

St. Paul Catholic School



Handbook of School Policy

2017 – 2018

Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classrooms. He is the model for its faculty and the inspiration of its students.

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INSERTS:

HANDBOOK OF SCHOOL POLICY ACKNOWLEDGEMENT FORM SCHOOL INTERNET
USE AGREEMENT FORM

St. Paul Catholic School

307 John Adams Drive
San Antonio, Texas 78228
(210) 732-2741 Fax: (210) 732-7702

Handbook of School Policy Acknowledgement Form

My signature serves to confirm that I have received the St. Paul Handbook of School Policies. I have reviewed the policies contained therein and agree to support the St. Paul School administration and faculty in their efforts to implement these policies and procedures.

Parent/Guardian Name: _____

(Please print)

Student(s): _____

Grade: _____

Grade: _____

Grade: _____

Grade: _____

Parent/Guardian Signature _____

Date _____

VISION

St. Paul Catholic School offers a faith-based education that sets high expectations, develop academic excellence, and forms strong moral character.

MISSION STATEMENT

St. Paul Catholic School's mission is to develop the whole child spiritually, academically, socially and physically in a Christ-centered environment that challenges the students to excel and become leaders in their church, home and work communities.

PHILOSOPHY

We believe that each child should be Christ-centered with strong moral character. Students model Christian virtues while growing in wisdom and knowledge to become responsible, caring citizens for the future. We instill Christian virtues through daily prayer, instruction in Catholic faith, numerous opportunities for worship, and invitations to service.

St. Paul Catholic School is deeply rooted in traditions, which encompass a strong sense of family, and a parish-based community. It is within this environment that the spiritual and moral development of each child is nurtured. We commit ourselves to share in the spirit of Jesus by community-building, Christian service, faith sharing and worship. Our focus is to develop the whole child spiritually, academically, socially, and physically. Students are challenged to excel to their full potential so that they may become knowledgeable, productive, responsible and caring leaders in our local, church and world communities.

GOAL

Our goal is to guide students to be Christ-centered, well-rounded, self-confident individuals who build community with a vision for the future. Students are challenged to excel to their full potential so that they may become knowledgeable, productive, responsible and caring leaders in our local, church and world communities.

SCHOOL MOTTO

"Educating Children in the Spirit of Christ through Mary since 1953."

PROFILE

St. Paul Parish and the Congregation of the Sisters of St. Brigid established St. Paul Catholic School, located in the northwest quadrant of the city, in 1953. St. Paul Catholic School is deeply rooted in traditions, which encompass a strong sense of family, service, and a parish-based community.

St. Paul School serves grades Pre-Kindergarten through eighth and presently has an enrollment of approximately 200 students. A dedicated faculty of professionals and support staff meet the spiritual, academic, physical, and emotional needs of students. Through their efforts, St. Paul School has earned a well-deserved reputation for providing students with a strong moral and academic foundation. This is evidenced in the fact that many alumni return as parents seeking that same strong foundation for their children. Throughout its history, St. Paul School has maintained a close connection with St. Paul Parish and is privileged to have the financial, emotional, and spiritual support of the pastor and the parish. This commitment to the school shows a strong belief in the value of Catholic school education as part of the total faith education of our Catholic community.

St. Paul School is an institutional member of the National Catholic Education Association. It is accredited by the Texas Catholic Conference Education Department (TCCED) as recognized and approved by the Texas Education Agency.

SCHOOL ORGANIZATION

ARCHBISHOP, ORDINARY OF THE ARCHDIOCESE

The Archbishop, as chief pastor of the Archdiocese, has responsibility not only for the spiritual formation of the people, but also for every other factor, which contributes to the development of the Catholic community. With respect to schools, he shares his regulatory responsibilities with the Superintendent, and Catholic Schools Council of the Archdiocese of San Antonio; and shares his supervisory responsibilities with the Superintendent.

ARCHDIOCESAN OF SAN ANTONIO SCHOOL COUNCIL

The Catholic Schools Council of the Archdiocese of San Antonio is a consultative organization appointed by the Archbishop to provide participation by the general Catholic community with the Superintendent in formulating goals, policies, and procedures for Catholic education in the archdiocese. Membership includes clergy, religious and laity.

The Superintendent will consult the Council in the areas of Council membership, finances, school enhancement, policy, development and strategic planning. The Council will sponsor workshops and offer consultation for local councils.

THE ROLE OF THE PASTOR

The pastor is the leader of the parish in which the school is a part, and which has been entrusted to him under the authority of the Archbishop. He maintains certain responsibilities related to the school. The pastor is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. He delegates the administration of the school to the principal, who administers the school in accordance with Archdiocesan policies and guidelines. Satisfactory and effective administration depends on the cooperation and mutual support of both pastor and principal in matter of local educational policy.

The pastor is the leader of all decision-making processes within the parish. The pastor's authority at the parish level includes the right to approve all recommendations made by the School Council.

Selection of the principal must include a recommendation by a search committee appointed by the pastor. The principal is hired by the pastor, in consultation with the Superintendent, and as per the ministry agreement arranged through The Catholic Schools Office.

PRINCIPAL

The Principal is the administrator of the school. He/She administers policies set by the Archdiocesan School Council and the accrediting agency. Curriculum development, supervision of teachers and instruction, and professional development of the staff through in-service programs are among the Principal's chief duties. He/She is responsible for students' welfare during school hours and for promoting desirable relationships as these concern the school, the students, the teachers, and the community. The Principal is available for conferences and consultations with parents by appointment. The teachers and staff are directly responsible to the Principal.

FACULTY

The responsibilities of the faculty include the academic instruction of the students, the evaluation of scholastic achievement, and the maintenance and promotion of discipline and other social qualities under the guidance of the Principal and in accordance with requirements of the Texas Catholic Conference Education Department, the State of Texas, the Archdiocesan School Office, and St. Paul School policies.

All adults performing official duties in or for the school (faculty, After School Care program personnel, cafeteria staff, custodian, etc.) are school officials and the invested authority exercised by them is essentially an extension of the parent's authority in the home.

SCHOOL ADVISORY COUNCIL

The purpose of a school council's existence is to assist the pastor and the principal and to offer on an array

of issues that impact the Catholic school and those who are part of that school community. Serving as a school council member requires the use of your time, energy and talents. Take seriously your commitment to be an active member of your school council through your participation at regular meetings, committee meetings and other council activities. Always strive to put the good of the whole as the focus of all discussions, deliberations and decision making.

The Church has a threefold mission: (1) to impact the message of Jesus Christ; (2) to advance the building of Christian Community and; (3) to show what the Good News is by the quality and character of service to the community. Those in Catholic Schools draw their purpose and meaning from this context and function as an effective element in the Church's ministry of furthering these goals.

PARENT TEACHER ADVISORY COUNCIL (P.T.A.C)

All parents/guardians are members of the St. Paul Parent Teacher Advisory Council. The P.T.A.C. assists the Pastor and the Principal in the accomplishment of projects relative to the expansion, improvement, and maintenance of St. Paul School. Emphasis is placed on activities which encourage parent involvement and foster the building of community. The local P.T.A.C., whose authority is derived from the pastor of the parish, is called into being by the Principal and given its mission to collaborate with the principal and pastor in areas of school enhancement through fundraising efforts and community building activities. The P.T.A.C. consists of the Pastor, Principal, and members elected by the school community or appointed by the Pastor and Principal.

HOME SCHOOL RELATIONS

Research has shown that Catholic schools do a consistently better job of preparing students academically than do our public counterparts. The studies have shown that there are two major reasons for this better performance: (1) the greater emphasis on homework required in our Catholic schools, and (2) the invaluable parental involvement in the life of the school. Probably the greatest advantage Catholic schools have is the high degree of "shared values" (religious, academic, and moral) among the families who choose Catholic schools for their children and a staff who choose to teach and work here.

In order for St. Paul Catholic School to serve the best interest of all of the families who attend this school, we must expect a general cooperation between home and school. Parents are expected to appreciate the unique characteristics of the Catholic school and have a sincere desire to work cooperatively with the school in developing Christian values and attitudes.

In matters of school discipline, the school, its staff, and its administration must be the final arbiters of student conduct that occurs during school hours or on school grounds. In cases of anything other than routine classroom management, parents will be informed and in some cases directly involved in the disciplinary process. It is essential that authority of both the school and its personnel be recognized and respected both by the children that attend classes here and by their parents.

Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters of both school work and student discipline. The tone of such inquiry, however, should be in the spirit of cooperation and mutual support. Parents should not address a situation to the Principal until it has been discussed with the teacher/staff member concerned. If a satisfactory solution is not reached with the teacher/staff member involved, then the Principal may be contacted.

PARENT COMMUNICATION WITH SCHOOL STAFF

1. If parents wish to meet with a teacher, they may do so by making an appointment through the school office or by contacting the teacher through email. Parents are encouraged to contact the child's teacher whenever there is a question or concern regarding their child.
2. Parents should respect teachers' schedules and privacy.
3. Personal attacks, badgering, harassment, intimidation, abusive conduct, fighting, discourteous conduct, insubordination, defiance of authority, wanton disregard of directives, insolence, threatening behavior, deliberate misrepresentation, or other abusive conduct against faculty or staff by a parent/guardian will not be tolerated. Any such actions are not acceptable in a Christian environment. Such behavior will be grounds for dismissal of the parent's child(ren) from St. Paul School.
4. Any situation, which cannot be satisfactorily resolved through direct contact with the teacher, should be brought to the attention of the Principal. In addition, parents are encouraged to follow the level of hierarchy.

SCHOOL COMMUNICATION WITH PARENTS

1. Parents are urged to attend the Back to School Night held prior to the opening of school. This is an opportunity for the Pastor, Principal, School Council and P.T.A.C. to welcome parents to the St. Paul School community and for parents to have an opportunity to meet the teachers and learn classroom assignments. A subsequent mandatory parent meeting, taking place within the first weeks of school, also allows for teachers to make a general presentation to parents concerning policies, procedures, and curriculum particular to each child's grade level and homeroom.
2. Formal Parent Teacher Conferences are scheduled twice a year in grades Pre-K4-8. Students may be asked to attend the conference. Parents or teachers may request a parent teacher conference at any time throughout the year.
3. A calendar is published each year by the principal in conjunction with the Department of Catholic Schools of the Archdiocese and made available to parents during the summer preceding the school year. Check the school web page for revisions and updates.
4. Newsletters and calendars are available on the school website. Additional memos and school information may be sent home with the oldest child in each family.
5. Announcements affecting a large portion of students will be made over the public address system by the school office staff. Those concerning a small group will be made directly to that group. Requests for prayers or any other announcements should be written or typed and brought to the office before school in the morning.
6. Weekly folders will be sent home with students in grades Pre-K4 through 3rd containing assigned homework, work completed the previous week and any needed announcements. Parents are to review the work and sign the folder. Students are responsible to return the folder to school the following day.
7. Students in grades six through eight will receive a progress report at mid-point of each quarter period. These must be signed and returned the following day. 4th-8th grade will be using a planner to write down their assignments. Parents can check those assignments daily. Please initial the planner daily to verify that your child's homework assignments are completed.

GENERAL INFORMATION

ADMISSION REQUIREMENTS

In compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX of Education Amendment of 1972, St. Paul School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures.

1. Each student, Catholic or non-Catholic, will be expected to study our Catholic religion as an independent subject, to attend and participate in worship services, and to demonstrate a Christian attitude in all pursuits.
2. Parents who seek a Catholic education for their child at St. Paul School enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the parent/student handbook and various school communications.
3. In accordance with Texas State Law, Pre-K4 students must be four years old on or before September 1st.
4. In accordance with Texas State Law, kindergarten students must be five years old on or before September 1st.
5. In accordance with Texas State Law first grade students must be six years old on or before September 1st.
6. Certificates of birth and baptism (if received) must be presented at registration.
7. A health record is required indicating that the student has received the immunizations required by Texas State Law. Completion of the health questionnaire with signature for permission to screen is also required. Only when all health records are in order is the registration process complete.
8. Acceptance of incoming First Grade students is dependent on satisfactory performance in Kindergarten, and on a checklist of Pre-First Grade progress provided by their Kindergarten teacher. Necessary academic, emotional, and social readiness skills are required for First Grade. A conference with the principal or designee to assess readiness may be required.
9. Acceptance of students in grades 2 through 7 is dependent on a satisfactory report from their previous school. The factors considered include academic progress and conduct and effort ratings as documented on report cards, standardized test scores, and often, a personal interview with the principal. Placement of students transferring from public and other state approved non- public schools is the decision of the Principal with the approval of the parents.
10. St. Paul School does not normally accept transfer students into the eighth grade. Exceptions may be granted for students moving into the area from out of state or outside of this region of the city. The Principal may grant such exception.
11. Each student entering St. Paul for an initial enrollment is considered to be on a probationary status for a period of at least one semester. Students are removed from probationary status after having proven that they can meet our academic and behavioral standards. The Principal may, at his/her discretion, place any student on probation, remove a student from probation, or extend the probationary period at any time. Failure to perform satisfactorily after having been placed on probation could result in removal from St. Paul School.

12. St. Paul School does not have the personnel or the facilities to provide for students who are in need of special education. Such students will be referred to other programs which have the ability to effectively educate the child with special needs.
13. St. Paul School will accept home school students pending the successful completion of appropriate grade level assessment in reading and mathematics as outlined by Archdiocesan criteria. Chronological age and social and emotional development of the student, along with other criteria deemed appropriate by the principal will also be considered. Appropriate grade level instructors and administration will determine student placement. Progress will be reviewed at the end of nine weeks to ensure the student's success.

*Parents who wish to withdraw their child(ren) from St. Paul School to home school will be asked to submit their intention in writing. Parents are also asked to complete an exit interview.

RE-ENROLLMENT AT ST. PAUL SCHOOL IS ON A YEAR-BY-YEAR BASIS

As a school community, St. Paul School must insist on behavior that is consistent with our Christian ideals, on standards of academic excellence, and on the cooperation of our families to meet their financial obligations to the school in a conscientious and timely manner. At the time of re- registration, children who are currently enrolled at St. Paul are given first priority. Re- registration, however, might be denied to a particular child or a particular family if unusual circumstances indicate that re-registration is not in the best interest of the child, of the family, or of the overall school community. Such unusual circumstances include, but are not limited to a family's unwillingness or inability to meet its financial obligations to the school; a child's demonstrated inability or unwillingness to live up to the academic standards that are an integral part of the St. Paul curriculum; a child's unwillingness or inability to abide regularly by the student code of conduct; and the inability or unwillingness of parents to work cooperatively and civilly with the school, its administration and its staff in resolving problems which may arise between home and school. In the spring of each year, a letter of intent to re- register will be sent to families.

SCHOOL DAY

A normal school day extends from 7:45 A.M.-3:00 P.M. for Pre-K4-5th and 7:45A.M - 3:15 P.M. for 6th-8th. Students may be dropped off as early as 7:15 A.M. Students gather in the school gym for prayer and an assembly which begins at 7:45 A.M. Students must be picked up by 3:15 P.M. (Pre-K4-5th), and 3:30 P.M. (6th – 8th). All remaining students will be taken to the After School Care Program. Please note yearly and monthly calendars for early dismissal days.

MORNING DROP OFF PROCEDURE

There is only **ONE** supervised entrance point into the school in the morning.

- The main door in front of the school is the only entrance way in the morning, again we are emphasizing security for all the children at St. Paul School.
- All students are to be dropped off through the semi-circle driveway coming from Williford Street.
- All cars must drive on Sutton Street in order to enter onto Williford Street, because it is a one way during school hours.
- Students are to exit their vehicle from the right side at all times.
- All vehicles will turn right on John Adams towards the controlled intersection at St. Cloud Street.
- NO vehicles are allowed to park along the curb or block the driveways of Williford or John Adams Street.
- Parents that want to escort their child(ren) into the building will need to park in the church parking lot, also known as the "Big Yard", and walk their child(ren) to the front of the school.

AFTER SCHOOL PICK UP PROCEDURES FOR PRE-K4 – FIFTH GRADE

- Pre-K4 –5th will be dismissed at 3:00 P.M. and will be picked up in front of the school through Williford Street by entering into the semi-circle driveway. (Same procedure like the Morning Drop Off.)
- Parents will utilize color dashboard permits (2 per family) with the student's first and last name.
- Students will be seated by their grade level.
- The colors for the dashboard permit are: Elementary (Pre-K4-5th) Yellow, Middle School (6th-8th) B l u e .
- Parents must have the color coded dashboard permit with their child(ren)'s name on the dashboard.
- Parents without a dashboard permit must park and present their Driver's License at the front office.
- Parents who have a need to conduct school business, may park in the John Adams parking lot located between St. Vincent de Paul and the Paula House.
- Parents **MAY NOT** gather in the lobby or front porch of the school at dismissal time.
- All cars must turn right on John Adams towards the controlled intersection at St. Cloud St.
- Parents who park and walk across the street to pick up their children will wait for the pick-up line. Priority is given to the pick-up line for the safety of everyone.

AFTER SCHOOL PICK UP PROCEDURES FOR 6TH – 8TH GRADES

- 6th-8th will be dismissed at 3:15 P.M. and will be picked up from the big yard and parents will drive into the church parking lot from St. Cloud and then exit the church parking lot to the right onto John Adams towards the controlled intersection at St. Cloud Street.
- The cars that enter the big yard will drive to the designated cones and wait for instructions by the teachers and student volunteers.
- Cones will be placed in the parking lot as markers for the overflow of cars waiting for the child(ren).
- After the first line of cars have picked up their child(ren), the designated person in charge of pick up will allow the second line of cars to approach the sidewalk pick up and so on. Car lines will alternate until pick up is complete.
- All cars will make a right on John Adams towards the controlled intersection onto St. Cloud Street.
- NO cars are allowed to park along the curb of John Adams.
- If a parent needs to come into the school for any reason during any of the dismissal times, they must park their car in the John Adams parking lot located between St. Vincent de Paul and the Paula House.

SIBLING DISMISSAL PROCEDURE

- Elementary students with middle school siblings will wait alongside the second grade classroom hallway (room 6) and wait for their middle school sibling to join them.
- Upon their 3:15 dismissal, middle school siblings will join their Elementary sibling(s) alongside the second grade classroom hallway.
- Younger siblings are not allowed to go searching for their older siblings at any time during dismissal.

ANY STUDENT INVOLVED IN ANY EXTRACURRICULAR ACTIVITY WILL REPORT TO AFTERSCHOOL CARE (AT NO CHARGE) AND WILL BE PICKED UP BY THE SUPERVISING TEACHER, OR COACH. THIS PROCEDURE INCLUDES TUTORING SESSIONS.

AFTER SCHOOL SUPERVISION

Students who have not been picked up by 3:15 P.M. for Pre-K4-5th and 3:30 P.M. for 6th-8th will proceed to the After School Care Program where they will be supervised and charged a drop in fee of \$10.00. This program is offered on a full-time or part-time basis with tuition rates applied to the regular monthly statement. Students who use this service regularly or occasionally must be registered for the After School Care Program. The program offers students a snack as well as homework/quiet study time and indoor and/or outdoor play. All students enrolled in the After School Care Program are to behave in accordance with the St. Paul School Code of Conduct and obey all rules set forth in the After School Care Program. Failure to do so will result in dismissal from the Program. Those students who use After School Care only for extracurricular activity and/or tutoring sessions must bring their own snack.

SCHOOL OFFICE

The School Office is open daily from 7:30 A.M. to 3:30 P.M. Appointments with school personnel may be scheduled through the Office. The school phone number is 732-2741.

PERMANENT RECORDS

St. Paul School maintains an official permanent record file for each student containing academic transcripts and academic testing information. Health records and emergency information is on file in the nurse's office. The contents of this file are transferred to a student's new school upon transfer or graduation. Permanent records are retained by the school when a student transfers or graduates.

All materials in the student's file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, to the legal guardian, the parents, and to the student after his/her eighteenth birthday. Parents wishing to view their child's record and/or receive copies must give a written 24-hour notice to the school office.

St. Paul School abides by the Provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Paul School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TELEPHONE

In an emergency student may use the phone in the office. Emergencies do not include forgotten homework, P. E. uniforms, early dismissals, or permission to go home with a friend. Students will not be summoned to the office to answer any telephone calls nor can the office deliver any messages to students except in case of an emergency.

CELL PHONE

Elementary students participating in extra-curricular activities who have a need to bring a cell phone to school must submit a completed "Cell Phone Use Policy" form to the front office. Once permission is granted, cell phones must remain in the OFF position and turned in either the elementary homeroom teacher for elementary students and to the middle school homeroom teachers for middle school students at the beginning of the school day. Cell phones will be returned to students at the end of the day. Any students with cell phones attending afterschool care **MUST** submit their cell phones to the afterschool care coordinator. Cell phones will be returned when student is picked up by parent. Rules must be followed. The school will **NOT** be held responsible for damaged, missing, or lost cell phones. Students may not use cell phones in the building between the hours of 7:15 a.m. and 6:00 p.m. unless granted special permission.

Confiscated cell phones will be returned to a parent/guardian for a \$25.00 fine (1st offense), \$30.00 fine (2nd offense). The third offense will result in a \$35.00 fine and lunchtime detention (including no recess). Any deviations from this policy are at the discretion of the Principal.

ELECTRONIC DEVICES

Students will only be allowed to bring electronic devices on campus when instructed by their teacher. Teachers will have designated Technology days where students will be allowed to bring electronic devices on campus. Teachers will offer instruction and activities via these electronic devices. Parents will be notified of these days by the teacher and an "Electronic Device" form will be sent home.

Confiscated electronic devices will be returned to a parent/guardian, for a \$25.00 fine (1st offense), \$30.00 fine (2nd offense). The third offense will result in a \$35.00 fine and lunchtime detention (including no recess). Any deviations from this policy are at the discretion of the Principal.

TRANSFER OF RECORDS

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail or by fax to the sending school. A copy of the student's permanent record card and the original health records shall be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. Records will be released only when any outstanding financial debt owed to the sending school by the parents is paid. Such debt includes outstanding tuition and fees, as well as unreturned school property. Any student that is not cleared of obligations to the sending school will not be able to enroll in another Catholic School in the Archdiocese until all debts are cleared at the sending school. In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

CAFETERIA

"*Spice of Life*" catering will be providing meals at St. Paul School. All breakfast and lunch money must be pre-paid by the end of each month unless other arrangements have been made.

Breakfast will be served from 7:15 A.M. until 7:40 A.M. No breakfast will be served after 7:40 A.M. Lunch will be a healthy, nutritious meal that meets the standard guidelines. After School Care snacks will be provided to all After School Care students.

Parents should provide lunches from home that contain food of nutritional value **ONLY** for their child. Schools are in a position to influence children's lifelong dietary habits, and they, in partnership with parents, work hard to convey the importance of good nutrition and development of good eating habits and healthy lifestyles.

Parents or Grandparents who want to eat lunch with their child/grandchild are invited to once a week. There are many developmental, social, emotional, and other important learning experiences your child needs to experience during this time. In the younger grades eating lunch independently is an especially important developmental achievement for children.

INSURANCE

A student accident insurance program assists in medical expenses incurred due to bodily injury sustained by children while attending school, while traveling to or from school, or while participating in sponsored and supervised school activities. Accident report forms must be requested from the business office at the time of injury.

PARTIES

Class parties are coordinated with teacher approval. All plans should be kept simple and involve as many parents as possible. Gum chewing is not allowed on the school campus so please do not include gum of any kind in the treat bags.

Parents may send a simple treat to celebrate a child's birthday. Arrangements must be made with the teacher in advance and must be scheduled towards the end of the day. Balloon bouquets, flowers, treats, etc. may be sent to the office and will be delivered to the child by the office staff at an appropriate time.

Invitations to birthday parties or other special parties may not be distributed at school. Exceptions are made when the entire classroom is invited.

HEALTH SERVICES

The student's health is primarily and ultimately the responsibility of the parent(s) who are responsible for:

- Providing the school with all information pertinent to the health and well-being of child.
- Providing the school with information regarding immunizations as required by the state, local, and diocesan policy;
- Taking necessary action, including retrieval of students, when school authorities report to a parent an illness or injury which occurs during school hours; (In a life-threatening emergency, the Principal or the Principal's designee will take appropriate action to obtain medical assistance for the student);
- Insuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school.

The school nurse or designee is available for First Aid in accident and illness until the parents or specified emergency person can be reached to take the student home, to the doctor or to the hospital. An emergency card for each student is kept providing information to assist in locating parents or an emergency person. It is essential for parents to keep the information on this card up to date.

The school nurse or designee should be informed in writing of any special health conditions, needs, or concerns that the parents or personal physician have concerning the student.

MEDICATION

Only medication which is necessary for a student to remain in school (such as those with epilepsy, diabetes, asthma, and ADHD) will be given during school hours. Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal. A "Medication permission request Form" must be completed and returned to the office in order for medication to be administered to the student. Forms are available at the front office.

"Over-The Counter" medication (including but not limited to acetaminophen, chapstick, ointments, cold tablets, cough drops) will only be given during school hours if accompanied by a signed permission form from the parent (responsible party) and a specific prescription of a physician indicating the medical reason for use. An "Over The Counter Medication Permission Request Form" must be completed and returned to the office, along with the Over The Counter medication, in order for Over The Counter medication to be administered to the student. Forms are available at the front office.

Each student's medication must be in its original container clearly labeled with the following information:

1. Student name
2. Physician-Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Duration of administration

The staff member who is designated by the principal to assist a student in taking his/her medication may refuse to do so at any time. No medication, which has expired, will be given. Any medication will be returned only to the parent/responsible party by school personnel.

IN NO CASE SHALL CHILDREN CARRY THEIR MEDICATION FOR SELF-ADMINISTRATION WHILE ON SCHOOL PREMISES.

This includes asthma inhalers, cough drops, chapstick, Tylenol, ointments, etc. By physician direction (written) a student may be allowed to carry and self-administer inhaler medication. Inhalers must have a pharmacy label with the student's name and instructions.

Health screenings are conducted annually on students. These screenings include height, weight, vision, and hearing. Students in grades 5-8 will also be screened for scoliosis. Referrals are sent to parents of students for whom a problem is suspected. The decision is made by the parents to follow up on the referral with a physician. Records are kept of all screenings on the students' health cards and reports made to the Texas Department of Health as required by Texas State Law.

Immunizations are to be up-to-date as prescribed by Texas State Law. Additional immunizations are to be reported to the school so that they can be recorded on the student's health record. Immunization records must be complete and current for students to remain in school.

MEDICATION EXEMPTION FROM IMMUNIZATION

An exclusion for medical reasons will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with local school administration, will make the final decision.

In accordance with state law, the parent/guardian must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child's physician judges that it is safe to do so.

A health file is maintained on each student and includes a record of immunization, vision, and hearing screenings, pertinent medical information and doctor's name. Health records are treated as confidential; they are available to the Principal, school nurse, and the professional staff. The student's original Health Record is given to the receiving school when the student transfers to another school.

A copy of the Health Record is to be kept as part of the permanent record. Computerized records will be accepted as long as the required health data is maintained.

SAFETY

The following rules shall be strictly enforced for the safety of the children.

1. For the purpose of safety, visitors to St. Paul School must secure in advance the approval of the front office personnel and receive a visitor's pass before going into any classroom or corridor. Parents are not allowed to deliver items (lunch, books, etc.) to the classroom. All such items must be left in the school office. Any parent wishing to speak to a student or pick up a student must report to the office. Office personnel will get the student if necessary.
2. Students who are dropped off prior to 7:45 A.M. must proceed directly to the school gym and sit quietly until the assembly begins at 7:50 A.M. Students arriving after 7:50 A.M. will be considered tardy.
3. Students must be picked up by 3:30 P.M. when faculty supervision duties cease. Students not picked up at that time will be taken to the After School Care Program. All students enrolled in After School Care should report to the cafeteria immediately upon dismissal. Students must have written permission from their parents (**which must be submitted to the front office**), before leaving the school grounds with another parent.
4. Children staying for an after-school function will be required to stay in the After School Care Program until the designated time of the function. Any child not picked up at the end of a school-sponsored function will also be required to return to the After School Care Program. These students will be charged the drop in rate of \$10.00.
5. Motor scooters, motorbikes, or other motorized vehicles of this nature are not permissible as a means of transportation to and from school by students. Skateboards are not permitted on the school grounds nor are they permitted as a means of transportation to or from school.
6. Shooters (toy guns, sling shots, blowguns, fire crackers, matches, lasers, and lighters, etc.) and all forms of knives or other sharp-edged objects are absolutely forbidden.
7. Students bicycling to and from school should walk their bicycles onto and off the parking lot, and park and lock their bicycles in the assigned area. They should be completely familiar with the rules of bicycle safety. Riding bicycles on the playground, parking lots, or sidewalks is not permitted on school days or during extra-curricular school activities. The school is not responsible for any lost, damaged or stolen bicycles.
8. For the safety of all children, glass bottles and aerosol cans are not allowed on the school grounds.
9. Students are asked not to bring extra money or valuable possessions to school as they can be lost or misplaced and the school cannot be responsible.

EMERGENCY FIRE DRILLS

St. Paul School conducts regular fire drills to acquaint students with emergency procedures. Exit maps are posted in each classroom. Students are urged to be safety-conscious and follow fire regulations exactly.

SIGNAL -- The sounding of 3 bells signals an evacuation fire drill. (3 bells = Evacuation Fire Drill, 2 bells = All Clear)

BEHAVIOR -- Absolute silence is maintained throughout the fire drill.

FIRE PROCEDURE -- Students must leave the classroom/building as quickly as possible. They will proceed from the classroom/building in a single file line with arms folded, to the exit each room has been instructed to use. Students should **WALK FAST - NOT RUN**. Students should remain outside the

building until the signal is given to return. Every drill should be considered an actual emergency.

TORNADO PROCEDURES

Safety procedures in the event of a tornado are in place.

DISMISSAL-WEATHER EMERGENCIES

Should there be a need to close school due to weather or other emergencies, St. Paul School will follow the decision of the San Antonio Independent School District. Announcements will be made over local radio and TV channels. Parents may also check the school website at www.stpaulroyals.org and/or St. Paul School Facebook Page.

In case of other emergencies, school closure decisions will be made by the Administrators of the school.

Students will be released only to parent, guardian, or designated person in such emergencies.

ATTENDANCE

ABSENCES

There is a positive relationship between regular attendance, punctuality, and school work. In accordance with the State Compulsory Attendance Law, every child enrolled at St. Paul School is required to be in attendance 90% of the instructional days. Therefore, students who incur 18 or more (excused or unexcused) absences per year may be retained. The following are some examples of allowable excused absences: 1) personal illness, 2) sickness or death in the family, 3) quarantine, 4) weather or road conditions making travel dangerous, 5) any other cause acceptable to school administration. An excused absence does not mean a student will not be marked absent.

If a student is absent, the parents are to call the school office by 9:00 A.M. Students whose parents did not call and inform the office by 9am of their absence will be marked with an unexcused absence that day. Absences extending beyond three days will require a written note from the doctor.

If a student has three or more unexcused absences, a warning letter will be sent to the parent/guardian of the student. After 5 unexcused absences, a complaint may be filed against the parent or guardian, who will be subject to investigation for a student's **truancy**.

Extended absences for extra vacation time are highly discouraged and considered unexcused. If such absences are absolutely necessary, pre-arrangements with the principal must be made. Absence does not excuse a student from the responsibility of completing assignments. All class work, homework, and tests missed due to an absence must be made up. The due date of the make-up work is to be coordinated with each teacher during the first day of return from an absence. It is the **student's responsibility** to obtain the missed work from their teachers.

Teachers are not required to provide class work prior to a student's absence.

Parents or siblings of absent students must let teachers know by **10:00 A.M.** that they will be picking up assignments for the absent student after school. This will allow teachers time to gather assignments.

TARDINESS

Tardiness is very disruptive to the student as well as to the teacher and class members. The school bell rings at 7:45 A.M. each morning, the **tardy bell rings at 7:50 am**. A student arriving after the tardy bell has rung is considered tardy and must obtain a **tardy slip** from the office. **Any student who is TWO HOURS late is marked absent for half a day.** Frequent tardiness will be investigated and appropriate disciplinary action taken. Parents will be required to meet with the Principal.

EXCESSIVE TARDIES OR ABSENCES

The following consequences will be in place to handle excessive tardies and absences:

- 3 tardies (per quarter) = Lunchtime Detention (including no recess), and a \$10 fee per child.
- 5 tardies (per quarter) = Lunchtime Detention (including no recess), and elimination from extra-curricular activities
- 2 unexcused absences (per quarter) = Lunchtime Detention (including no recess), and exclusion from extra-curricular activities.
- 4 unexcused absences (per quarter) = Week long lunchtime detention (including no recess)
- 6 unexcused absences (per quarter) – Possible retention and/or summer school may be required due to the amount of missed instruction.

RELEASE OF STUDENTS DURING SCHOOL HOURS

Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness, accident, or other reason. If parents cannot be reached, persons designated by parents on the emergency card will be contacted. Parents may not go to the classroom to remove a student from class. All students must be signed out at the front office.

A student will not be released from school at any time into the custody of any person other than parents or those listed on the emergency information card for the student. Identification of the person to whom the student is released will be verified.

Students are not released from school without a parent/guardian signing the student(s) out of the front office .

Medical and dental appointments are to be made outside of school hours as much as possible. If it is necessary to schedule appointments during school hours, students must be signed out and signed in through the school office.

RELEASE OF STUDENTS TO THE POLICE

If police appear on campus to question a student, the parents or guardian will be contacted and asked to come to the school and be present with the student during the interview. If a parent or guardian cannot come, the Principal or designee will sit in for the interview *in loco parentis*.

A warrant for arrest must be presented by a police officer before removing the student from school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus or while the police officer is present, the school will contact the parent or guardian to come to school. If the parent or guardian cannot come, the Principal or designee will accompany the student to the police station.

THE INSTRUCTIONAL PROGRAM

EDUCATIONAL GOALS FOR THE STUDENTS OF ST. PAUL

Students who graduate from St. Paul School will be able to:

1. Continue developing a deeper understanding of who they are in relation to God, others, and all creation. They will understand they have a role to play as stewards and builders of the Kingdom of God.

2. Appreciate and respect the achievements, contributions and personhood of men and women of diverse cultures, creed and races.
3. Meet the intellectual, social and ethical challenges of living in a technological and global society.
4. Think critically so that they will be prepared for responsible citizenship, life-long learning and productive employment in a global economy.
5. Demonstrate competency in a broad-based curriculum as defined by the accrediting agencies of the Texas Catholic Conference Education Department (TCCED San Antonio Catholic School (SACS)).

THE CORE CURRICULUM

The distinct purpose of Catholic Schools is to proclaim the Gospel message, to build community, and to educate. Within the school the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, love, patience, reconciliation, and respect.

St. Paul School maintains a balanced curriculum including Religion, Language Arts (English, Grammar, Reading, Writing, and Phonics), Science, Mathematics, Social Studies, Fine Arts, Health, Physical Education, Computer Education and Foreign Language.

St. Paul School follows the curriculum standards set forth by the Texas Catholic Conference Education Department (TCCED), the accrediting agency for Catholic Schools in Texas.

The methods of instruction used at St. Paul School are adapted to the needs and developmental stages of the students. They emphasize the progressive development of concepts and understanding throughout the student's academic career.

RELIGION

The objective of the religion classes throughout the grades is the integration of the Gospel message into the lives of our children both by direct instruction and through our words and example. In addition to the class texts, videotapes, filmstrips, and recordings are used as a means of generating interest and discussion among the students. Special features of the program include weekly student liturgies, celebrations of the liturgical seasons, both group and individual prayer, class retreats, community service activities, and virtue of the month program. In addition, 8th graders perform a Passion Play for the school and entire parish community.

Catholic students in 2nd grade who are preparing for the sacraments of Eucharist and Reconciliation will receive instruction by their religion teachers.

All sacraments will be celebrated in the spring of each year.

In connection with the religion curriculum, St. Paul School offers Theology of the Body which is, St. John Paul II's integrated vision of the human person. Theology of the Body is utilized in grades 6th-8th.

St. Paul School recognizes and affirms the family as the child's primary educator in the Catholic faith. It is our privilege to support parents in this important task; however, we cannot replace them.

LANGUAGE ARTS

The Language Arts program consists of English, Spelling, Grammar, Reading, Writing, & Phonics at all grade levels. Students are exposed to quality literature and build comprehension skills through their grade level reading program and by reading selected novels. A strong phonics program is added in the primary grades to assist students in becoming independent readers. Writing and language experiences are integrated throughout the program.

MATH

Throughout the grade levels, the math program emphasizes problem solving and mathematical reasoning and achieves the goals and standards set by the National Council of Teachers of Mathematics (NCTM). Appropriate manipulative and hands-on experiences are integrated into the program.

SCIENCE

The science program is designed to involve students in hands-on science activities while teaching them basic science concepts. A fully equipped laboratory for the sixth, seventh, and eighth grades is used to teach General Science, Life Science, and Earth Science. (Supplies and equipment are made available to teachers in PreK4 through grade five). A Science Fair is held in the spring of each year for all students.

SOCIAL STUDIES

Taught at every grade level, the sequence of concepts begins with the family and community and progresses to a study of history and geography. Texts and activities help the students understand the people of the past and present, the environment in which they live, and their governments.

HOMEWORK

St. Paul School adheres to the policy of assigning homework to our students. Assignments are primarily a means of reinforcing and enriching classroom instruction. Homework assignments give parents an opportunity to observe their child's academic progress as well as any weaknesses, which might require consultation with the teacher. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. Written work is not the only kind of homework. Assignments requiring students to study given material, especially in preparation for tests, should be taken very seriously and proper time should be allotted.

Students may have long-term assignments that extend over a weekend period.

The following time allotments are suggested for homework:

Grades Pre K4, K, 1	←	30 minutes	Grades 5 and 6	←	90 minutes
Grade 2	←	45 minutes	Grades 7 and 8	←	120 minutes
Grades 3 and 4	←	60 minutes			

It is important to note that homework is an individual process. Some children may take longer and some students may finish earlier than the recorded times.

Additional time should be allotted for reading each evening.

All students in grades 4-8th are required to use Student Planners. At the beginning of the school year, each student in grades 6th-8th is required to purchase a student planner at the front office for \$5. Student Planners for (grades 4th & 5th are free of charge). It is the student's responsibility to record assignments given by the teacher. If a student loses their planner, they will be required to purchase a replacement. These planners, when used appropriately, will help the student develop important organizational study habits. Please take time to review and sign the student planner with your child daily.

COPYRIGHT

All students will abide by the federal copyright laws. Students may copy print or non-print materials allowed by:

1. Copyright law.
2. Fair use guidelines.
3. Specific licenses or contractual agreements, and
4. Other types of permission.

Students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

GRADING SYSTEM

St. Paul Catholic School adheres to the San Antonio Archdiocese grading scale. Our School operates on a quarterly (nine weeks) grading period schedule. For Pre-K4, Kinder, and 1st grade, the following evaluation keys are used:

- E – Exceptional Progress
- V – Very Good Progress
- G – Good Progress
- L – Limited Progress

For grades 2nd-8th, the following numerical grades are used:

- 94-100 (A) Exceptionally High Achievement (High Honors)
- 85-93 (B) High Achievement (Honors)
- 75-84 (C) Average Achievement
- 70-74 (D) Low Achievement
- 0-60 (F) Failure to Master Material

In grades Pre-K4-5th the following evaluation key will be used to indicate progress in P E , Music/Art, and Computer Literacy. (Letter grades are given in grades 6th-8th for these same subjects):

- | | | |
|---------------------------|-------------------------|------------------------|
| O - Outstanding Effort | S – Satisfactory Effort | I – Improvement Needed |
| U - Unsatisfactory Effort | N – Not observed | |

Conduct grades for Pre K4-8th are indicated in the following manner:

- | | | |
|---------------------------|-------------------------|------------------------|
| O - Outstanding Effort | S – Satisfactory Effort | I – Improvement Needed |
| U - Unsatisfactory Effort | N – Not observed | |

GRADING (ONLINE)

Parents in grades PreK4-8th will have access to their child’s grades by utilizing the online grading system, ***RenWeb***. ***Parents must have a valid e-mail address to access the grading system.*** Each student will be issued a **student ID number** to be used to set up an account.

INTERNET ACCESS

Internet access is available to teachers, staff, and on a limited basis to students.

We are very pleased to have this access and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Paul Catholic School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

We believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of its schools.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. Paul Catholic School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) provided by parents/guardians on the **St. Paul Catholic School Internet Use Agreement** enclosed in this handbook and returned to the teacher are legally binding and indicate the party who signed has read the terms and conditions carefully and understand their significance.

INTERNET TERMS AND CONDITIONS OF USE

- i. **Acceptable Use** – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objectives of St. Paul Catholic School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Sending any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- ii. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. St. Paul Catholic School will deem what is inappropriate use and their decision is final. Also, St. Paul Catholic School may remove any internet rights at any time as required. The administration, faculty, and staff of St. Paul Catholic School may request the IT Coordinator to deny, revoke, or suspend specific user accounts as needed.
- iii. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 1. Be polite. Do not get abusive in your messages to others.
 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 3. Illegal activities are strictly forbidden.
 4. Do not reveal your personal address or phone numbers of students or colleagues. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. Do not use the network in such a way that you would disrupt the use of the network by other users.
 6. All communications and information accessible via the network should be assumed to be private property.
- iv. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify St. Paul Catholic School. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

- v. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading of computer viruses.

PHOTOGRAPHY/VIDEO POLICY

The school may, unless parent or guardian has declined on the parent **‘Publication and Media Release Form’** (found in the enrollment packet), use student photographs and/or videos, via the school website for promotional purposes of the school. Student work may also be published on the school website or faculty web pages to promote the scholarly work of its students. Student name and/or grade may be blurred or removed for the safety of the students.

REPORT CARDS – CONFERENCES

St. Paul School makes the report card available through the RenWeb program. Report cards are issued four times a year, based on a nine week grading period. Tests, participation, class work, homework, and special projects may be used to determine a student's grades. Conduct marks are based on a student's positive Christian attitude as exhibited in respect for and adherence to the St. Paul School Code of Conduct.

Progress Reports will be sent home midway through each quarter to all PreK-4 through 8th grade students to show their development to date. This includes pointing out any student failing, or in danger of failing any subjects, and/or any behavioral issues.

Parent Teacher Conferences are formally scheduled twice a year in grades Pre K4-8th. These conferences are held for the purpose of discussing the child's academic progress and personal development. The meetings are professional and confidential and are confined to the subject of the individual student's well-being. Students are encouraged to attend these conferences with parents.

Parents desiring additional conferences with any teacher are asked to make arrangements in advance so that records can be reviewed and available at the time of the meeting. Teachers are not available for conferences during the school hours unless this has been arranged for the teacher's planning period by prior appointment.

Teachers will initiate conferences with parent/ guardians as necessary in an effort to help a child improve his/her academic performance and/or behavior. The principal, student, and other teachers involved may be asked to attend this conference.

THE ACADEMIC HONOR ROLL

Academic Honor Roll is defined in the following manner:

High Honors 94-100 Average of core subjects with no grade below 85 in any subject

Honors 85-93 Average of core subjects with no grade below 70 in any subject

Core subjects include: Religion, Reading/Literature, English, Social Studies, Science, and Mathematics

Students who receive High Honors for each of the four quarters will receive special recognition at the end of the school year.

Students receiving Honors for each of the four quarters will also be recognized. **Students demonstrating behavioral issues (ie. Uniform infractions, lunchtime detentions) etc...during any quarter are not eligible for honor roll recognition.**

END OF THE YEAR AWARDS

An end of the year awards assembly recognizes students at each grade level for such accomplishments as

perfect attendance, outstanding effort, outstanding scholarship, and exemplary citizenship and service.

RELIGION AWARD

It is a requirement for eighth grade students to acquire at least twenty-five (25) Service hours that will count as 15% of their Religion grade for the fourth quarter. Service hours are accumulated beginning June 1st of the summer prior to eighth grade graduation. The Religion award for eighth grade students is given each year to students who meet the following criteria:

1. Demonstrate a good knowledge of Religion by answering correctly at least 85% of the questions on the ACRE Religion Test.
2. Document 25 hours or more of service according to the eighth grade service program at St. Paul School.
3. Be recommended by the principal and two faculty members.

All service hours and documentation are due the first Monday in May. Service hours should be documented by the supervisor on a Service Hours form provided, which can be obtained from the front office. All service hours must be completed after school hours or on the weekends or school holidays. Service done on a school day when a student is absent from school will not be accepted. Note that the 25 hrs. required by the 8th grade student, does not include the 20 service hours already required yearly by each family.

The purpose of the award is to help the students know and reflect on what it means to be a Catholic Christian and encourage them to be united with their community in service to the Church.

SCHOLARSHIPS

Several parish organizations offer scholarships to eighth grade students who will be attending a Catholic high school. Students may apply for these scholarships in the Spring. The scholarships are awarded at the Graduation ceremony.

PRESIDENT'S ACADEMIC EXCELLENCE AWARD

Eighth grade students qualify for this award from the President of the United States, by achieving an overall sixth, seventh, and eighth grade cumulative average of 90% or above and scoring above the 85% in reading and/or math on their seventh grade Iowa Test of Basic Skills (ITBS).

TESTING

In accordance with diocesan policy, students in Kindergarten through eighth grade are administered the Iowa Test of Basic Skills (ITBS) after Spring Break of each year. Student scores are sent to parents as they are received and parents may request a conference with teachers if so desired.

These tests give some insight into the strengths and weaknesses of each student and also serve to review the effectiveness of the total instructional program.

ACADEMIC PROMOTION

St. Paul School follows the guidelines for promotion as established by the Archdiocese of San Antonio:

- | | |
|----------------|--|
| Grade Pre K4-1 | A student must have at least a "G" final average in reading and mathematics in order to advance to the next grade level. |
| Grade 2-5 | A student must have at least a "70" in all core subjects, and an overall "70" average in order to advance to the next grade level. |
| Grade 6-8 | A student must have a "70" in all core subjects - <u>Religion</u> , <u>English</u> and/ or <u>Reading/Literature</u> , <u>Mathematics</u> , <u>Science</u> , and <u>Social Studies</u> . A student who receives below "70" on one or more core subjects is not promoted unless certain |

stipulations are met. For example, each core subject below "70" a student must attend summer school. Eighth grade students not meeting expectations in any subject may lose the privilege to participate in the annual eighth grade field trip and/or graduation activities.

There is no social promotion at St. Paul School. Students are promoted to the next grade level based on their academic achievement.

Any student who fails one, or more core subject(s) for the year must attend summer school in order to be promoted. Proof that the failed subject has been successfully completed in an accredited summer program must be submitted to the school office before promotion is granted. Readmission may be granted on a probationary basis by the principal. The probationary basis is as follows: The student must maintain passing grades in every subject at each academic quarter. Failure to do so may result in the students return to the previous grade level.

A conference will be held with the parents/guardian and all of the student teachers to determine whether the student should be retained, promoted, or recommended for "placement" in the next higher grade.

Failed core subjects must be remediated in Summer School to assure passage to the next level. Religion, if failed, will be made up on an individual assignment basis.

PHYSICAL EDUCATION

Individual fitness, team sports, and direct instruction comprise the physical education curriculum. Healthy competition and good sportsmanship are valued over winning at all cost.

All students, grades Pre-K4-8th, are required to participate in physical education classes on a regular basis, including "free dress" days. (**Note: Students must bring their black tennis shoes on free dress days for P.E.**)

Students in grades 5th-8th will be required to suit out for class. The items needed for physical education classes are as follows:

- St. Paul P.E. athletic shorts (sold in the gym year round), or plain solid royal blue shorts.
- St. Paul P.E. t-shirt (sold in the gym year round).
- Black tennis shoes.
- Royal blue or gray athletic sweat suits (sold in the gym).
- Royal blue /black bike shorts or spandex shorts worn under the athletic shorts (optional)

Students suiting out for physical education classes will be required to provide their own P.E. bag to store their personal belongings. Failure to suit out for P. E. will result in non-participation and loss of P. E. points. Students unable to participate in physical education lessons must present a written explanation from the parents to the coach. The written explanation must specify the date, nature of the illness or injury, and the duration of the absence from class. If the absence is prolonged (that is, beyond three consecutive school days), a medical exemption from a physician is required. If these requirements are not fulfilled, the student will have points deducted from his/her participation grade. The coaching staff will monitor records on non- participation by students closely.

Students who are disruptive in class will receive a lowered conduct mark. Continued disruptions will result in removal from the activity and ultimately a loss of P. E. points.

For student safety, students are not permitted to wear any form of jewelry on P. E. days. Girls who have recently had their ears pierced should provide documentation to the coaching staff stating the time needed before the earrings can be removed. Students will not be allowed to participate in class until the earrings can be removed.

P.E. Instructors cannot be responsible for lost or misplaced items (i.e. money, jewelry, gym clothes, purses, other valuables). Students should not bring unnecessary items to P.E. class.

THE CO-CURRICULUM

MUSIC/ART/DRAMA

A music/art/drama instructor meets with each class (grades Pre-K4-8) weekly to teach and promote our music, art, and drama curriculum. This curriculum can be enhanced by teachers having that same specialty.

SPANISH

Spanish is a part of the curriculum for sixth through eighth grade students.

TECHNOLOGY CLASSROOM

St. Paul School has an up-to-date technology classroom. Students in grades PreK4-8, participate in integrated technology programs. Every student will use the available programs to enrich and reinforce their school curriculum. Students are taught basic computer skills as outlined in the Archdiocesan Technology Standards. Middle school students will be expected to produce writing pieces on the computer.

TITLE I

St. Paul School participates in the federal Title I program designed to provide one-on-one reinforcement in reading and math for students based on results of standardized testing.

LIBRARY

A central library staffed by a library manager houses more than 10,000 books and student references as well as audio visual aids. The library is computerized and students can use the computer to search for needed materials.

FIELD TRIPS

School sponsored field trips may be taken only as a learning experience and must be related to material being taught in the class. Students will not be allowed to go on a field trip unless they have returned a valid, signed and dated consent form from parents or guardians.

Teachers shall be in charge of all field trips and will schedule such trips through the principal's office. The teacher, with approval from the Principal, will specify appropriate field trip attire.

Participation in field trips is a privilege and the student's behavior must be appropriate for such an activity. At the discretion of the teacher and the principal, the parent/guardian may be required to accompany the student in order to supervise a disruptive child on the field trip. Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. Non-school approved trips that involve students will not be promoted or organized within the school. The administration reserves the right to decide if a child may or may not attend the field trip.

A nominal fee for entrance and bus transportation will be assessed for each field trip. Siblings will not be released from class to accompany another class on a field trip.

EXTRA-CURRICULUM ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is an honor bestowed upon a student in the seventh

and eighth grades. Sixth grade students may be inducted into the NJHS during the third quarter. Candidates must have a cumulative scholastic average of 90% in core subjects. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. Selection for membership shall be by a majority vote of the appointed faculty council. Membership in the NJHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, citizenship, character, and leadership. Failure to do so can result in probation and/or dismissal.

ATHLETICS/CHEERLEADING

Athletics and cheerleading at St. Paul School are extra-curricular activities. The team sports that may be offered are football (grades 6th-8th), cross-country (grades 5th-8th), volleyball (grades 5th-8th), basketball (grades 5th-8th), track and field (grades 5th-8th), baseball (6th-8th), and softball for girls (grades 5th-8th). Cheerleading is also offered for students entering grades 5-8. Pep squad may be available for girls in the younger grades (grades 1st-4th).

Athletes and cheerleaders are students who have demonstrated ability and indicate a desire to contribute time and energy for the good of themselves, their team, and their school. All student athletes are expected to be good representatives of St. Paul School wherever they may go. A student athlete is first a strong academic student who acts courteously as a Christian, and is an example of good conduct and grooming for those students who will follow.

ATHLETIC ELIGIBILITY

St. Paul School is a member of the Archdiocesan Interscholastic Athletic League (AIAL) and follows the eligibility guidelines outlined in its constitution and handbook. With an emphasis on academics, all student athletes and cheerleaders in grades 5th-8th must be academically qualified both at mid-quarter (progress report) and at each quarter.

At the end of any mid quarter (progress report) or quarter grading period, a student may not be failing more than one subject nor receive less than a 74% overall grade point average. All student athletes must maintain a minimum grade of 74 in all core subjects to be eligible. An ineligibility caused by failure or low grade point average lasts until the deficiency is removed as indicated by the progress report.

Because students who participate in extra-curricular activities represent their school both on and off campus and are perceived as leaders within the school, their behavior must be exemplary.

An athlete or cheerleader who receives one disciplinary referral (pink slip) in any sports season will be suspended for the game or event immediately following the infraction(s).

An athlete or cheerleader who receives three disciplinary referrals (pink slips) in any sports season will be suspended from the team for the remainder of that season.

STUDENT COUNCIL

St. Paul Student Council is a school organization comprised of four elected seventh or eighth grade officers and a male and female representative from grades three through eight. All St. Paul Student Council members will be engaged in promoting worthwhile projects designed to meet the general and specific purposes of the school and council.

EXTRA-CURRICULAR

In keeping with the philosophy that St. Paul School's involvement in education is a ministry aimed at developing in each child, a commitment to building community, students are discouraged from becoming members of any organization, club, or extra-curricular program within any other private or

parochial school. This commitment to St. Paul School enables you to show your belief in the value of our school's educational process as part of the faith education of our Catholic community.

CODE OF CONDUCT

The St. Paul School Community affirms that each person is a significant and capable gift from God. Therefore, we promote a positive environment of academic and spiritual growth; the Code of Conduct empowers each person with the skills to act respectfully and responsibly in a Christian manner. In order to promote academic excellence and spiritual growth, we, the school community, establish these expectations for all.

1. We will treat everyone with courtesy and respect.

- a) Students will not fight either physically or verbally with other students, staff, or faculty.
- b) Students will not tease, belittle, or otherwise make fun of fellow students, staff, or faculty. Bullying will not be tolerated.
- c) Students will speak and act respectfully at all times.
Vulgarity and obscenities, whether drawn, written, spoken, or gestured, are strictly prohibited.
- d) Students will readily recognize, accept, and respond appropriately to the legitimate authority of St. Paul staff members and all adults. Disrespect, direct disobedience, or physical attack toward adults is unacceptable behavior and will be cause for immediate disciplinary action.
- e) Students' behavior in church should reflect reverence, participation, and respect for the worshipping community.
- f) Students will refrain from any inappropriate touching and all inappropriate displays of affection.

2. We will care for all personal and school property.

- g) Students will care for the property of the parish and school as well as their own possessions and those of others.
- h) Marking on or otherwise defacing or damaging walls, furniture, or other school/parish property is strictly prohibited.
- i) Taking or damaging property of others is not permitted.
- j) Students will not remove anything from a teacher's desk without instruction by the teacher to do so. Teacher materials are confidential and not available for student perusal.
- k) Each student is expected to do his/her part to keep all areas of the school and school grounds clean and attractive.
- l) Eating or drinking in the school building or on the grounds is prohibited except in designated areas or with permission.

3. We will create and maintain a positive and safe environment.

- m) Students will move from place to place in an orderly, quiet, and safe manner.
- n) Students will not leave the school grounds or linger in unsupervised areas.
- o) Students will not engage in the use or distribution to others of tobacco, alcohol, or other controlled substances (drugs).
- p) Students will not have knives, guns, lighters, matches, or any object which could be used to harm others on campus.
- q) Any materials, toys, or activities that are deemed offensive, inappropriate for

learning or as having a negative influence will be prohibited. This may include but is not limited to note passing, gambling, electronic items (radios, laser pens, game boys, psp), and occult or gang related paraphernalia.

4. We will come to school prepared for successful learning all daily activities.

- r) Students will have readily available and organized all the materials needed for each class and daily activity.
- s) Students will report to school and to each class in a timely manner.
- t) Students will contribute to creating a successful learning environment by remaining focused and participating positively in all class activities.
- u) Students will exhibit a positive attitude toward learning and take pride in their work by preparing all homework/class work assignments neatly and on time.
- v) Students will follow all oral and written directions the first time they are given.
- w) Students will use appropriate methods for communicating with the teacher as outlined in the classroom rules.

5. We will act responsibly and accept consequences for our actions.

- x) Students will recognize the choices they have made and take personal responsibility for their actions. Thereby, avoiding blaming others and tattling.
- y) Students will be honest and will refrain from lying, cheating, and copying.
- z) Students will accept the consequences of their behavior in a mature fashion. Pouting, temper tantrums, etc., are not allowed.

Gum Chewing: Chewing gum is not permissible on school grounds.

MISCONDUCT AND DISCIPLINE

Students at St. Paul Catholic School are expected to practice the code of conduct and failure to do so will result in disciplinary action. The disciplinary action taken as a result of student misbehavior is intended to help students develop self-discipline and internalize appropriate behavior skills. It also serves to create and maintain a positive Christian atmosphere conducive to learning.

POLICY REGARDING BULLYING

St. Paul School is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, verbal, or on-line acts of name-calling, taunting, bullying, harassment, physical aggression, acts causing physical injury, or acts causing another to do the same are not tolerated.

Victims or witnesses to these actions should report them to the teacher and/or administration immediately. All allegations are investigated, and prompt, appropriate disciplinary action is taken.

Disciplinary action may include any or all of the actions indicated in the “Consequences for Non-Compliance” section or as required by law.

POLICY REGARDING SEXUAL HARRASSMENT

The administration and staff of St. Paul School believe all students are entitled to study and work in school-related environments that are free of sexual harassment. St. Paul School does not tolerate sexual harassment of any type. (Harassment: Engaging in any type of unwanted and unwelcome verbal or physical behavior).

Victims or witnesses of these actions should report them to the teacher and/or administration

immediately. Allegations are investigated and prompt, appropriate disciplinary action is taken. Parents of both parties are notified.

Examples of peer sexual harassment include, but are not limited to: verbal, written, or on-line taunting, bullying, intimidating, or hostile conduct, gestures or touches, actions, clothing or accessories, music, jokes, nicknames, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Disciplinary action may include any or all of the actions indicated in the “Consequences for Non-Compliance” section or as required by law.

POLICY REGARDING STUDENT THREATS

All student threats to endanger or inflict harm to oneself or others are taken seriously. Anyone hearing a threat must report it immediately to the supervising adult or Principal. A student making a threat, whether verbal, written, on-line, or other is taken to the office for supervision, and their parents/guardian will be called.

Judgment as to the seriousness and immediacy of the threat will indicate notification of the parents and/or police, as the situation warrants, along with any intended or potential recipients of the threat (i.e., adults or, if the threat is directed against a student, the parents of the student).

Disciplinary action may include any of all of the actions indicated in the ‘Consequences for Non-Compliance’ section of this Code of Conduct or as required by law.

POLICY REGARDING FIGHTS

Any student engaged in a fight is subject to immediate disciplinary action appropriate to the age and maturity of the student.

Disciplinary action may include any or all of the actions indicated in the “Consequences for Non-Compliance” section or as required by law.

POLICY REGARDING WEAPONS

A weapon includes but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for use a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or look-alike.

This policy expressly prohibits the use, possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any or all of the actions indicated in the “Consequences for Non-Compliance” section or as required by law.

POLICY REGARDING DRUGS AND ALCOHOL

Students will not possess, sell, use, transmit, or abuse drugs or look-alike drugs, alcohol, tobacco, or any illegal substance. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any of all of the actions indicated in the “Consequences for Non-Compliance” section or as required by law.

POLICY REGARDING SEARCH AND SEIZURE

Because school officials have a legitimate interest in the safety and protection of all students within their care and custody, the school reserves the right to search anything brought on school property.

Lockers are the property of the school and are subject to search at any time. The Principal reserves the right to conduct locker inspections and/or search if circumstances warrant it. Students tampering with another student's lock or locker are referred to the office for disciplinary action. The Principal reserves the right to have students empty their pockets, purses, and/or back packs, jackets, for stolen articles, weapons, and/or drugs.

Disciplinary action may include any of all of the actions indicated in the "Consequences for Non-Compliance" section or as required by law.

POLICY REGARDING SUSPECTED CHILD ABUSE

Texas State Law requires teachers, administrative personnel, and other employees of any public or private school to report all suspected incidents of child abuse to the Child Protective Services (CPS). Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment.

St. Paul School will follow the State of Texas guidelines for the CPS investigation.

STUDENT RESPONSIBILITIES

1. Respect Authority – Students will not defy school authorities and/or challenge school rules and policies.
2. Accept consequences for your actions – Students will not refuse to accept discipline and the consequences of their behavior.
3. Avoid school or classroom disruptions – Students will not disrupt any school activity.
4. Avoid endangering yourself or others – Students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possessions any article or object judged to be harmful to themselves or others or the good order of the school.
5. Avoid any public display of affection.
6. Avoid foul language – Students will not use profane, vulgar, disrespectful, or hurtful language.
7. Maintain a "Bully-Free" environment – Students will not tease, bully, harass, and/or coerce others.
8. Respect school and personal property – Students will not damage, destroy, or deface any property and will be required to make restitution as directed.
9. No unauthorized snacks – Students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
10. No illegal substances – Students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
11. Follow the uniform policy – Students will follow the school uniform code regulations.
12. Complete assignments and do your own work – Students will be truthful and honest and not engage in any form of cheating or dishonesty.
- 13. Leave all electronic devices at home except when instructed by teachers to do so. – Refer to "Electronic Device Permission Slip" that can be obtained in the front office.**
14. Follow arrival and dismissal policies – Students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.

15. Follow rules and procedures – Student will not violate the *Code of Conduct* or its *Specific Policies*.

CONSEQUENCES FOR NON-COMPLIANCE

Actions that can be used to enforce this Code of Conduct include but are not limited to the following:

- Verbal or written warning
- Discipline slip/referral (written notification to parents of infractions)
- Confiscation of objects which violate the Code of Conduct (These items may be returned at the administrator's/teacher's discretion directly to the parent.)
- Parent conference
- Lunch time Detention with no recess
- In-School Suspension
- Behavior contract
- Referral to professional counseling
- Mandatory service

The following disciplinary actions must be approved by the Administrators:

- School Suspension
- Notification of the police
- Blocked enrollment
- Expulsion
- Ineligibility for graduation (grade 8)

SCHOOL RESPONSIBILITIES

Administrators, faculty, and staff at St. Paul School are committed to:

1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care for oneself and others.
2. Enforcing the school rules and discipline policies with fairness and discretion.
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the student.
4. Maintaining effective and respectful communications with parents regarding student behaviors and appropriate parental responses.
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management.

PARENT/GUARDIAN RESPONSIBILITIES

Parent/Guardians have the responsibility as primary teachers and disciplinarians of their child to:

1. Model and support their child's practice of the Catholic faith.
2. Support school policy and the authority of the administration and teachers.
3. Insist that their child obeys the regulations and principles of good behavior.
4. Support teachers and administration in the discipline of their child and respect their judgments as they enforce the school Code of Conduct.

5. Be aware of and monitor external influences like TV programs, internet use, video games, etc...
6. Sign and return all correspondence in a timely manner.
7. Assure that their child completes all assignments.
8. Communicate openly with faculty and staff to reach a positive and productive solution for all parties involved.
9. Follow the policies and procedures stated in this handbook.
10. Pay all fees (tuition, lunch, etc.) on time.
11. Reimburse school for property destroyed (accidentally or intentionally) by their child.

A NOTE TO PARENTS

As the parent/guardian of a St. Paul School student, you are principally responsible for the behavior and conduct of your child. As school administration and teachers, our goal is to assist and support you in this responsibility. Also, through our direction and our Code of Conduct, we hope to provide motivation and guidelines for your child's behavior. In a particular way of fulfilling your many parental responsibilities, we ask that you be especially mindful of your child's use of and exposure to our contemporary media and entertainment (television, films, games, music, internet access, etc.). More than ever, these expose our children to extremes of violence, sexuality, and personal disrespect, which can affect their own attitudes, values, and behaviors.

ELASTIC CLAUSE

Because it is impossible to foresee all problems which arise, this clause empowers the administration to take disciplinary action for any behavior which violates the spirit and philosophy of St. Paul School even though not specified in this Code of Conduct.

PREGNANCY

St. Paul School follows Archdiocesan policy with regard to pregnancy, abortion, marriage, and cohabitation.

EXPULSION

A student may be expelled from St. Paul School when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

A student may be subject to immediate expulsion when he/she:

1. Participates in disruptive activities by a group such as a gang.
2. Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or school sponsored activities.
3. Smokes or uses any tobacco product on school property or at a school-related activity.
4. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.
5. Exhibits repeated defiant or abusive behavior toward teacher or supervisor.
6. Assaults a student, parent or any other school personnel.
7. Vandalizes school property or the property of others. (Restitution must be made by parent and student.)
8. Engages in chronic or repeated behavior which disrupts the learning environment.

9. Harasses another student or staff member either verbally, sexually or physically.

FINES

A fine will be assessed for lack of proper respect for property.

Defacing school property by writing, marking, cutting, or scratching is also strictly prohibited. A fine will be assessed each time a student defaces school property, and the student will be required to restore the defaced school property to its original condition.

The fine will be assessed through the business office and will appear on the monthly tuition statement. Students are required to care for the textbooks issued to them and to see that they are returned in good condition at the end of the school year. Books must be covered and students are required to have a backpack. If books are lost or damaged, students will be fined according to the value of the book and the degree of damage.

REWARDS

To promote a positive environment, students who consistently exhibit appropriate Christian behaviors will be recognized and rewarded for their efforts. The purpose of rewards is to motivate the students toward the habit of good discipline.

PARENT SUPPORT

If we are to be effective it is essential for parents to know, understand, and share in school discipline. Parents must understand that behavior which may be acceptable at home under parental supervision may be quite inappropriate at school where children are working together in groups of 20 or more individuals under the supervision of a single teacher. To ensure that classes will be conducted in a productive and disciplined manner, parents and guardians have a responsibility to:

1. Ensure that their children comply with the St. Paul School Code of Conduct and behavior expectations.
2. Teach their children respect for authority and respect for all persons and property.
3. Teach their children to assume responsibility for their behavior and to accept the consequences of inappropriate behavior.
4. Keep the lines of communication open with their children and with the school and respond positively when the school asks for cooperation. Support the teachers and the school administration and cooperate with them in assisting their children to grow into disciplined, mature, responsible, and Christian individuals.

UNIFORMS/GROOMING POLICY

The purpose of the uniform dress code at St. Paul School is to encourage pride in personal appearance, self-respect, an air of professionalism and study, school pride, and self-discipline. The wearing of school uniforms serves the family in two ways -- it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term "uniform" connotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. The approved uniforms for St. Paul School may be purchased at Dennis Uniforms located at 431 Isom. Uniform shoes must be an approved school style. Each morning prior to the beginning of classes a preliminary uniform check will be done. A child who substitutes a part of the prescribed uniform, or who is missing an article of the uniform, or is not in uniform will be issued a “**Uniform Infraction Slip**”.

The uniform for St. Paul School is as follows:

BOYS: GRADES Pre-K4-8

- Khaki pants (pants must be worn on days of School Mass) *may be purchased at Dennis Uniforms or Academy
- Khaki shorts (Cut-off khaki pants are not acceptable) *may be purchased at Dennis Uniforms or Academy
- Royal blue polo shirt w/school logo (Long sleeve polo is optional.) *may be purchased only at Dennis Uniforms.
- Black leather belt
- White or black calf-high crew socks (no visible commercial logos)
- All black (including soles and laces) tennis shoes ***all shoes must have rubber soles**
- Royal blue cardigan sweater w/school logo *may be purchased only at Dennis Uniforms
- Royal blue windbreaker w/school logo *may be purchased only at Dennis Uniforms
- Royal blue V-neck sweater w/school logo *may be purchased only at Dennis Uniforms
- Royal blue hooded lined jacket w/school logo *may be purchased only at Dennis Uniforms

GIRLS: GRADES Pre-K4-8

- Blue/green plaid jumper (Pre-K4-3rd grade)
- White Peter Pan blouse to be worn with jumper (Pre-K4- 3rd grade) *may be purchased at The School Yard and Academy
- Blue/green plaid center box pleat skirt *may be purchased only at Dennis Uniforms
- Blue/green plaid pleated skirt or skort (no shorter than knee length) *may be purchased only at Dennis Uniforms
- Navy blue long pants *may be purchased at Dennis Uniforms or Academy
- Navy blue shorts (no shorter than knee length) *may be purchased at Dennis Uniforms or Academy
- White Logo blouse w/short sleeves *may be purchased only at Dennis Uniforms
- Plaid tie *may be purchased only at Dennis Uniforms
- Plain white, or navy **knee high socks** (no visible commercial logos)
- Plain white or navy tights
- Loafers, Mary Janes, or black tennis shoes (including soles and laces) ***all shoes must have rubber soles**
- Royal blue cardigan sweater w/school logo *may be purchased only at Dennis Uniforms
- Royal blue windbreaker w/school logo *may be purchased only at Dennis Uniforms
- Royal blue V-neck sweater w/school logo *may be purchased only at Dennis Uniforms
- Black hooded knit sweater w/school logo *may be purchased only at Dennis Uniforms
- Royal blue hooded lined jacket w/school logo *may be purchased only at Dennis Uniforms

Girls' and boys' walking shorts may not be worn on days when students attend Mass. Exceptions may be granted for girls' long pants on extremely cold weather days.

All boys' uniform shirts **must remain neatly tucked** in at all times. This means that the

waistband of shorts or pants is clearly visible. Pants must be worn at the waist. Infractions will be issued to students who do not follow this policy at any time during the day. The belt must be worn at the waist.

Undershirts worn under the approved school shirt or blouse must be plain white and may not have sleeves that extend beyond the shirt/blouse sleeve.

When cold weather requires a heavy jacket or outer coat to be worn over the uniform, the coat or jacket may be worn only outside the building. Outer coats and jackets may not be worn in the classroom. Non-uniform sweaters may not be worn in the classroom.

In keeping with a uniform dress code, students should be advised that make-up (including but not limited to eyeliners, eye shadows, lipsticks, lip gloss, nail polishes, fake nails and blushes) is not appropriate for classroom wear. Students who come to school in make-up will be required to remove it. Students may wear a watch on either wrist. Small stud earrings (solid in color and one per ear lobe) may be worn by the girls. Cartilage earrings are not allowed. Ear jewelry is not permitted for boys. Body piercing is not allowed for boys or girls. **Bracelets, rings, necklaces, and chains are not allowed.** Religious metals/cross with a chain are permissible, however the school is not responsible if the item is lost or damaged. Students may wear the official pin designating membership in a St. Paul extracurricular organization (i.e., NJHS and Student Council). At the discretion of the principal, other jewelry may be worn on certain occasions (i.e., eighth grade retreat pins/bracelets/necklaces). Girls are **not** to wear nail polish while at school. Girls wearing nail polish at school will be required to remove the nail polish with nail polish remover while at school.

Boys' haircuts and girls' hairstyles should reflect the spirit of our uniform code. Cuts and styles should be neither "faddish", gang related, nor extreme. Extreme hairstyles are not acceptable, nor are wedges or their equivalent, tails, Mohawks, or designs cut into the hair. **Students may not highlight or color their hair.** Girls' hair accessories must be simple and appropriate. Hair bows and headbands should be either royal blue, white or uniform plaid. Boys should be clean-shaven. Boys' hair must not touch their shirt collars and must be above the ears and the eyebrows. Any visible tattoos are not allowed at school.

Girls' hair should be styled so that the hair is out of the face at all times. Note that bangs should be eyebrow length or higher.

Aerosol products, such as hair spray, spray deodorant and spray cologne are not allowed at school. (Solid deodorants are allowed). Children should come to school in clean clothing and should bathe or shower regularly.

Proper attire for non-uniform days (photo days, free dress days, etc.) will be made known to students through the public address system or school newsletter. Failure to follow directions will result in a call to parents/guardians to bring correct uniform attire. It is the student's responsibility to remember when they have earned a free dress day.

The final determination of dress and grooming rests with the Principal.

SHOES

Uniform shoes can be purchased at School Shoes Unlimited. Shoes must be either all black tennis shoes, loafers or Mary Janes. The shoes need to be all black to include the soles and laces. All shoes, including loafers **MUST** have rubber soles (for the protection of our floors).

TUITION, FEES, & MANDATORY FUNDRAISER

St. Paul School has implemented the **FACTS TUITION PROGRAM** for all families who will be attending St. Paul School. St. Paul School requires all families to enroll in this automatic debit program and have tuition payments withdrawn on a monthly basis. This program will assist families in making their monthly payments in a timely manner and avoid sending monies with students or stopping by the office. All financials will be paid through the FACTS Program.

The following tuition and fees will be billed automatically through the FACTS program: **Tuition payments, graduation fees, afterschool care, cafeteria payments, and registration fees.**

Paying through FACTS is mandatory with the exception of the mandatory fundraisers.

All tuition and fees must be placed in the FACTS Program. Your total tuition amount is reduced by any tuition assistance awarded for the year. The school will notify the FACTS Program of your actual balance.

REGISTRATION FEE

For incoming students, the on-line registration fee will be billed automatically through the FACTS Program. Registration fee is non-refundable.

TUITION

Annual tuition is to be paid in full or monthly tuition with the first payment due in July (Choice of Dates per month: 5th, or 20th) through the FACTS Program. It is mandatory that all families be in the FACTS Tuition Program with auto draft on the date they have chosen (no exceptions).

Obligations: Families are to keep their accounts (tuition, fundraisers, cafeteria, and athletic charges, etc) current and not delinquent for over 30 days.

Delinquent Accounts: Families whose accounts are over 30 day's delinquent will not be permitted to return to school until the accounts have been brought current or as determined by the financial specialist.

July and August tuition must be current prior to the first official day of class. Failure to comply with this requirement will result in your child not being allowed to attend on the first day of school.

All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in March). The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.

The school will not forward official records for students who withdraw with an outstanding balance.

FEES AND MANDATORY FUNDRAISERS

The school conducts two mandatory fundraisers per year, The Fall Raffle commitment of \$250 and the Spring Raffle of \$250. Commitments not fulfilled by the deadline will be assessed a \$20 late fee and charged to the family's FACTS program.

There is a thirty dollar (\$30.00) charge on all returned checks. A returned check will require future payments in cash or cashier's check. This applies to all checks made payable to the school.

EXTENUATING CIRCUMSTANCES

If a family encounters unusual or extenuating circumstances affecting payment of tuition and fees they must contact the School Account Specialist.

END OF YEAR PAYMENTS

Any past-due debts must be paid directly to the school, and be cleared by the last day of the school year. Past due debts may not be carried forward into the new school year. Account statements are available through the FACTS Program and may be accessed by logging into your account. Families are encouraged to frequent the FACTS website to check on their school account balances and to ensure proper posting of payments.

LIBRARY FINES AND CHARGES

At the end of the school year, the librarian will notify students of any missing books or fines that may be pending. A deadline will be given as to when these missing items/fines will be due. If the deadline has passed, and the items/fines have not been collected, the charges will be submitted to the school office and charged to the family FACTS account. There will be a \$5 processing/late fee charged. If a book or other

library items are missing, it is at the discretion of the Librarian to accept the item in lieu of its replacement cost.

ARAMARK

Families' that work with the Aramark program are not dispensed from the required monthly payment plan option. ARAMARK Credits will be posted to your FACTS account once they are received and the credits will reduce your next scheduled monthly tuition payment.

FIELD TRIPS

All educational trips must be paid prior to the trip and are non-refundable.

FAMILY SERVICE HOURS

Each family is required to perform 20 hours of service yearly to the St. Paul School community (10 completed by December 1st and 10 completed by April 30). This service can be performed at a variety of functions throughout the school year by providing donations of items (chips, drinks, napkins, utensils, plates, decorations, etc.) for fundraisers. Example: buying a case of sodas for \$20 and providing receipt will entitle you to one service hour. A monetary donation is also accepted. **Incomplete service hours will be billed to the family FACTS account at \$20.00 per hour.**

TRANSFERS

If students are transferring away from St. Paul School, one-week advance notice is required so that transfer records may be prepared. Outstanding tuition, fees and/or fines must be paid before the release of scholastic records.

GRIEVANCE PROCEDURE

St. Paul School provides an opportunity for individuals to be heard in redress from a policy, regulation or decision that is perceived to work hardship on an individual or group. A complaint regarding any action taken by a teacher, staff member or administrator in the enforcement of discipline, policy and/or regulation should first be addressed with the teacher, staff member, or administrator involved within three (3) school days of the incident. If a satisfactory resolution is not forthcoming at this level, a written statement of the complaint must be filed with the principal and a conference initiated with the principal within an additional three (3) school days.

GRIEVANCE PROCEDURE FOR STUDENT EXPULSION

PROCEDURE

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation.

1. If the aggrieved party remains unsatisfied with the decision of the Principal, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the Principal conference.
2. Pending outcome of the formal grievance, only the principal may, with or without condition, abate the expulsion or the termination.



The school reserves the right to change policies and procedures outlined in this handbook.

Parents will be notified of any changes.

St. Paul Catholic School Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. St. Paul School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for St. Paul School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SPONSORING TEACHER

(Must be signed if the applicant is a student)

I have read the Internet Use Agreement and agree to promote THIS agreement with the student because the student may use the network for individual work or in the context of another class. I cannot be held responsible for the student use of the network. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____