette County Prosecutors Office may also be contacted. Your child’s education is compulsory in the state of Indiana. Help your child to succeed by being on time (8:15 a.m.) and attending school daily.

ACADEMIC PROGRESS REPORTS:

The academic year is divided into 4 nine-week quarters. Mid-term reports are issued at the mid-point (grades 2 - 6) and report cards are issued at the end of each quarter. Mid-term reports help keep parents informed and offer the parents and students the opportunity to focus on areas of difficulty to help improve grades before report card time.

Report cards are considered confidential information. In keeping with this confidentiality, when report cards are sent home with students they are placed in sealed envelopes addressed to the parents. Students are instructed not to open these envelopes, but to give them to their parents to open and then look at together. It is essential that report cards and the parent envelopes be returned to school in a timely manner. Teachers need to check for any parent comments written on the cards and these cards and envelopes are used again for each grading period throughout the year. Most teachers will also request that the mid-term reports be signed and returned. This confirms that the parent has seen the report.

Parent/Teacher conferences are scheduled for all students and their parents in the fall; usually in October at the end of the first quarter. Parents or teachers may request additional conferences throughout the school year.

Kindergarten – 4th Grade

ACHIEVEMENT SCALE is as follows: **E** = Exemplary Performance Level, **M** = Mastery Level, **P** = Partial-Mastery Level, **N** = Non-Mastery Level.

Grades 5th – 6th

ACHIEVEMENT SCALE is as follows: **A**: 100 – 93, **B**: 92 – 85, **C**: 84 – 76, **D**: 75 – 70, **F**: 69 or below

SUCCESSFUL LEARNER TRAITS: **M** = Meets expectations
N = Needs improvement

HONOR ROLL for Grade 5 – 6: **FIRST HONORS**: 4.0 – 3.7 **SECOND HONORS**: 3.6 – 3.3

END OF THE YEAR ACADEMIC AWARDS (*subject to change)

Academic Excellence

Kindergarten – 4th Grade - Students who scores HIGH on academic testing and class achievement.
Grades 5th – 6th -Students whose yearly average is 92.5% – 100% and scores HIGH on academic testing.

Academic Achievement

Kindergarten – 4th Grade – Students who scores HIGH AVERAGE on academic testing and class achievement.
Grades 5th – 6th - Students whose yearly average is 84.5% - 92.4% and scores HIGH AVERAGE on academic testing.

End of the Year Academic Awards – Awards ceremony in the Church on the last day of school, parent are welcome to attend. We ask that everyone hold their applause until the end of each class.

The Archdiocese of Indianapolis is requiring all schools to use the same report card and achievement scale starting August, 2013. St. Gabriel School will be going to a standards based report cards in grades K, 1, 2, 3 and 4. Kindergarten through 4th Grade will use the achievement scale as outlined above. Fifth and Sixth grade will receive a percentage grade.

ANTI – IDLING POLICY:

Vehicles are not permitted to idle in front of St. Gabriel School.

ARRIVAL:

Students arriving at school between 7:45 a.m. and 8:00 a.m. will enter school and go to the multipurpose room. (See map on page 30 & 31 with drop-off and traffic flow procedures). There will be adult supervision during this time. **Students may sit quietly, read, or study.** There will be no balls or other playground equipment used at this time. At 8:00 a.m. the supervisor will send all students to their classrooms. Students are to be in their classrooms no later than 8:15 a.m. when the bell rings. Students arriving late must check in at the school office before going to their classroom.

ATTENDANCE:

Children need to arrive on time, attend school every day and get adequate rest and nutrition in order to do their best in school. Studies indicate that students who eat breakfast and have sufficient rest are significantly more productive during the day.

BEHAVIOR EXPECTATIONS:

General Policies

St. Gabriel School wants to provide each student the opportunity to grow spiritually, intellectually, emotionally, and physically. Students' conduct must reflect their Catholic values, self discipline, and respect for self and others. In order to provide a safe environment, students and parents are expected to know and abide by all school rules.

The following behavior is expected on school premises:

- Show respect for staff, volunteers, and peers. Fighting will not be tolerated.
- Avoid profanity, abusive language, and verbal or physical harassment of others.
- Demonstrate responsibility in use of and caring for all areas of school.
- Move through the halls quickly and quietly in consideration of those in class.
- No chewing gum is ever permitted on the premises at any time.
- Students should keep hands and feet to themselves at all times.
- A student may not leave the school grounds at any time without permission from the school office.
- Students must remain silent during all safety drills.

Behavior in Classrooms

Students are expected to comply with the school's discipline guidelines, which include:

- Follow directions.
- Be respectful to those in charge.
- Have a positive, respectful attitude.
- Complete assignments.
- Do not have gum or candy.
- Keep hands, feet, and objects to oneself.

Behavior in Hallways

Students are expected to observe the following:

- No loud talking.
- Walk quietly to and from classrooms.
- Be mannerly and courteous.

Behavior in the Cafeteria

Students are expected to observe the following:

- Be quiet, polite, and orderly in the cafeteria.
- Walk to the service area and into the cafeteria in a quiet manner.
- Get milk straws, condiments, or extra food before going to assigned area.
- Remain seated until they have finished their lunches.
- Never take food from other students, either seriously or in fun.
- Make certain their table is clear and clean before leaving the cafeteria. All trash must be placed in proper containers.
- As soon as students have been dismissed, they are to leave the cafeteria quietly and orderly.
- **No soft drinks or drinks in glass containers may be brought from home.**
- Students are not allowed behind the counter in the kitchen.
- Students are required to eat lunch.
- Respect should be given to anyone in authority who is present in the cafeteria/kitchen area.
- Fast-food lunches may not be eaten in the cafeteria at lunch time.
- Lunches should be healthy.

Behavior in Restrooms

Students are expected to observe the following:

- Students are to talk quietly.
- Keep restrooms clean.
- Use paper towels as needed and place them in a trash container when finished.
- Report any problems to a teacher.

Behavior on the Playground

Students are expected to observe the following:

- Tackle football and Dodge ball are not allowed.
- Students should be kind and respectful in their games.
- Students are not to leave the playground for any reason without permission from the teacher on duty.
- Food, candy, and/ or gum are not permitted.
- Students may not bring balls, toys, gadgets, etc., from home to use on the playground.
- Students must use recess as a time for physical activity.

Behavior in Church

Students are expected to observe the following:

- Attend all school Masses.
- Exhibit reverent behavior.
- Take an active part in the liturgy.

ANTI-BULLYING POLICY:

Bullying usually has four features:

1. It is deliberate, hurtful behavior.
2. It is repeated.
3. It is difficult for those being bullied to defend themselves.
4. It is direct or indirect.

There are four main types of bullying:

1. Physical: punching, poking, biting, hair-pulling, hitting, kicking, taking belongings.
2. Verbal or written: name-calling, teasing, insulting, racial remarks, gossip.
3. Emotional: spreading nasty stories, excluding from groups, humiliating, manipulating friendships.
4. Sexual harassment: physical, verbal, or emotional.

Threat Assessment Protocol

Any students, parent, guardian, or school staff member, upon receiving information that a person is threatening to commit an act of violence shall follow this protocol:

- Assume the threat is serious.
- Report the threat to the school administrator.
- Be available and cooperative in providing a statement of information, with the understanding that the information source will remain anonymous to the greatest extent possible.
- Immediately remove the person making the threat from the classroom and take him/her to the school office.
- Notify law enforcement officials if necessary.
- Provide written statements regarding the threat of violence.

Bullying will not be tolerated at St. Gabriel Catholic School and will result in disciplinary action. This applies when a student is:

- On the school or parish grounds, immediately before or during school hours, immediately after school hours or at any time when the school or church is being used by a school group (for example, sporting events, PTSG, etc.)
- Off school grounds at a school activity, function or event.
- Traveling to or from school or school activity, function or event.
- Using property or equipment provided by the school or parish.

Consequences:

1. After school detention (1/2 or 1 hour)
2. In school suspension (credit for work)
3. One day suspension (no credit for work)
4. Three day suspension (no credit for work)
5. Expulsion

CODE OF CONDUCT:

Rule #1 - Respect Yourself, Others, and Things

Rule # 2 – Contribute to the Learning Environment

Rule #3 – Follow School and Classroom Procedures

The following is a brief summary of what is not allowed in our school:









Violations of these rules are not tolerated.

- Drugs, alcohol, pills and tobacco products.
- Guns, knives, explosives or any type of weapon (toy or real)
- Engaging in any activity forbidden by law

Consequences

Violations concerning these things have the potential of resulting in school suspension or expulsion and/or police notification per Indiana code.

Other forms of misconduct not tolerant in St. Gabriel School include:

-  *Cheating*
-  *Bullying*
-  *Stealing*
-  *Obscene language*
-  *Violence, threats, harassment, intimidation of any kind, put downs*
-  *Interfering with the orderly operation of school*
-  *Tampering with or vandalizing school or other individual's property*
-  *No gum allowed on school grounds*

Consequences:

6. After school detention (1/2 or 1 hour)
7. In school suspension (credit for work)
8. One day suspension (no credit for work)
9. Three day suspension (no credit for work)
10. Expulsion

All of the above apply to all students on school grounds, bus stops, before, during and after school hours. This also includes all school activities on and off school grounds. This could be on a school sponsored bus, field trip, or any other school related activity. Violation of these rules in connection with school personnel, on or off school property, may be grounds for suspension/expulsion.

Since suspension and expulsion are such serious punishments, students will be entitled to a fair process procedure with the principal before it is imposed. In addition, parents will be entitle, and encouraged, to confer with the principal in the event of serious disciplinary action. St. Gabriel School follows the Archdiocesan Policy on Student Suspension, Expulsion, Exclusion and Fair Process. Parents are welcome to request the complete policy (#2008-01) from the school office.

Other signs or unnamed issues will be left to the discretion of the administrator.

COUNSELING:

Counseling services are not provided at school. The principal and faculty members are aware of available, reliable services in the community and can assist with referrals.

CURRICULUM:

Saint Gabriel School is accredited by the Indiana Department of Education. Our school meets or exceeds all requirements set forth by the state department. Our Archdiocesan Office of Catholic Education holds all the schools within the Indianapolis Archdiocese to high standards through in-service offerings and the common core standards. St. Gabriel School is also a member of Advanced Education.

DISMISSAL:

All students will be dismissed at 3:00 p.m. to go home according to their usual routine. **Change of dismissal routine requires a written note or phone call from the parent. Explanations from student about a changing is dismissal routine will not be accepted as valid.**

All **bus riders** will be sent to the breezeway where they will meet a teacher who will lead them out the front door on Ninth Street to board the Fayette County Transportation Buses.

All **walkers** will be sent to the door in the new addition, which faces the Ninth Street where they will meet a teacher who will lead them out to the sidewalk on Grand Avenue.

All **car riders and bike riders** (PK-6) will follow teachers through the main entrance of the school to the parking lot and line up with teachers. Teachers will dismiss students from the line as they identify their car. (See map with pick – up and traffic flow procedures on page 30 & 31). Students who have not been picked up by 3:15 p.m. will follow the teachers back into the building, phone call made, or sent to after care.

Students will be dismissed according to their usual routine. Students cannot make arrangements with friends during the school day and go home with someone else. Parents need to notify the school if there is to be a change in plans. (See “telephone use” section).

DRESS CODE: (Approved Saint Gabriel School Logos ONLY)



The dress code at St. Gabriel School reflects the social and Catholic values we want to instill within our students: professionalism, modesty, respect for self and others, attitude of excellence in performance and achievement and positive self-esteem. Parents are expected to assume responsibility for making sure students are dressed appropriately for school. The principal will make final decisions regarding appropriateness of dress and grooming issues.

JUMPERS, SKIRTS AND NAVY SWEATER VEST SHOULD BE PURCHASED FROM SCHOOLBELLES.

NO Embroidered flowers, designs on pants, skorts, skirts, NO pin stripes. No ruffles, sequins, etc. Some logo's are being printed in the same color of the shirt, etc. **NO LOGO'S** are allowed on clothes

Mass Day Uniform Dress Code for Mass Days/Special Days:

Girls Dress Uniform:

K-2 Plaid Jumper, White Polo Shirt long sleeve or short sleeve, Navy Knee Socks or Navy Tights

**3- 6 Plaid Skirt, White Polo Shirt long sleeve or short sleeve, Navy Sweater Vest,
Navy Knee Socks (plain and cable knit), Navy Tights (plain or cable knit after October 15th)**

Jumpers and skirts should rest at the top of the knee.

Boys Dress Uniform:

Khaki (Tan) Pants, White Polo Shirt long sleeve or short sleeve, Navy Sweater Vest

****Students can only wear a NAVY CARDIGAN SWEATER, for extra layers if your student gets cold.**

Non-Mass Day Uniform Dress Code:

Pants Khaki or Navy blue pants.
No skinny or stretch/ knit pants

Skirts Khaki or Navy blue (Polyester Cotton Twill Only), Navy polo dresses are acceptable
Girls may wear shorts under skirts or jumpers as long as they are not visible when standing. **No rompers.**
Skirts, skorts, dresses, shorts and jumpers must be as long as fingertips when arms are resting at the side.

Shirts

Polo (Long or Short Sleeve w/collar), and turtlenecks
Solid White, Navy Blue, ONLY

Blouse (with regular or Peter Pan collar), Oxford button down shirts
White ONLY

No sleeveless shirts
No T-Shirts.
No cleavage should be showing.

All shirts/blouses are to remain tucked into pants, skirts, shorts, capris and shorts at all times.

Sweatshirts

Solid White, Navy blue sweatshirts must be worn over a collared shirt.

Sweaters/Sweater Vest **Solid White, Navy Blue ONLY**

A collared shirt must be worn under any style sweater or sweater vest, with the collar showing.

Socks/ Tights

Solid White, Navy Blue ANKLE Length socks.
NO-SHOW SOCKS are not allowed.
Nylons are acceptable. Tights may be worn in navy or white.
NO PATTERNS / LOGOS ON SOCKS, TIGHTS OR NYLONS.

Shoes

Tennis shoes are allowed. Shoes and sandals must have a strap or back.
All shoes must be tied tight throughout the day.
No Boots of any kind. No Croc sandals of any kind.

Hair Accessories

White, Navy Blue, or Khaki, Solid Color, and NO Patterns (only if it is an exact match to the dress uniform)
No hair accessories with sequins, glitter, or other distracting features (extra-large bows, animal ears, ect.)

Earrings

Stud earrings ONLY -- NO dangling or hoop earrings.
One earring per ear.
Boys may not wear earrings.

Belts

Black or brown.
No scarf, ribbon, or chain belts.

Hair

Must be clean, neat and combed. Haircut styles may not be distracting in any way.

Boys: Hair must be off the collar in the back and bangs should be cut above the eyebrows. No Mohawks, no sculpted haircuts, shaved in words/images. Hair should be its natural color and well-groomed.

Girls: Hair must be pulled out of eyes and properly groomed so that it is not a distraction. Hair should be its natural color.

Fridays - Gym Day Only - students may wear nylon/ basketball pants and/or jogging pants outfit. Blue jeans are acceptable. T-shirts (No sleeveless) will be acceptable on this day.

All official scouting uniforms or team uniforms are acceptable to wear on appropriate meeting days only.

NO Make-up for Grades Preschool- 6, No Tattoos

Shorts and Capris may be worn on Non- Mass days from the beginning of school until Oct. 15 and then again after March 15 to the end of the school year.

All shirts and dresses need to have sleeves; no sleeveless or off the shoulder shirts will be accepted. No low cut shirts; no cleavage.

Outer jackets/coats may not be worn in the classroom.

Hats, sunglasses are not to be worn indoors.

Should a violation of the dress code occur, a call to the parent for appropriate clothing will be required. The principal will make final decisions regarding the appropriateness of dress and grooming issues.

Students are expected to attend school in clothing that is clean, neat, not tattered, ragged or torn. **NO frayed hem lines or holes**. Clothing that displays pictures, language or symbols that are vulgar, violent, sexual, drug/alcohol related or in any way offensive or disruptive to anyone at school is not acceptable school attire.

CELL PHONES:

No Cell Phone calls or text messaging throughout the school day.

Cell phones need to be in backpacks at all times (turned off).

EMERGENCY NOTIFICATION SYSTEM:

Get alerted about emergencies and other important community news by signing up for our Emergency Notification System. This Emergency Notification System enables the Fayette County 9-1-1 to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, water advisories, missing persons, and evacuation of buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, cell, or business phone, email, text message, hearing impaired receiving devices, and more. You pick where, you pick how. **Sign – up on our website.**

ENROLLMENT:

Registration day is held in the spring or summer for preschool and kindergarten through sixth grade. Students currently attending Saint Gabriel School have priority over incoming students for the space available. Children of Saint Gabriel parishioners will be admitted to available spaces before non-parishioners. Follow Admission and Wait List guidelines on page 8. Registration for all preschool – sixth grade students, PTSG dues will be collected at this time.

EXTENDED DAY SERVICE:

Saint Gabriel School offers extended day service from 6:45 to 7:45 A.M. and 3:00 to 5:00 P.M. A snack will be provided to the students that stay after school at 3:40. **Each family need to bring 2 boxes of Capri Sun drinks and a large portion snack to share with everyone once a month.** Payments for extended day service are a bi-monthly basis at the rate of \$5.00 per hour, per student with a minimum charge of \$2.50 per any portion of half an hour.

EXTRA-CURRICULAR ACTIVITIES:

A variety of activities are available to Saint Gabriel students either through our school or in the Connersville community. These include basketball, soccer, baseball, swimming, band, spelling competitions, Scouts, 4-H, etc. Students in fourth, fifth and sixth grades may try out for choir. Information about any of these programs is published in the school newsletter or can be requested at the school office.

FACULTY:

All classroom teachers are certified elementary school teachers licensed by the State Department of Indiana Education. The majority of the teachers and staff members are Catholic. Only Catholic teachers/catechists teach religion classes. The school principal is a practicing Catholic, licensed and experienced in school administration and teaching. (See the introductory page of this handbook for a listing of all staff members.)

FEDERAL GOVERNMENT PROGRAMS:

Saint Gabriel School participates in all programs available through the federal government and administered by the Fayette County School Corporation. This cooperative effort enables us to offer:

- ✓ tutorial services
- ✓ psychological evaluations
- ✓ instruction for students with learning disabilities
- ✓ speech and hearing instruction
- ✓ school bus service

In addition, some federal grant, Title 1 monies for educational purposes are also available for teacher training and instructional materials.

FIELD TRIP COSTS:

Payment for the school bus driver, gasoline and admission fees are part of field trip costs. The per student field trip fee will be listed on the field trip permission form. Teachers try to keep the per student fee for each trip at \$10.00 or less. This fee must be sent to school along with the signed permission slip. Large amounts of spending money for the day of the trip are never necessary or appropriate. Teachers will recommend a reasonable amount of spending money for each trip. Parents are expected to monitor and be aware of the amount of money their child is carrying. The school and designated field trip supervisors are not responsible for any money or valuables that a child brings on a field trip.

FIELD TRIPS:

Fayette County School Corporation buses are used for out of county trips. The transporting of students in private cars is discouraged unless a parent is transporting his/her own child. Additional parents who want to accompany students on a trip often follow along in cars especially when there is no room for them on the bus. **Parents who have accepted chaperoning responsibilities cannot bring along other children (siblings) who are not members of the class attending the field trip.**

Students are required to have a signed permission form returned to school before participating in a field trip. Verbal permission from parents for field trips will not be accepted. Students without written permission will be kept at school. Teachers will make every effort to allow ample time and remind students to return permission forms. The best practice is to **return the signed permission form before the day of the trip.** School personnel will not accept responsibility for trying to locate parents by phone on the day of a trip in an attempt to get written permission to school on time. If a student is riding home with a parent after the field trip, prior permission must be given by sending a note to Ms. Barth before the field trip.

Saint Gabriel School faculty and staff members respect parents as the primary educators of their children. This includes matters of safety, methods of transportation and educational value of field trips. Parents should read field trip permission forms carefully. If parents do not agree with any of the terms and conditions of a field trip, they should withhold permission or consider taking personal responsibility by accompanying their child on the trip or meeting up with the class at the point of destination.

FLOWER/GIFT DELIVERIES:

Student-to-student flower/gift deliveries at school are not permitted. Parent-to-student flower/gift deliveries at school are highly discouraged. Instructional time will not be disrupted by delivery people. Students can be easily distracted from their school work by a showy gift or flowers that a classmate receives. All deliveries are made to the school office, where they remain for the entire school day. Students who receive these deliveries are notified to pick them up from the school office at dismissal time. The flowers/gifts are usually cumbersome and inconvenient for students to carry home (especially on the school bus) along with book bags, lunch boxes, etc. **BALLOONS CAN NOT BE TAKEN ON BUSES.**

GENERAL EDUCATION:

All required subject matter for elementary schools in the State of Indiana is taught at Saint Gabriel School. The Archdiocese of Indianapolis curriculum guides and the Indiana Dept. of Education/Academic Standards with the use of textbooks approved by the Indiana Department of Education and our Office of Catholic Education guide all instruction. Review and adoption of textbooks and instructional materials follows the Indiana Department of Education 6-year cycle.

HOMEWORK POLICY:

Teachers send homework policy information home to parents at the beginning of each school year. Teachers may make slight changes in the policy in order to meet individual needs or adjust to specific circumstances. The policies listed here are the general format that all teachers work from in order to provide consistency throughout the students' elementary school years. Classroom teachers will answer any questions parents might have about the homework policy.

Grades 1 through 6: Completing homework assignments on time is a classroom rule.

- Each student (grade 1 – 6) is required to maintain an accurate assignment book, which is provided by the school
- 2 late assignments per term are permitted without penalty.
- The 3rd missed assignment and any thereafter within in the term results in student meeting with the principal.
- A missing assignment is required to be handed in the following day
- Make – up work is to be turned in two day following the day of absence. Any work not turned in within this time frame will be counted as a missing assignment.
- Parents will be notified of all incomplete assignments.
- Incomplete assignments will be scored as submitted unless a parent note is attached explaining any misunderstanding.
- No phone calls home to retrieve assignments will be allowed.
- Kindergarten students will need help from their parents to ensure that they do not have any missing assignments. Parents will be contacted by the principal after the 5th missing assignment.

LOST AND FOUND:

Any items found should be placed in the Lost and Found area is in the school office so the owner has the opportunity to claim his/her property. A student who has lost an item may search the Lost and Found after asking teacher permission. Items still remaining in the Lost and Found at the close of the school year will be given to the Senior Center for distribution to those in need.

MEALS:

Meals are now provided by St. Gabriel Catholic School. Applications for free and reduced rates for lunch are distributed at registration and when available in the school office. School lunches need to be paid for by the week on Monday and you should also pay ahead on your child's account. Each child has their own account number, which is given to the students at the beginning of the school year and follows them throughout their years at Saint Gabriel School. **Charges should not exceed \$5 at any time.**



A hot and sack lunch option is available each day. Each student has a computerized account in the cafeteria. Deposits may be made at the beginning of the week or month and the cost of each day's lunch will be deducted from the account when the student eats lunch. *Each additional lunch purchased by students will be assessed to the student's account. (These lunches are not subsidized by the government and therefore need to be charged the adult rate.)*

Students who pack their lunch may purchase **milk** for \$.40.

Lunch packers must bring food that is ready to eat. It cannot be heated at school.

Do not bring restaurant fast food for a school lunch.

Gum and carbonated beverages are not permitted.

Beverage machines located on the gym balcony are not for student use during the school day.

(Teacher authorization is required for student use of these machines during the school day or during extra-curricular activities.) Students will not be permitted to use the telephone because they forgot their lunch, but no one will go hungry. If a student forgets lunch or lunch money, some arrangement will be made to feed the child. The parent will be notified of any costs incurred. Any special or unusual lunch arrangements need to be cleared through the school office.

Students are expected to eat the food that they purchased or brought for lunch. Food is not to be given to or traded with other students. Food items wrapped properly that children want to offer to others is to be placed on the cafeteria sharing table.

PARENTAL CONCERNS:

It is very natural for parents to occasionally have questions or concerns regarding their children's education. The teachers and principal at Saint Gabriel School welcome an opportunity to discuss any matter which is important to the parent. Communication can do wonders to relieve anxieties, and only through communication can we work together for the optimum good of our children.

There is a procedure to follow for good communication between home and school:

1. The parent having a concerns should speak first with the staff or faculty member closest to the matter.
2. If the concern is not resolved as a result of this initial contact, the parent should let the initially contacted staff member know of their continued concern and should then speak to the principal.
3. After speaking with the principal and still not coming to some resolution, the parent should be sure the principal knows they feel the matter is still not resolved. The principal will explain the process for taking the matter as a delegation to the Saint Gabriel School Commission.
The Saint Gabriel School Commission will take the matter under advisement with the pastor.
4. If resolution is not reached through the Saint Gabriel School Commission, the parent may submit a written report of all steps previously taken to the Archdiocese Associate Secretary of Education who will assume responsibility for bringing the matter to resolution.
5. If a federal rule or labor dispute is involved, the Archdiocesan Grievance Procedure (available in the school office) must be used in lieu of the above.

PARENTS AND TEACHERS OF SAINT GABRIEL SCHOOL:

PTSG is a very active Parent/Teachers organization. It exists in order to facilitate better communication among parents and teachers and in order to provide educational opportunities for the students. Parents and patrons of Saint Gabriel School are invited and encouraged to become active members of the PTSG. Meetings are usually held the in the multi-purpose room of the school.
(See the introductory page of this handbook for a listing of all PTSG Officers.)

PARENT VOLUNTEERS:

Volunteers are welcome at Saint Gabriel School. **Background checks and The Safe Parish Program are a requirement.** Moms, dads, grandparents, aunts, uncles, parishioners, etc. are wonderful assistants at school. Volunteers are needed for lunchroom and playground supervision, typing, office help, tutors, room mothers, teacher helpers, etc. A volunteer sign-up sheet is distributed at registration in the spring.

PARTICIPATION IN/EXCLUSIONS FROM PHYSICAL EDUCATION CLASSES:

Parents must sign the physical education permit on the back of the school emergency card in order for their child/children to participate in physical education classes. If at any time during the school year your child becomes injured or too ill to participate for one or more days, the parent must send a written note naming the injury or illness and dates the child will not be permitted to participate in physical education classes or any other school related activities.

PARTIES:

Classrooms will have seasonal parties. (Harvest, Christmas, Valentines and Easter)

STUDENT BIRTHDAY'S: Each student receives special recognition for his/her birthday. In order to provide optimum learning time, classroom birthday snacks/parties are not permitted at school.

OUTSIDE OF SCHOOL PARTIES: Invitations may not be distributed at school if all members of the class are not included.

PERSONAL AND SCHOOL PROPERTY:

Respect for property, whether it's the school's, your own, or someone else's is an essential school rule. Students are expected to care for school property entrusted to them. School furniture, supplies, restrooms and other facilities are to be used with care, kept clean and in usable condition for the benefit of all those who use the school. This not only creates a comfortable environment, it reduces maintenance and replacement costs. Climbing, standing on, scraping, scratching, and writing on furniture, walls, fixtures, books, etc. are all violations of respecting property.

In addition to school property, students have their own belongings that need to be brought to school. It is impossible for teachers to keep track of all the belongings that students bring to school each day. The school cannot be responsible for the loss, damage, or safekeeping of personal articles. Students need to follow and help enforce the respect for property rule by leaving other students' things alone and by taking steps to protect their own belongings by complying with the following:

- **CARRY SCHOOL BOOKS IN A BOOK BAG.** Make sure your name is in/on your books in the place designated by your teacher. Do not write on the pages of hardbound books. Torn pages should be repaired with transparent/invisible tape.
- **MONEY** must be in a well-marked, sealed envelope and put in the teacher's hand as soon as possible. Do not bring extra, unnecessary money to school. There is no reason for students to bring a \$5, \$10 or larger bill to school as pocket money. If several dollars are needed at school, it will be announced ahead of time with directions as to how the money will be collected.
- Do not bring **VALUABLE** or **NUISANCE ITEMS** to school. Anything that is or could be distracting or alluring to others is inappropriate for school (i.e., ipod, kindles, cell phones, radios, DS, valuable jewelry, gameboys, toys, money, etc.). Items brought for Show 'n Tell or other assignments should be in a protective box or bag and used only for the purpose intended. Also, anything that could be used to distract others or cause them harm (rubber bands, cigarette lighters, matches, pointy or sharp objects, etc.) have no place in school. "Fidget" type items are only allowed to be used in the classroom with the expressed permission of the teacher.
- **LABEL** personal items. Put nametags on your clothing, school supplies, Show 'n Tell items, etc.
- **KEEP TRACK OF YOUR OWN BELONGINGS.** Keep hats and gloves in coat pockets or school bags. Put all school supplies and personal items inside your school bag or school desk as needed. Keep all school supplies inside your homeroom desk (or place designated by the teacher) when not in use. Take all needed school supplies and all personal items home with you every day. Never leave valuable items (even favorite pencils, pens, etc.) at school over the weekend. Put your name on coats, schoolbags, sweaters, sweatshirts, etc.
- All computer website based games **MUST BE** pre-approved by the principal.

PLAYGROUND / RECESS RULES:

All children are to follow these rules and regulation:

1. No gum, candy or uneaten lunches are to be eaten outside.
2. No pushing, shoving, fighting, tackle or tripping.
3. No football, baseball, or soccer balls.
4. No playing in water / snow or ice.
5. No throwing wood chips.
6. Sit down facing forward when using the slide.
7. No jumping off equipment.
8. No "tag" in the fenced in area.
9. No dodge ball – or throwing the balls against the old school building.
10. When the bell rings; stop playing, walk to the line up area without talking and keep hands and feet to yourself.
11. Never leave the playground area without permission from the adult supervisor.

RELIGIOUS EDUCATION:

Catholic religion classes are taught four days a week and students attend and participate in liturgy twice each week. In addition, Catholic teachings, traditions, prayers and values are practiced throughout the day and integrated throughout the curriculum. Daily prayers at the beginning and the end of the day are prayed together over the public address system or at a school gathering. Meal prayers are said in the classroom prior to going to the cafeteria.

The teaching of religion is guided by the Archdiocese of Indianapolis Religion Curriculum Guide and textbooks approved by our Office of Catholic Education and selected by our own local committee consisting of faculty members and parents.

Catholic students in second grade prepare for their First Reconciliation and First Eucharist through lessons taught at school and special scheduled meetings, which include their parents. First Reconciliation for these students is usually celebrated with the season of Lent. First Eucharist is usually celebrated at a Sunday Mass in late April or early May.

RULES FOR AFTER SCHOOL BUILDING USE:

There are many parish, sport, and extra-curricular activities that take place in the building during after school hours and weekends. In order to ensure everyone's safety and to protect parish/school property, the following rules must be followed for all functions taking place on the school premises. These rules were established because parish areas have been left in disarray too frequently in the past. People mis-using parish property will be denied meeting or activity space in the future.

1. Reserve the room or space needed and request a key at the parish/school office.
2. For entrance to the building, use the door closest to the area being used and inform those attending which door will be unlocked for them. Adult supervision who needs a key to enter the building must check a key out at the parish/school office. The adult supervisor, meeting chairperson, and/or individual signing out the key are people/person responsible for making sure these rules are followed and the room/area is left in good order.
3. Use drinking fountains and restrooms in the immediate area only. Adult supervisors are responsible for checking restrooms, turning off lights in restrooms and the area being used, as well as locking doors when exiting the building.
4. Adults must supervise children/students at all times.
5. Children/students are to remain in the area of the building that is being supervised by adults. They are not allowed to be in any other part of the building or roaming hallways aimlessly. There is to be no running in any hallway at any time.
6. There is to be NO FOOD, DRINKS, CANDY/GUM or STREET SHOES allowed in the gym area unless function such as a dinner has been scheduled and approved through the parish office or school office.
7. Adult supervisors are responsible for removing all trash and cleaning up messes resulting from the function they are supervising. All equipment, furniture, etc. used for any function must be returned to its proper storage place at the end of the function.
8. No school equipment should be used without prearranged permission through the school office.
9. Adult supervisors and/or school/parish employees including maintenance/custodial staff are authorized to ask any stranger or un-invited guest (children or adult who enter the building and are not part of a scheduled function) to leave the building.
10. Adult supervisors and/or school/parish employees including maintenance/custodial staff are expected to enforce these rules. Parish/community member and children/students are expected to respect and follow these rules for everyone's safety and in preparation for and understanding of the people who will be using the space after you.

SAFE PARISH:

Before you plan on volunteering at school any time, (ie. Lunch duty, field trips, helping in classrooms, etc.), you MUST complete the Safe Parish program thru the Archdiocese of Indianapolis. The website is www.archindySAFEparish.org. After you have completed the course, background check, print your certificate and bring it to the school office so we can have it on file. In accordance with Safe Parish and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

SCHOOL BUSES:

Students attending Saint Gabriel School may ride the Fayette County School Corporation buses. If you have questions regarding a bus schedule, please call 827-0891.

Students can not take live animals, latex balloons or item too large to fit inside a backpack.

SCHOOL CALENDAR:

Saint Gabriel School operates on the same calendar (copies are distributed when they become available) as Fayette County School Corp. and observes the same weather related closings or delays. Listen to radio station 1580 AM or 101.3 FM for school closing and delays. All attempts will be made to post on social media as well.

Closings - If school is delayed Before School Service will be delayed also.

SCHOOL DAYS:

For grades kindergarten through 6 school begins at 8:15 a.m. and dismisses at 3:00p.m. Students are not to arrive for school before 7:45a.m. At dismissal time, students should be on their way home or in the company of parent/guardians no later than 3:15p.m. There will be no adult supervision for students at school before 7:45 a.m. or after 3:15 p.m. Care can be provided through Extended Care Service ONLY. Please register at the school office for this service.

Daily	6:45 a.m. – Before school care is available for those registered
Schedule:	7:45 a.m. - school is open with adult supervision; do not leave children alone at the school building before this time.
	8:00 a.m. . – at the bell, supervisors send all students to their classrooms.
	8:15 a.m. – school begins for kindergarten and grades 1 – 6
	8:15 a.m. – preschool class begins (M—F)
	8:30 a.m. - school Mass begins (usually on Tuesday's and Thursday's)
	8:30a.m. – parents must call the office no later the 8:30 to report an absence
	9:00 a.m. – students arriving after this time will be counted absent
	11:30 a.m. - half-day preschool dismissal & lunch and recess for preschool
	11:25 a.m. – lunch and noon recess for grades preschool, K, 1, 2
	12:00 p.m. – lunch and noon recess for grades 3 and 4, and class resumes for grades K, 1, 2
	12:35 p.m. – lunch and noon recess for grades 5 and 6 and class resumes for grades 3 and 4
	1:10 p.m. – class resume for grades 5 and 6
	2:00 p.m. – ten minute recess for grades K, 1, 2 & 3
	3:00 p.m. – Dismissal for preschool – sixth grade

SCHOOL NEWSLETTERS:

On the 2nd and 4th Wednesday of the month a school newsletter is sent home via the oldest child in the family (or other designated child), emailed to parents, and posted on the school website. It contains important, current information about what's happening at school, announcements, and descriptions of classroom activities or events. If the newsletter doesn't reach home, please call the school office.

SCREENINGS:

Audiometric, and vision screenings are given annually by the school nurse, technician or trained volunteer to students in specific grades. Written notices are sent home to parents if any problems are detected during the screenings.

SECLUSION AND RESTRAINT

St. Gabriel School, Indianapolis Archdiocese 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 forms 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 impose solely for the purpose of discipline or convenience.

The Seclusion and Restraint Plan is available in the school office.

SPECIAL CLASSES:

Art, music and physical education classes are part of the regular weekly schedule. **Computers** are used to teach the curriculum and are used in the classroom. Students in fourth, fifth and sixth grades may try out for **choir** (an extracurricular activity when available). Sixth grade students are tested (beginning of sixth grade) and may participate in the **instrumental music** program provided by the Fayette County School Corporation.

Due to the close proximity of the **Fayette County Public Library** to our school and the cooperative relationship we have with the library employees, we use the public library as our school library. Each class has a regular bi-weekly schedule for library visits.

Junior Achievement classes are taught by volunteer parents, parishioners or community members. The five sessions are scheduled to meet the volunteer's schedule. Kindergartens through 6th grade classes participate. Saint Gabriel School was the first elementary school in Fayette County to implement this program.

A **human sexuality** course approved and endorsed by the Archdiocesan Office of Catholic Education is taught at the fifth grade level by qualified teachers and parents. Parents are informed of the dates the course will be taught prior to the time the course is introduced to the students. Information about the course is shared so parents can preview the material ahead of time or parents may call the school office and arrange a time when they can preview the materials at home.

SPECIAL EVENTS:

<u>School Open House:</u>	First month of school year
<u>Spell Bowl:</u>	November
<u>Christmas Concert:</u>	usually held during the last week of school before Christmas break
<u>Catholic Schools Week:</u>	a week long celebration usually at the end of January
<u>School Carnival:</u>	April
<u>First Communion:</u>	April or May
<u>Fine Arts Festival:</u>	students' art projects are displayed
<u>Spring Concert :</u>	May
<u>Sixth Grade Mass and Breakfast:</u>	May

SPINNERS and FIDGETS:

Spinners and fidgets are not allowed at **school**, unless determined by the principal or teacher for educational purposes only.

STANDARDIZED TESTS:

Achievement testing is conducted in the spring of each year. ILEARN is administered to students in grades 3, 4, 5 & 6 in April and IREAD – 3rd grade in March.

The results of these tests help teachers determine appropriate instructional levels and needs of students. The school scores allow for a self-assessment of instructional methods and curriculum. ILEARN scoring reports indicate the student's level of mastery in each of the essentials skills needed for continued academic progress.

Parents receive a test report for each of their children who take the test. A summary of school scores is given by the principal to the Saint Gabriel School Commission. This information is also shared at a PTSG meeting.

STUDENT ACHIEVEMENT:

Saint Gabriel students work hard in school and are expected to complete homework assignments. Our students demonstrate their success in the grades they receive on their report cards. Such hard work can earn them honor roll recognition in grades 5 -6, and by their consistently high scores on standardized achievement tests. In grades K-4, students can earn the Cub Pride Award for exemplary school work, attendance, and citizenship. In competitions with other schools, our students fare very well and have been known to receive many awards.

STUDENT ILLNESS:

When a student is at school and has a temperature as high as 100 degrees Fahrenheit or if there are other visible signs of illness, the parent will be called and asked to come to school and take the child home or to the doctor. If there are no visible signs of illness, school personnel will use their best judgment in determine what action to take. The parents or other responsible adults listed on the school emergency card will be contacted by the school secretary if a student is unable to remain in class due to illness.

Medication:

Medicines brought to school must be given to the school secretary. **Students may not have medicines in their possession** (desk, lockers, lunch box, pockets, etc.) **during the school day.** The Indiana Department of Health requires that school personnel dispense prescription medicine from the original prescription bottle only. Medicine that is not properly marked or stored will not be given to a student. State law also requires written authorization and specific dosage directions from the parents before school personnel can dispense non-prescription medications to students.

- In order to comply with Department of Health requirements, medications will not be dispensed without completion of medication authorization form which are available in the school office.
- Prescription medication **must** be in the original container and accompanied with the doctor's authorization for dispensing the medication at school and the parent's signature.
- Non-Prescription medications **must** be provided by the parent including specific, written dosage directions for each child and the parent's signature. Even with proper written authorization, parents will be contacted before non-prescription medications are dispensed.
- **Students** are responsible to go to the secretary's office at the time designated to take the medicine.

STUDENT RECORDS:

In accordance with Archdiocesan policy and the Family Educational Rights and Privacy Act, student records are kept confidential. Only school officials and custodial parents may examine these records. School officials will comply (within five school days) with a parent's request to view their child's permanent record. Viewing of permanent records is done in the presence of a school official who can explain the contents. No records may be removed or altered by the parent. Copies of permanent record information may be requested and will be provided within five school days. Parents may challenge something contained in their child's file, but the school principal makes the decisions as to the removal or altering of any record contents. The parent can appeal this decision to the Saint Gabriel School Commission.

Student records may be forwarded to a school to which a student is transferring upon request of that school without parental permission. Under no circumstances will the official records be given to the parents for transfer to the next school, however, as mentioned above parents may request copies of information contained in the permanent record.

Directory information (name, address, phone number, participation in school activities, etc.) may be used under certain circumstances such as: news releases of accomplishments, sports awards, honor rolls, etc. Parents may call the school office at the beginning of school each year if they do not want this information released.

SUBSTANCE ABUSE:

No drugs of any form are allowed on the school campus.

Smoking, juuling, vaping, e-cigarettes, smokeless tobacco are not allowed anytime on the school campus.

SUPPLIES:

All students need to bring supplies listed on the supply list for their particular grade level for the first day of school. A detailed supply list for all grades is available in the school office and on the website. Individual teachers will give out additional supply information after school starts.

To cut down on classroom disruptions and to ensure that the supplies purchased by a parent are being used by their children, each student is to use his/her own supplies. There is no borrowing or loaning of supplies from student to student. Each student will be responsible for having the supplies he or she needs. No child will go without the required supplies to do their school work. When a student runs out of something or loses an item, he or she may borrow from the teacher's classroom supply. Each teacher explains to the students where these extra supplies are located in the classroom. Teachers will also send reminders to parents if their child is without needed supplies.

TELEPHONE USE:

Our school phone number is 825-7951. Do not be surprised to receive a busy signal in the morning just before school starts, at lunchtime, or at dismissal time. We get many calls at these times each day. We advise you to wait a few minutes and try again, or when possible call at another time during the day. If your call is answered by machine, please leave a message. We do take our messages from the machine in a timely manner and will return calls as soon as possible. Teachers and students will not be called out of class to come to the phone unless an emergency exists. Messages will be taken and delivered to the teacher or student.

Students will not be permitted to make calls on the school phone unless an emergency exists. If pre-scheduled extra-curricular school activities are canceled or changed, students will be permitted to call parents to adjust dismissal arrangements. The school secretary will call the parent if a child becomes ill or hurt during the school day. Students may not make phone calls during the day because they forgot to bring something to school or because they want to go home with another student or otherwise change their usual dismissal routine. These things should be taken care of before the child comes to school.

Change of dismissal routine requires a written note or phone call from the parent.

No Cell Phone calls or text messaging throughout the school day.

Cell phones need to be in backpacks at all times (turned off).

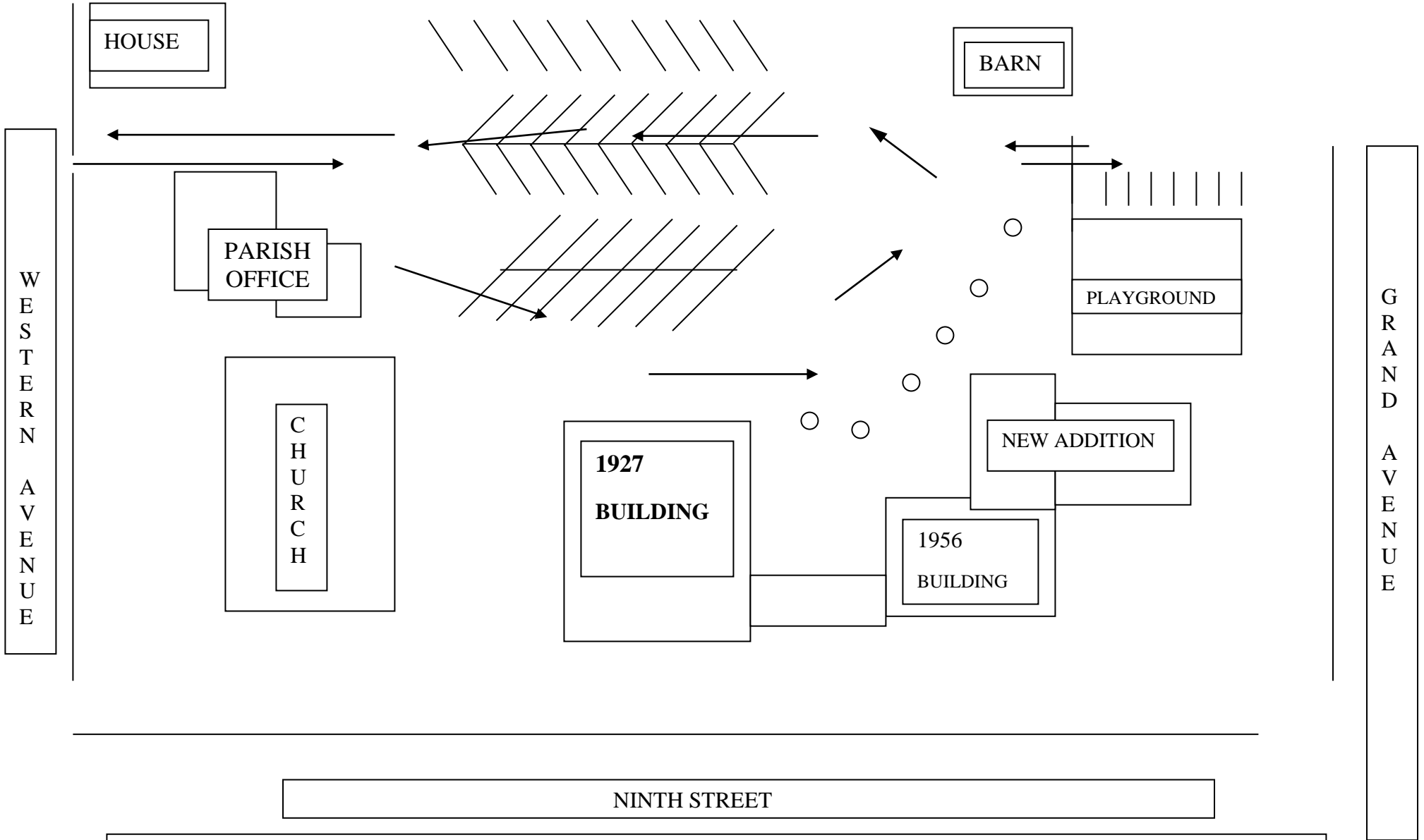
NO calls or texts to teachers throughout the school day. Teachers will not be able to answer their phones during class time. Class Dojo will be the main form of communication used between parents and the school. If you need to get a hold of any teacher please call the school office (765)825-7951.

Traffic flow for Arrival

PLEASE DRIVE SLOWLY IN THE PARKING LOTS, ESPECIALLY

(Arrows show movement of vehicles)

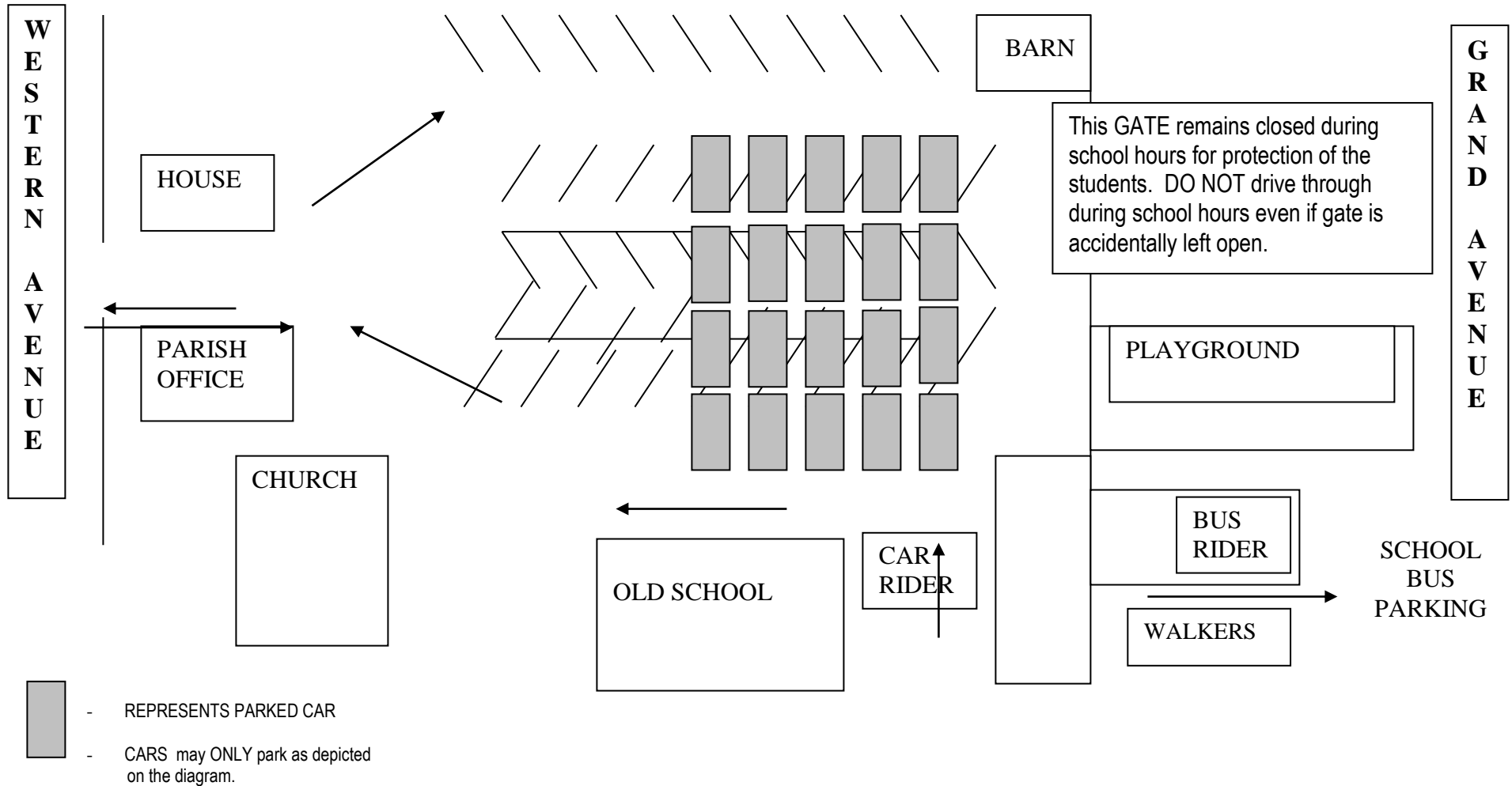
DURING ARRIVAL TIME, THANK YOU!



-Cars enter by the Western Avenue Driveway and follow along the back of the old school building.
- Upon morning arrival, cars can unload in front of the barricades, where the students can enter through the main entrance of school. Please, have all children exit the car through the doors closest to the school building. Cars then proceed around the lot or exit to Grand Avenue.

TRAFFIC FLOW FOR DISMISSAL
(Arrows show movement at dismissal)

PLEASE DRIVE SLOWLY IN THE PARKING LOTS, ESPECIALLY DURING DISMISSAL TIME, THANK YOU!



NINTH STREET

- Cars will enter and exit the parking lot from Western avenue driveway. **Drivers need to be patient, alert, and courteous, as cars will be crossing paths to enter and exit the driveway behind the rectory.**
- Drive along the north edge of the lot (at the foot of the railroad hill) and proceed to a parking spot according to the diagram.
- If you plan to go into the school building or if you know you will be staying at school for awhile, choose one of the parking spaces:
 - o In the north east corner of the lot, or
 - o Along the foot of the railroad hill in the far North-West corner on the dumpster area behind the Parish Office.
- If all of the parking spaces are filled when you arrive, please wait in the line traffic along the north side of the lot. More spaces will open up as teachers release the first row of cars.
- Teachers will release students from the area between the gym and new school as their cars move up to the front row. Teachers will signal cars in the front row to drive out between the old school and parish office towards Western Avenue, as several are loaded. As cars in the front row leave, cars behind then move up.

TUITION POLICY:

The parish of St. Gabriel is pleased to offer solid Catholic education to anyone wishing to send students to our school. The parish and school does everything it can to keep costs as low as possible, and one of the primary ways in which we accomplish this is through our parishioners. The parish of St. Gabriel willingly subsidizes our Catholic School, but it is more than a subsidy. In fact, our parishioners gladly make an investment in the Catholic lives of each of our students. Parishioners join the school in its mission of helping educate, raise-up and form *saints*.

In keeping with that mission, it is my responsibility to ensure that the parish's "investment" is given every opportunity to bear fruit in the Catholic livelihood of our students. **All students and families who receive parishioner rated tuition are expected to fulfill their Sunday obligation by attending Mass each weekend (here or at another Catholic Church).** The teachers will continue to track Mass attendance each week, and violation of this policy could result in the loss of parishioner rated tuition.

Our school and parish understand that major, unforeseen expenses occur. And that can affect a family's/guardian's ability to pay tuition. If a delinquency occurs, we will expect a letter to the Principal and Pastor that explains the reason(s) for the delinquency. This will greatly assist us in understanding how we can help make current a delinquent tuition account. The letter is due within 10 business days of the first day of delinquency. While circumstances may allow for exceptions, the person(s) responsible for tuition payments will have **30 calendar days** (from the first day of delinquency) to make their tuition account current. Failure to do so will result in the immediate loss of enrollment and dismissal of the student(s).

Finally, if tuition accounts are not current at the end of the academic year, one of following will happen:

1. For students seeking to return, they will not be allowed to register for the upcoming academic year until their tuition account is current.
2. If a family's account becomes delinquent after their student(s) is registered for the next academic year, it will result in the loss of the student's registration for the upcoming academic year. The delinquent account must be made current. If that happens, the family of the student would then be eligible to re-register as long as the classroom has not reached its capacity.
3. For graduating students or those seeking enrollment at another school, transcripts will be withheld until the tuition account is made current.

Catholic Education is a major ministry of our parish, but it is not cheap. We cannot afford to keep tuition at its current rates if the responsible individuals are unable to pay what they agree to pay. Please help our parish and school keep tuition as low as possible.

As always, our school and parish are committed to meeting families/guardians in their particular circumstances. We offer financial aid for those needing it, and many are able to have recourse through state-funded vouchers. If you need assistance, please make arrangements to meet with the principal. As always, she is happy to assist you.

VISITING THE SCHOOL:

Visitors are always welcome at Saint Gabriel School. In order to ensure that instructional time is not interrupted, we ask that parents/visitors make appointments to talk with teachers or to visit the classroom. The main entrance facing the playground will be unlocked during the school day. For safety reasons, other doors remain locked and ALL visitors are asked to check in at the school office as they arrive. School staff members and volunteers try to remain aware of who is in and around the school and will approach visitors they do not recognize. This helps to ensure the safekeeping of all students.

VISITOR PARKING:

Parking is available in the area behind the Parish Office accessible from Western Avenue, and by the playground off Grand Avenue. **Please do not park in designated playground areas, and the Ninth Street school bus zone where you may receive a parking ticket, or in the fire lanes (between buildings).**

WELLNESS POLICY:

Wellness Policy on Physical Activity and Nutrition

St. Gabriel Catholic School supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels. Students will learn how to purposefully and prayerfully choose healthy lifestyle behaviors as a reflection of our deep gratitude for God's gift of life and our intention to honor our bodies as temples of the Holy Spirit.

In accordance with the federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture.

The School Wellness Policy shall be made available to students and families by means of school website and family handbook.

I. Wellness Committee

The committee will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing school nutrition and physical activity policies. The Wellness Committee has been formed and maintained at the school level to oversee the development, implementation and evaluation of the school's wellness policy.

- A. In accordance with state and federal law, the school has formed and maintained a Wellness Committee that includes the following:
 - Michelle Struewing, Principal
 - Maggie Pitstick, Kitchen Manager
 - Janet Sundt, Kitchen Assistant
 - Cate Hart, Kitchen Cashier
- B. The Wellness Committee will meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The committee will meet as needed during the school year to discuss implementation activities and address barriers and challenges.

- C. The Wellness Committee will report annually to the Archdiocesan Field Representative and the School Commission on the implementation of the wellness policy and include any recommended changes or revisions.
- D. The Wellness Committee will adopt or revise nutrition and physical activity policies based on recommendations made by the School Commission.

II. Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-6) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The Wellness Committee will provide and promote the National School Lunch Program to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

The Board will allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards brought into the school by students or other person for such events as birthdays and classroom celebrations.

****No fundraisers selling food items will be allowed in the school during the school day.***

V. Physical Activity and Physical Education

The Committee supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before – and after-school activities. Additionally, the Committee supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

VI. Other Activities that Promote Student Wellness

The Committee supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the school will evaluate implementation efforts and their impact on students and staff at least every three years. The Committee will notify the public of the results of the three-year assessment and evaluation.

The committee designates the principal to ensure compliance with this policy and its administrative regulations. The principal is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy plan. The principal will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the school's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b
 7 CFR Part 210
 I.C. 20-26-9-18.5

Administrative Regulations

I. Nutrition Education

1. St. Gabriel will follow the health education curricular standards and guidelines as stated by the Indiana Department of Education.
2. The school will provide nutrition education training opportunities to teachers and staff for all grade levels.

II. Nutrition Promotion

1. Nutrition promotion will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
2. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens).
3. Nutrition promotion resources will be provided to parents/guardians through handouts, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
4. Nutrition educators will partner with school staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.

III. Standards for USDA Child Nutrition Programs and School Meals

A. School Meal Content

1. Meals served through the National School Lunch Program will:
 - Be appealing and appetizing to children;
 - Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
 - Offer a variety of fruits and vegetables;
 - 100 percent of the grains offered are whole grain-rich.
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease fat, calorie and sodium levels in food.
3. St. Gabriel will purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural and ethnic favorites.
5. The food services department will provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutritional Programs*.
7. The Kitchen manager will share and publicize information about the nutritional content of the meals with students and parents/guardians. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families

B. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served).
2. Elementary school students are scheduled for recess after lunch.
3. School meals will be served in clean and pleasant settings.
4. Students will have convenient access to hand-washing and sanitizing stations.
5. Drinking water will be readily available at all mealtimes.
6. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

C. Professional Development

1. Professional development and training will be provided at least annually to Kitchen managers and staff on proper food handling techniques and healthy cooking practices.

IV. Nutrition Standards for Competitive and Other Food and Beverages.

A. Classroom Celebrations

1. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
2. Classroom celebrations that include food items must comply with federal nutrition standards.
3. Schools will inform parents/guardians of the classroom celebration guidelines.

B. Food as a Reward or Punishment

1. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
2. School staff will not withhold food or drink at mealtimes as punishment.

V. Physical Activity and Physical Education

A. Physical Education K-6

1. All students in grades K-6 will participate in physical education in order to meet the Physical Education Standards.
2. Physical education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.
3. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.

B. Daily Recess and Physical Activity Breaks

1. Elementary school will provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.

4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teachers will give students periodic breaks for moderate physical activity.
- C. Physical Activity Opportunities Before and After School
1. St. Gabriel School offers sport stacking, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.
 2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.
- D. Physical Activity and Remedial Activities/Punishment
1. Students will not be removed or excused from physical education to receive instruction in other content areas.
 2. School staff will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

VI. Other School Based Activities

- A. Use of School Facilities Outside of School Hours
1. School spaces and facilities, such as the playground and gym will be made available to students, staff and community members before and after the school day; on weekends; and during school vacations. School policies concerning safety will apply at all times.
- B. Staff Wellness
1. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff. Presentations on health and wellness will be provided at least twice each school year.
 2. Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.
 3. Staff will be encouraged to participate in community walking, bicycling or running events.
 4. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.
 5. The school will promote breastfeeding by making reasonable efforts to provide a private location for employees to express breast milk in accordance with IC 22-2-14-2.

VII. Evaluation of Wellness Policy

- A. Implementation and Data Collection
1. The evaluation of the wellness policy and implementation will be directed by the Wellness Committee and will be responsible for the three-year assessment of each school's compliance with the policy and its regulations. The three-year assessment must measure the implementation of this policy and its regulations; the extent to which each school is in compliance with the policy; the extent this policy compares to other model school wellness policies; and a description of the progress made in attaining the goals of the wellness policy. As a result of this assessment and evaluation the policy and regulations will be revised as needed.
 2. The three-year assessment and evaluation report will be made available to the public by posting it on the school website.

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2020 – 2021 St Gabriel Preschool

Mrs. Michelle Struewing, Principal

Mrs. Diane Gough, Secretary

Miss Angeline Powell, Teacher

Saint Gabriel Preschool

224 West 9th Street
Connersville, In 47331
(765) 825 – 7951
(765) 827 – 4347(fax)

Email :

Mrs. Michelle Struewing
mastruewing@stgabriel.k12.in.us

Miss Angeline Powell
apowell@stgabriel.k12.in.us

OUR PHILOSOPHY

Every child is special at Saint Gabriel Preschool! We will provide fine and gross motor skills, social and emotional development, and basic learning experiences. Staff member will provide a fun-learning environment in a warm, caring, loving Christian atmosphere.

The classroom is planned to encourage curiosity, exploration, and problem-solving in an atmosphere of warmth, affection, and respect for the individual child. Children are involved in language arts, social studies, math, science, creative art, music, movement and dramatic play. The four and five year old programs encourage kindergarten readiness. All inter-related aspects of the child's growth and development are considered – intellectual, spiritual, social, emotional, physical, and creativity.

The program strives to educate the whole child by providing a balance of directed and non-directed activities thereby teaching the child to function well within a group, as well as learning to become self-directed. Kindergarten readiness, positive self-esteem, socialization, and creativity are areas of emphasis on the program.

NON-DIRECTED ACTIVITIES:

Non-structured time allows children time for social interaction and decision-making. Non-structured time involves allowing free choice from the following centers: educational toys and games, building area, reading area, dramatic play, creative art experiences, and outdoor play on the schools equipment.

DIRECTED ACTIVITIES:

Structured time develops increased student's attention span, listening and language skills, academic skills, concepts formation, and creative skills. Structured activities include circle time, comprised of art, music, fine and gross motor activities, math manipulative, alphabet and various readiness activities.

DEVELOPMENTAL PROGRAM:

Readiness activities consist of verbal exercise and discussions, fine and gross motor skills, vocabulary building, developing literacy and numeric skills, and name recognition with various games developed by the teachers.

The preschool strives to build positive self-esteem and a positive attitude towards learning, by eliminating failure and providing each child with rewarding experiences. All teaching is developmentally appropriate in order for the child to experience a maximum amount of success. Each facet of teaching employs the various channels of learning: Auditory, Kinesthetic, and Visual. The program provides experiences in each area of development, allowing children to progress at their own developmental rate.

Children participate in activities with emphasis in the following areas of development:

1. Gross motor	4. Visual perception	7. Visual memory
2. Fine motor	5. Auditory memory	8. Receiving language
3. Auditory perception	6. Visual motor	

ENROLLMENT REQUIREMENTS:

Children must be potty-trained to enter preschool; however, accidents do occasionally happen. If at any time a child causes harm to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool.

REGISTRATION REQUIREMENTS:

At time of registration, you will need to provide: 1) a completed, signed registration form; 2) a completed and signed family emergency form; 3) Copy of your child's birth certificate; 4) Copy of immunization record; 5) a \$100.00 non-refundable registration fee; 6) a \$20.00 PTSG fee per family.

UPDATING REGISTRATION PAPERWORK:

Please keep the staff informed of any changes in your child's routine/environment, which may affect him/her while at preschool - including changes in address, phone number, pick up list, and diet changes.

TUITION/ BILLING:

All tuition is divided into equal monthly payments, August through May. All tuition is paid through ACH; you set up your payments to fit your schedule.

Each late payment incurs a \$30.00 fee. There is a \$25.00 service charge for any returned checks.

A two (2) week notice is required to the principal or head teacher if a child will be withdrawing from the program. This notice must be given by the 1st day of the new month of attendance or additional fees will be assessed for any time of the two (2) weeks' notice that extends into the next month.

ABSENCES / HEALTH:

The State of Indiana requires parents to report to school regarding the immunization of their children. A copy of your child's immunization record will be kept on file.

If your child has a fever or other signs of illness, please do not send him/her to school. He/she will probably be miserable and may infect other children. This does not include mild colds or discomforts. If your child has any of the symptoms listed below, he or she should not attend school.

- Temperature of 100 degrees Fahrenheit or higher
 - Purulent or discolored nasal fluid.
 - Vomiting or has had diarrhea within the past 24 hours
 - Has an unusual rash or head lice (We are a nit free school.)
 - Extreme tiredness that is not relieved by a normal night's sleep
 - Severe coughing or sore throat.
-
- A teacher, trained in CPR and First Aid is always available.
 - If a child becomes ill at school, the teacher will notify the parents.

In the event that your child is ill and unable to attend preschool on a given day, PLEASE CALL THE SCHOOL OFFICE TO REPORT THIS ABSENCE. (825-7951).

CLASS SIZE:

Our goal is to have, no less than 5 three and four year old students in each class. The four and five year old students will have no more than fifteen (13) students in each class. Classes are based on children's birthdates; October 1st is the cutoff date.

HOURS:

We offer preschool Monday through Friday, with two options; full day class 8:15 a.m. until 3:00 p.m. and a half day class 8:15 a.m. until 11:30 a.m. If your child arrives before 8:10 a.m. we will gather in the multi-purpose room with all St. Gabriel students, after 8:10 a.m. please go straight to the classroom. If your child arrives after 8:15 please bring them to the classroom.

ARRIVAL AND DEPARTURE:

WE ASK THAT PARENTS ARRIVE NO EARLIER THAN 15 MINUTES PRIOR TO CLASS.

ALL A.M. PRESCHOOL STUDENTS, will be arriving at the same time as the Saint Gabriel School students. Please follow the line of traffic entering off Western Avenue. Cars enter by the Western Avenue Driveway and follow along the back of the old school building. Upon morning arrival, cars can unload in front of the barricades, where the students can enter through the main entrance of school. Please, have all children exit the car through the doors closest to the school building. Cars then proceed around the lot or exit to Grand Avenue and / or cars then proceed around the parish office and exit onto Western Avenue. Park in the parking spaces provided in the middle of the lot, do not park in the unload line.

FOR DEPARTURE FROM HALF DAY CLASS, we will escort the children inside the black fence around to Grand Avenue. Parents or guardians should park on the west side of Grand Avenue closest to the school. Children will only be released from school to those individuals authorized by the parents or guardians.

FOR DEPARTURE FROM WHOLE DAY CLASS, we will escort the children to dismiss with the kindergarten through sixth grade dismissal found on page 34 of the school handbook. Extended care will also be provided if your child is here after 3:00 p.m.

SCHOOL CALENDAR / EMERGENCY CLOSING:

St. Gabriel Preschool operates on the same calendar year as Fayette County Schools and observes the same weather related closings.

Saint Gabriel School operates on the same calendar (copies are distributed at the May registration) as the Fayette County School and observes the same weather related closings or delays. Listen to radio station 1580 AM or 101.3 FM for school closing and delays. ***If the schools are on a morning delay, then there will be NO morning preschool.***

LOCATION AND PARKING:

The designated parking spots are off Grand Avenue, and you may also park on Grand Avenue.(page 36)

DRESS:

You will want to dress your child in comfortable clothes appropriate for physical activities. Care will be taken with paint and other materials. Please make sure the children are dressed so that they can attend to their own bathroom needs. If your child wears a sweater or sweatshirt, please have them wear a short-sleeved shirt underneath in case he/she gets too warm. Preschool children will only be allowed to wear sandals with a strap on the back. Socks must be worn at all times. Crocs, flip-flops, slick-soled shoes and snow boots are not appropriate. Please make sure your child's clothing is marked with initials. Too many preschool children, a coat is a coat and a mitten is a mitten. Thank you for understanding.

DISCIPLINE POLICY:

St. Gabriel Preschool uses positive reinforcement to bring about positive changes in a child's behavior. The children are given choices and provided with logical and natural consequences to their actions, rather than punishment. When a problem occurs, the teacher closest to the situation deals with it right away.

On dealing with inappropriate or unacceptable behavior, the Preschool Staff will use a variety of techniques for children to gain self-control. Harmful behavior, such as biting, could result in the child being dropped from the program. Interactive communication is the best way in dealing with children. Children pay close attention to words, tone of voice, and body language. Positive interaction with the children and staff is very important.

Limits and rules will be set for the child and explanations and choices will be given to the child whenever possible. All decisions will be made with the child's safety and well being in mind. Teachers will listen openly to the child's feeling and offer understanding and guidance.

Discipline will be arranged so the child experiences the natural consequences of his or her behavior. For example, crashing cars during non-directed play would result in his or her losing the cars for an acceptable period of time. Food or non-directed inside or outside play will not be withheld as punishment, nor will food or toys be used as bribery.

When emotions get in the way of effective problem solving, a "separation from the group" period is suggested for the child. The child may need to work on another activity, and later work on a solution with mutual respect. If use of a "separation from the group" period is necessary, the "separation from the group" period customarily is about one minute for every year of the child's age. The child will NEVER be left for an unknown amount of time. Children who need to be placed in a "separation from the group" will be set away from the main classroom area, in the same room. Child/children may sit in the "thinking chair" to think about what happened. The teacher always talks to the child before he/she sits and when he/she gets up. We do not subject the child/children to harsh or physical punishment nor shall any method be used that is humiliating, shaming or frightening.

It is important to view the child's individual accomplishments, and never compare one child with another. Teachers will help encourage your child to feel a sense of belonging to the Preschool by stimulating his/her imagination, creativity and discovering new interests.

SNACK AND PARTIES

SNACKS:

Children seem to enjoy having a snack at school. It's a good time to teach and reinforce skills such as sharing, taking turns, practicing good manners, and getting along with one another. We ask you to provide a snack to share at the beginning of the school year. These will be carefully stored and used for your child's class. There are 27 in the 3/4/5 year old classes, please have enough to possibly serve seconds of the snack. Low sugar foods are recommended. Some suggestions are graham crackers, saltines, or other kinds of crackers, teddy grahams, or dry cereal. We will let you know when the snacks need to be replenished.

If you would like to bring a special treat such as jello, pudding, fruit, celery, or carrots on a particular day that would be fine, too.

BIRTHDAYS:

If your child has a birthday during the school year and you wish to have him/her celebrate with the class, you may do so. We will have a small celebration by singing and wishing them "Happy Birthday" and playing a birthday game. The children who have summer birthdays will be given a "Half Birthday." We will celebrate these birthdays during the months of January and February. A notation of this will be placed on the monthly calendar to remind those parents.

OUTSIDE OF SCHOOL PARTIES:

Invitations may NOT be distributed at school if all members of the class are not included.

HOLIDAY PARTIES:

We celebrate Halloween, Christmas, Valentine's Day, Easter and the end of the year. If a party is canceled due to weather we will celebrate on the next scheduled school day. A sign-up sheet is always available at least one week prior to a holiday party. We usually suggest a snack and drink to bring, but you are welcome to let us know if you would like to bring something special. Other holidays will be celebrated with a classroom snack only.

FIELD TRIPS:

Saint Gabriel Preschool will be taking some off-site field trips throughout the year. Parents, grandparents, aunts or uncles, etc. may accompany field trips. Children need to have a release form signed by their parents prior to each field trip. Field trips are a special time for you to spend with your preschooler.

- Fayette County Library: When the children are adjusted to the preschool setting, we will walk to the library every other week. Each child checks out a book for our classroom set.
***** A unit on pedestrian safety for crossing streets is taught before the first trip.**

FUND RAISERS:

The preschool class may participate in fundraisers organized by the Parents and Teachers of ST. GABRIEL SCHOOL (PTSG). The success of these fundraisers is dependent upon parental involvement. The proceeds from these fundraisers are for particular project or goes into the PTSG Account and this allows us the opportunity to request funds from PTSG for special purchases and /or unexpected needs.

- Organized fundraisers are usually, in the fall and/or springtime, and will be announced prior to sale.
- The preschool utilizes the Scholastic Book Club in two ways. It allows parents to purchase good quality books at a discount rate and your purchase benefits the classroom enabling us to acquire books for the preschool. To take advantage of this opportunity you will find order forms in your child's folder once a month. All you need to do is; fill out the order form with your child's name on it and return it with a check (no cash) made payable to SCHOLASTIC BOOKS. Book order need to be turned in by the due date posted on the order form and in the newsletters.

PARENTAL CONCERNS:

It is natural for parents to have questions or concerns regarding their child's welfare. We at St. Gabriel preschool welcome the opportunity to discuss any matter, important to the parent(s). Communication can do wonders to relieve anxieties. Only through communication can we work together for the optimum good of our children.

PARENT INVOLVEMENT:

How involved can parents be? We want you to be as involved as your time permits. We welcome volunteers to help with parties and field trips. If you plan to volunteer anytime (ie. lunch duty, field trips, helping in classrooms, etc.), you **MUST** complete the Safe Parish program thru the Archdiocese of Indianapolis, **the website is www.archindy safeparish.org**. After you have completed the course, background check, print your certificate and bring it to the school office so we can have it on file.

In accordance with Safe Parish and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

Any parent who would like to share a hobby or craft will be a welcome guest.

You are always welcome to visit the class whenever you have time. Our door is always OPEN but we do ask that you let us know in advance when you would like to visit. Also, at the beginning of the year we will need a “little private time” to facilitate your child’s separation-from-mom. It takes a mature child to “share” his/her mother with other children. If one child in the class is having serious separation-from-mom problems, seeing another child’s mom in the class could be very traumatic. Usually, after three or four weeks all children have adjusted and all scheduled visits are welcome. The more you are involved, the more you and your child will obtain from your preschool experience. We enjoy and appreciate the extra assistance; however, please remember any person entering the school building needs to sign-in at the school office.

OUR HOPE FOR YOUR CHILD

We must help a child develop a good self-concept and learn that self-discipline is knowing how to treat and control one’s body. As educators working with your preschool child, we will constantly ask ourselves, “What should we be doing today that will aid tomorrow’s development?”

While we know children need such knowledge, i.e., where he/she lives, we also know a child must be encouraged to develop curiosity, generosity, cooperativeness, and resourcefulness. We want to help them develop skills that will enable them to go from confidence in doing a small unit of action to knowing how to do a larger one. These skills are developed and learned by fostering observation skills, through imitation, by trail and error, through instruction, by following directions, and through drill and practice.

We know that young children’s learning is enhanced when they do it together. We want our children to learn to trust, work with groups, increase their ability to form a community, and handle their emotions in a positive and constructive way. We want to get them **READY** for that bigger educational opportunity ahead of them, kindergarten. Please help us to help you do that well.

Right to Amend

St. Gabriel School reserves the right to amend the handbook. Notice of amendments will be sent home with a newsletter.

ST. GABRIEL SCHOOL PARENT/STUDENT HANDBOOK VERIFICATION FORM

After you have read your St. Gabriel School Parent/Student Handbook, please sign below and return this form by Friday, August 20th. If enrolling during the school year, please return this signed form on your child's first week of attendance.

This handbook is updated/revised every year. Please keep your copy of this handbook in a safe, convenient place in your home for easy reference.

Signatures below verify that you have read the St. Gabriel School Parent/Student Handbook and are aware of the rules and policies of the school. Signatures also indicate that you will do your part to uphold these rules and policies as a parent and assist your child(ren) in supporting them as well.

Mother's or Guardian's Signature _____

Father's or Guardian's Signature _____

Student Signatures _____

Date _____