

Parent/Student Handbook 2019-20



God has CHOSEN me!

"It was not you who chose ME, but I chose you" John 15:16

Lord, I know You have chosen me. I accept Your call in my life. I accept the fact that You have appointed me to fulfill Your mission in a unique and glorious way. Help me to continually say "Yes" to Your call.

TABLE OF CONTENTS

SECTION 1	04
School Mission Statement	
School Vision Statement	
SECTION 2 – Personnel	05
2.1 St. Paul Staff Member Responsibilities	
2.3 School Staff Members	
2.4 St. Paul School Board	
SECTION 3 – Calendar	09
SECTION 4 - General School Information	11
4.1 Criteria for Admission	
4.2 Grade Levels	
4.3 Promotion to Next Grade Level	
4.4 Homework/Make-Up Work	
4.5 Homework Assignment Books	
4.6 Textbooks and Workbooks	
4.7 Testing Program	
4.8 Remedial and Accelerated Programs	
4.9 Tuition	
4.10 Uniform and Dress Code	
4.11 Lost and Found Articles	
4.12 Lunch	
SECTION 5 - School Arrival and Dismissal	25
5.1 Daily Schedule	
5.2 Absence and Tardy	
5.3 Release of Pupils from School	
5.4 Closing of School	
SECTION 6 – DISMISSAL PROCEDURES	30
SECTION 7 – Communications	31
7.1 Telephone Messages	
7.2 Parent/Teacher Conferences	
7.3 Parental Visits to Classroom or with Teachers Before or After School	
7.4 Parent Communication with Teachers	
7.5 Newsletters	
7.6 Cell Phones, Messaging and Wireless Devices	
7.7 Media Policy	
7.8 School Website Information	
7.9 Communicating with DFS	
SECTION 8 - Behavior and Discipline	34
8.1 Disciplinary Guidelines and Procedures	
8.2 School Wide Rules	
8.3 Discipline Policy	
8.4 In School/Out of School “Recovery Time”	
8.5 Probation	

8.6	Withdrawal for Cause	
8.7	Safe Environment/Anti-Bullying Policy	
8.8	Recess	
8.9	Parties Outside of School	
SECTION 9 – Health		44
9.1	Health Records	
9.2	Health Services	
9.3	Physical Education Guidelines and Information	
SECTION 10 - Parent Participation		49
10.1	St. Paul Parent Organization	
10.2	St. Paul Parent Organization Mission	
10.3	Fundraisers	
SECTION 11 - School Visitors		51
11.1	Class Interruptions by Visitors	
11.2	Celebrations	
SECTION 12 - Emergency Procedures, Security and Safety		52
12.1	Emergency Management (Fire, Tornado, Earthquake, Threat of Violence)	
12.2	Parent Notification of Violence	
12.3	Doors Locked	
SECTION 13 - Field Trips		53
SECTION 14 - Honors and Recognition		54
	Academic Honor Roll	
SECTION 15 - Participation in Religious Activities		55
15.1	Sunday Mass	
15.2	Daily Mass	
15.3	Holy Communion	
15.4	First Reconciliation, First Communion, and Confirmation	
15.5	Servers	
SECTION 16 - Extracurricular Activities		57
16.1	Band Program	
16.2	Student Council	
16.3	Student Ambassadors	
16.4	Service Hours	

****Student/Parent Handbook “Disclaimer”**

This Student/Parent Handbook contains established policies and procedures for the 2019-20 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Section 1

MISSION STATEMENT

We commit ourselves to perpetuating the teachings and traditions of the Catholic Church and providing a superior education to all students in a safe, nurturing environment. Our curriculum will foster a love of learning so that each child is spiritually, academically and socially prepared to meet the challenges of an ever-changing world. We will work in partnership with the entire faith community, parents, students, faculty, administration, parishioners and pastor to ensure St. Paul School's promising future.

VISION STATEMENT

We envision a strong, vibrant Catholic School that ensures both superior spiritual and academic development of its students. We will challenge each child to achieve his/her greatest potential. We will constantly seek innovations that will improve our students' educational experience.

SECTION 2 PERSONNEL

2.1 ST. PAUL STAFF MEMBER RESPONSIBILITIES

St. Paul School is staffed by qualified teachers approved by the Archdiocesan School Office. Final contracts are made with the Pastor of the parish. The Principal is responsible for the direction and administration of all school functions and activities that continue to identify us as an accredited school through the NCEA. She exercises general supervision over the faculty, students and curriculum. She is expected to model exemplary Christian behavior and to present to the school community the principles of a Catholic school.

Teachers possess delegated authority and are subject to the directions of the Pastor, the diocesan school office, and the Principal in matters that pertain to the welfare of the students. Teachers are expected to follow the Code of Ethics and live out the Christian Witness statement established by the Archdiocese. This document is reviewed with teachers throughout the year. Teachers also are expected to witness and model behaviors that communicate the message of Christ not only in their teaching and participation in the Sacramental life of the Church, but also in every expression of their behavior.

Teacher aides work under the direction of a professional teacher and are considered to be parish employees. They assist in helping small groups or individuals in doing clerical or supervisory tasks.

Support Staff, including secretary, kitchen, maintenance workers, and volunteers provide assistance to the school in their respective roles and functions. They work under the direction of the Principal and/or Pastor of the parish, and are also considered to be parish employees.

2.3 SCHOOL PERSONNEL

STAFF

POSITION / GRADE

Fr. Gerald Blessing	Pastor
Mrs. Kelly Kaimann	Principal
Mrs. Britinie Prosser	3yr. Pre-School
Mrs. Kay Callahan	Pre-School Assistant
Mrs. Angela Lavin	4yr.old Pre-K
Mrs. Melissa Nelp-Buerck	Pre-K Assistant
Mrs. Jennifer Cornett	Kindergarten
Mrs. Teri Urbeck	Kindergarten Aide
Miss Lisa Haley	Grade 1
Mrs. Lori Sheehan	Grade 1 Aide
Mrs. Paula Voltz	Grade 2
Mrs. Kristina Cyr	Grade 2 Aide
Mrs. Betsy Zoellner	Grade 3
Sister Carol Jean Hecht	Grade 4 (Grade 4 & 5 Science)
Mrs. Suzanne Kobitz	Grade 5 (Grades 4 & 5 Social Studies)
Miss Elizabeth Cato	Grade 6 (Grades 6, 7 & 8 Religion / History)
Mr. Mark Clampitt	Grade 7 (Grades 6, 7 & 8 Math / Science)
Mrs. Karen Pardieck	Grade 8 (Grades 6, 7 & 8 Language Arts)
Mrs. Mary Siemen	Advanced Math (Grades 6, 7 & 8)
Mrs. Jessica Neal	Learning Consultant
Mrs. Denise Rallo	Physical Education
Mrs. Christina Schroer	Art
Mr. Ralph Lambert	Technology Coordinator
Miss Erienne Richey	School Secretary
Mr. Jerry Reynolds	Maintenance
Mr. John Mueller	Maintenance
Ms. Jennifer Dehner	Band Director (St. Dominic)

2.4 ST. PAUL SCHOOL BOARD

St. Paul School follows the policies and procedures as formulated by our School Board as well as by the Archdiocesan Catholic School policies and guidelines.

The following are the functions of the St. Paul School Board:

- A) to develop and annually review the Mission and Vision statements for the Parish School
- B) to advise the Pastor in making policy for the Parish School including:
 - 1) to interpret and apply the policies of the Archdiocese
 - 2) to formulate additional policy as needed
 - 3) to evaluate policy implementation
- C) to approve the final budget that will be submitted to the Finance Council and the Pastor
- D) to determine and secure the needed funding for the Parish School
- E) to develop and implement a strategic plan consistent with the Mission and Vision of the Parish School
- F) to establish and implement marketing activities for the Parish School
- G) to make recommendation to the Pastor on the employment of a principal
- (H) to act as an advisory board to other parish organizations

The current School Board Members are:

President – Laren Hall
Mindy Schultz
Sara Smith
Kathy Hamed
Margret Dyer
Jennifer O'Connor
Michelle Ferranto

SECTION 3 SCHOOL CALENDAR

St. Paul School Year
2019-20

AUGUST 2019

11 New Family BBQ
12 Pre School - 8 Parent Orientation 6:30PM
14 K – 8 - 1st Day - 12:00 Dismissal
15 K – 8 - Full Day
19 First Day of Before/After Care
20 Pre-School 1st Day – Full Day

SEPTEMBER

01 Parish Picnic
02 Labor Day – NO SCHOOL
06 Faculty Meeting - 12:00 Dismissal (No Lunch Served)
16-20 ITBS Testing– Grades 3-8

OCTOBER

04 Faculty Meeting - 12:00 Dismissal (No Lunch Served)
08 Middle School Parent Meeting
24 12:00 Dismissal, Parent /Teachers Conferences (1:00– 8:00) K-8
25– Nov.3 NO SCHOOL – Fall Break
*To be scheduled: 1st Reconciliation Parent Meeting

NOVEMBER

04 Classes Resume
08 Faculty Meeting - 12:00 Dismissal (No Lunch Served)
27-29 Thanksgiving Break – NO SCHOOL

DECEMBER

06 Faculty Meeting – 12:00 Dismissal
08 Breakfast with Santa
19 Christmas Parties – 12:00 Dismissal
20–Jan 1 Christmas Break – NO SCHOOL

JANUARY 2020

02 Classes Resume
10 Faculty Meeting - 12:00 Dismissal (No Lunch Served)
20 Martin Luther King Day– NO SCHOOL
26-31 Catholic School's Week

FEBRUARY

07 Faculty Meeting - 12:00 Dismissal (No Lunch Served)
14 Valentine's Day Parties - 2:15 p.m. K-8
17 President's Day – NO SCHOOL
22 Trivia Night
29 Confirmation Retreat

MARCH

06 Faculty Meeting / 12:00 Dismissal (No Lunch Served)
9-13 Spring Break – NO SCHOOL
25 Parent meeting for 1st Holy Communion
28 Dinner Auction

APRIL

03 Grandparents Day/ 12:00 Dismissal (No Lunch Served)
09 Holy Thursday – NO SCHOOL
10 Good Friday - NO SCHOOL
12 Easter Sunday
13 Easter Monday – NO SCHOOL
20 Confirmation
25 1st Holy Communion

MAY

01 Jack and Jill Game
15 Field Day - 12:00 Dismissal (No Lunch Served)
Last Day for Grade 8
19 PreK 4 Celebration - 9:00 a.m./ 8th Grade Graduation & Dinner
20 K Graduation Mass - 7:45 a.m.
22 Last day for Grades 1st – 7th -11:00 Dismissal

JUNE

01 Report Cards mailed as soon as all tuition, fees, and fines are paid

*Calendar is subject to change – Look for updates in the school's weekly communication...The Knights Tablet!

SECTION 4 - GENERAL SCHOOL INFORMATION

- ❖ Archdiocesan policy # 4101 All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.
- ❖ Archdiocesan policy #4102 Parents/guardians wishing to enroll their children in a Catholic elementary school must apply for admission at the local school.
- ❖ Archdiocesan policy #4102.1 Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools.
- ❖ Admission to a Catholic elementary school at any point of entry is contingent upon:
 - The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
 - participation in the spiritual and social life of the parish or religious congregation;
 - support of the concepts upheld in the Witness Statement (Appendix 1: **Witness Statement for Those Whose Children Attend Catholic Education Programs** and Appendix 2: **Witness Statement: Called to Be Catholic For Students Who Attend Catholic Schools and Parish Schools of Religion**);
 - agreement to follow the policies and procedures of the school;
 - Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
- ❖ The child's fulfillment of the age requirements listed below:
 - for admission to kindergarten, the child should be five years of age before August 1;
 - For admission to first grade, the child should be six years of age before August 1.
 - Children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one need not be admitted. In these cases the principal should recommend readiness activities or some program for the further development of the child.
 - For those children who do not fulfill the age requirement for kindergarten or grade one see **Admission of Students Not Meeting the Age Requirement**.
 - The school's ability to meet the student's educational needs; Determination of this ability is based upon: the student's performance in another educational setting; successful completion of the previous grade level; successful completion of the entrance evaluation process.
 - **The decision to admit a child should be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any.**
 - Parents are required to sign the "exchange of information" form giving **Authorization to Exchange Information Regarding Special Needs** to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child provide complete information, the school may need to postpone any further consideration of admission.

4.1 Students with Special Needs

- ❖ **Archdiocesan policy # 5204 Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. Before admitting students with special needs, schools should consider their capability to make the adjustments necessary to meet the student's needs and to provide him/her with an appropriate education. Schools must obtain complete information from the student's parents and from all prior schools before determining what steps are necessary and feasible to meet the student's educational needs and whether the school can do so without undue risk to the student seeking admission or to other students or staff. When a special need becomes evident only after a student has already been admitted, schools must likewise obtain appropriate information related to the special need. School should then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. Failure of parents/guardians to supply pertinent information may result in denial of admission or discontinuation of enrollment.**
- ❖ **Special Needs Records - Archdiocesan policy # 5204.1 Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.**
 - **In order for school to implement the policies concerning the admission and education of students with special needs, school personnel must have access to the most complete and current information about the nature and extent of the special need and the adjustments recommended or required. Having this information prior to admitting a student known to have a special need will enable the principal to consider the capability of the school to provide the resources necessary to make adjustments for the students, as well as the ability to provide the student with an appropriate education. For students whose special need is identified and diagnosed after initial enrollment, it is similarly necessary for the school to have access to current diagnostic evaluations and recommended or required adjustments.**
 - **In order to obtain this information, principals should have parents/guardians sign a statement that authorizes the school to: receive diagnostic evaluations from specialists or agencies involved with the student; provide information to specialists or agencies for purposes of diagnosis or monitoring; exchange information with the specialists or agencies as necessary. The parents willingness to accept the financial responsibilities of attending the school.**
- ❖ **Archdiocesan policy # 4103 The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish board of education, the Archdiocesan Board of Education and accepted educational procedures.**
 - **The registration process includes:**
 - **completion of a registration form;**
 - **verification of the date of birth by a review of the birth certificate or baptismal certificate;**

- verification of the dates of other sacramental celebrations;
 - verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
- ❖ **Archdiocesan policy #4102.64 If a school is willing to do so, students not meeting the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. The following criteria are determining factors: superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided on by the principal and the primary coordinator or kindergarten teacher; observations of the student in a learning situation; recommendations of pre-school or kindergarten teacher; sufficient room in the school for this student; approval by the pastor to accept this student.**

4.2 CRITERIA FOR ADMISSION

- ❖ Families may register their children at St. Paul School after they have met with the principal and are approved. The parents are expected, as best they are able, to practice their Catholic Faith, i.e. to receive the sacraments regularly and attend Holy Mass on Sunday. All parents are requested to support the parish's various organizations and to contribute their talent, time and treasure.
- ❖ Parents are asked to sign a Parent Witness Statement that details their commitment and acceptance of school responsibilities.
- ❖ The Principal will place the student in a class according to his/her level of achievement. Grade placement will be assisted by the results of a standardized achievement test and/or the report card from the previous school. This placement may not necessarily agree with the grade placement of the school previously attended, if special circumstances warrant this action. The student will be admitted to the school under a probationary 6-month period, before final acceptance. This means if for any reason whatsoever, the parents or the school administration feels this will not be a positive working relationship; either party may opt to have the child leave the school.
- ❖ Students entering St. Paul School from a home school environment will follow the recommendation outlined by the Archdiocese regarding placement of the student.
- ❖ The student will be expected to comply with school regulations and to conduct himself or herself in a manner which is conducive to good learning. The Principal and Pastor will determine the continued acceptance of the student to the school, if there is not compliance with school regulations.
- ❖ The parents will be expected to show an interest in the education of their children by cooperation with the administration, faculty and the Parent Organization in school matters. The Principal and Pastor will determine the continued acceptance of the student to the school, if circumstances show a lack of parent cooperation.
- ❖ A child who is 5 years of age on or before August 1, may be admitted to the Kindergarten Grade. Any exceptions to this rule will be dealt with on an individual basis according to recommendations of the Principal and following St. Paul Policy.
- ❖ St. Paul School will accept Catholic students from other parishes or those who are not Catholic, only if numbers in the grade level will allow.
- ❖ Each child, new to our school must present current health records and Baptismal Certificate. After the date of Baptism is verified, the certificate will be returned. All health records must be verified and necessary shots given to individual students before entering our school.
- ❖ We are required to report to the Missouri Department of Family Services any case where we have reasonable cause to believe a child may be abused or neglected. This is in adherence to the Missouri Child Protection and Reformation Act (RSMO 200).
- ❖ **The School Administration, (Pastor and Principal), based on the above criteria, retains the right to dismiss from school any student who disregards school mission and vision, goals and objectives, and Catholic School Education guidelines.**

4.3 GRADE LEVELS

- ❖ Grades PRE-K thru 5 are self-contained classrooms.
- ❖ Grades 4 and 5 will switch classrooms to receive instruction in Social Studies and Science.
- ❖ Grades 6, 7 and 8 will follow a Departmental concept where students move from room to room. There will be specific blocks of time for Language Arts (Reading, English, Spelling), Math, Religion, etc. The teachers will be teaching subjects in their areas of expertise.

4.4 PROMOTIONS TO NEXT GRADE LEVEL

- ❖ Promotions to the next grade will be conditioned upon a passing grade in **ALL MAJOR SUBJECTS**, as indicated on a final report card.
- ❖ If any student has a failing grade (F) in any Major Subject during any three quarters of the year, promotion will be conditional.
- ❖ A student will not be promoted if he or she has a failing grade (F) in the final average in any two major subjects.
- ❖ Children who are working at their potential and have an inability to achieve at grade level performance will be handled individually. Our Learning Consultant will evaluate, along with the guidance of the Teachers and Administration, the proper services necessary to have each student recognize their abilities.

4.5 GRADUATION

- ❖ **Archdiocesan policy # 4502 To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.**

4.6 HOMEWORK/MAKE-UP WORK

- ❖ **Archdiocesan policy # 5203.6** It is expected that students will receive assignments to be completed outside of class time appropriate to their learning needs. Assignments given should supplement the in-class activities. Expectations and requirements should be clearly stated, and the work should be challenging within the ability of the students. "Busy work" should not be assigned. Outside of class assignments should provide opportunities for self-directed learning. Hence such work should be more than teacher assigned readings and written assignments. It should include independent review of curriculum content, application of content and additional ways of engaging students with content. It should also include long- term projects and research at appropriate levels of challenge.
 - The children ordinarily have homework. This may be written work or study relevant to classroom experiences. Our purpose in giving homework is to reinforce what is taught in the classroom and to instill the concept of self-learning. In addition, it gives the child some responsibility and the parents an idea of what the child is learning.
 - The approximate time that should be devoted to homework is as follows:
 - Grades K, 1, 2 - 15 to 30 minutes
 - Grades 3 and 4 - 30 to 60 minutes
 - Grades 5 - 8 - 60 to 90 minutes
 - Grade levels K – 8 should be reading every evening.
 - **(Please note homework over weekends is discouraged, however that does not discard the child from being asked to study his/her notes for an upcoming test or finish a long term project)**
 - It is the parents' responsibility to see that the homework is done in an atmosphere conducive to learning. We suggest a regular time and place for homework.

- ❖ Ordinarily no homework will be assigned on school vacation, unless the student is working on an extended project. Students taken out of school for vacations are not to ask for the work to be given ahead of time. The student will make the work up when they arrive back to school with an appropriate amount of time given for the make - up work to be completed. Parents, as well as students, are responsible for working with the teachers and student to assure completion of assignments. If further assistance is needed for successful completion, parents should contact the teacher. Students who miss for illness are expected to get their daily work through family members or friends. Parents may also request by notifying the child's teacher that they would like to pick up their ill child's homework at the end of the day from school. The homework will be located in the office for the parent to pick up. **For absences due to illness, the student has as many days to complete the assignment as the number of sick days out of school. If the child is out of school for a long term illness arrangements will be made with the administration and teacher(s) for that child to make up his/her work.**

4.7 HOMEWORK ASSIGNMENT BOOKS

- ❖ Homework Assignment Books will be used in Grades 3- 8. These must be bought through the school. Everyone having the same type of homework assignment book ensures that it can be used as a teaching tool.

4.8 TEXTBOOKS AND WORKBOOKS

- ❖ All textbooks and workbooks for classroom use are furnished through the school
- ❖ All textbooks must be covered at all times. **CHILDREN MUST HAVE BOOK BAGS/BACKPACKS.**
- ❖ Any book damaged or lost must be paid for by the student.

4.9 TESTING PROGRAM

- ❖ The complete testing program for St. Paul School children consists of the following:
 - Kindergarten students will be given a screening to determine admittance.
 - The IOWA TEST of BASIC SKILLS (ITBS) is administered in grades 3–8 in the fall of each year. The times and dates are set by the Catholic Education Office.
 - A Test of Cognitive Skills is given in conjunction with the achievement test to determine basic mental ability in grades 4,6, and 8
 - At St. Paul School additional testing other than the above may be given as deemed helpful for the children's progress. Students in Grades 5 & 8 are given an ACRE test in January. This test assesses their knowledge of Religion facts and their attitudes toward Religion.
 - Testing for students who have a possible learning disability is done through the local public school district. Arrangements for testing will be made through St. Paul School and the child's parents. This is a free service. Special Service Testing can also be given through the Archdiocese or a private counseling service, but with an added charge to the family. Interested parents should be in contact with the child's teacher and St. Paul's Learning Consultant or school administration.

4.10 REMEDIAL SUPPORT AND ACCELERATED PROGRAMS

- ❖ Students who have been diagnosed with a specific learning disability, and those students who are in need of additional support, will receive services as to what their needs exhibit and time permits. A Learning Consultant along with the classroom teacher will provide and support the modifications and accommodations needed. Our Learning Consultant will "push in" to the classroom to help the child in their initial classroom setting. Students with diagnosed learning disabilities are highly encouraged to take advantage of public school services offered as well to further support their academic needs for success. Students with diagnosed learning disabilities will need to have a current Service Plan for ITBS testing purposes in September.

- ❖ St. Paul School offers enrichment opportunities to students needing further academic challenges during a school day. These opportunities are guided by the classroom teacher and the Learning consultant working closely together. Students who demonstrate high achievement scores, teacher recommendation and high classroom performance will also be offered the opportunity to attend a once a week accelerated class in the Learning Lab with our Learning Consultant.

4.11 TUITION AND FEES

- ❖ St. Paul School has a tuition policy. The St. Paul Parish Finance Council establishes the amount of tuition on a yearly schedule based upon the projected school budget and the expected number of students.
- ❖ **Tuition Payments** – All St. Paul School students are eligible to receive a subsidized tuition. For the current school year, the subsidized tuition rates are as follows.

Number of Children	Tuition	Facts Monthly Payment	Discounted Single Payment Option	Discounted Two Payment Option	Two Payment Option after 7/10	Registration Fee (non-refundable)
1 Child	\$4,600	\$460	\$4,508	\$2,277.00 Each	\$2,300 Each	\$225
2 Child	\$6,900	\$690	\$6,762	\$3,415.50 Each	\$3,450 Each	\$400
3 Child	\$7,650	\$765	\$7,497	\$3,786.75 Each	\$3,825 Each	\$575

- ❖ **Payment Plans** - At Registration, parents may elect to choose one of three payment plans.
 - **ANNUAL PAYMENT**-If you choose to pay the entire amount in one payment, this must be done by July 10. Families will receive a 2% discount of their total tuition, if this payment plan is chosen.
 - **SEMESTER PAYMENT**-If you choose to pay the tuition twice a year, in two equal installments, the first payment must be paid by July 10, and the second payment by December 10. Families will receive a 1% discount on each payment if this method of payment is chosen.
 - **MONTHLY PAYMENT** - A family may choose to make ten equal monthly installments from July through April. The F.A.C.T.S. Tuition Management Company is used to collect tuition payments. These installments will be automatic bank drafts directly from your bank account. You may choose either the 5th or the 20th of each month for your draft.
- ❖ **Late Payment** - Families have the responsibility of notifying the Parish Office of their need to change a tuition payment. The F.A.C.T.S. Tuition Management Company needs 4 banking days with which to comply with a request to change a payment schedule. Without this information, the following policy will apply to late payments:
 - **ANNUAL PAYMENTS** - If the annual payment is not received by July 10, the discount applied to the annual payments will be lost. In addition, if payment is not received by July 25, the family must choose the monthly payment plan through F.A.C.T.S. Tuition Management Company.
 - **SEMESTER PAYMENTS**- If the semester payments have not been received by July 10 and by December 20, the discount applied to the semester payment will be lost. In addition, if payment is not received by July 25 or December 30, the family must choose the monthly payment plan through F.A.C.T.S. Tuition Management Company.
 - **MONTHLY PAYMENTS** – Monthly payments are handled through the F.A.C.T.S. Tuition Management Company. If monthly payments have not been received by the chosen monthly date, a \$30 late fee will be assessed and retained by F.A.C.T.S. for each missed payment, plus any other fee your bank charges for insufficient funds.
- ❖ **Tuition Assistance Policy - Tuition Assistance Programs are available through the Archdiocese of St. Louis and St. Paul Parish. The Archdiocese of St. Louis offers many scholarship opportunities thru its Today and Tomorrow Educational Foundation. The**

application for these scholarships is available at **NO COST** to parents. The application may only be completed online at www.ttef-stl.org. This single application allows families to apply for **Beyond Sunday, Alive in Christ and Catholic Family Tuition Assistance**.

- **Beyond Sunday** - For students of middle-income families to attend grades K-8 at any Catholic elementary school (archdiocesan, parish, or private). Preference given to Catholic families. Scholarship is renewable through grade 8.
- **Alive in Christ** - For students of income-eligible families at any archdiocesan or parish school. Students of new families and existing families are eligible in grades K-8. Scholarship is renewable through grade 8. Open to all faiths.
- **Catholic Family Tuition Assistance** - For students of income-eligible, registered Catholic families to attend grades K-12 at any archdiocesan or parish school.

❖ **Parish Tuition Assistance**

- St. Paul has funds set aside to help families in need of tuition assistance. All Families who wish to be considered for Parish Tuition Assistance must first submit the application for the Alive in Christ, Beyond Sunday, and Catholic Family Tuition Assistance programs and will need to complete the FACTS Grant and Aid Assessment available at online.factsmgt.com/aid.
- **Tuition Referral Program** -St. Paul School offers \$500 off of your tuition for every new family you refer to our school! - See the attachment for specifics on the tuition referral program.

❖ **Non-Admission due to Tuition Delinquency** - School families whose tuition payments are delinquent and who have not made suitable arrangements with the Pastor will be informed that their child/ren will not be re-admitted according to the following schedule:

- All families not current in tuition payments by the first day of school, students will not be admitted.
- All families not current in tuition payments by January 1st students will not be readmitted on the first day of class in January.
- All families not current in tuition payments by May 1st, students will not receive their report cards and all necessary record information will not be released at any time until all payments are current.

❖ **Tuition Refunds** - Families withdrawing students prior to the first day of classes shall be refunded the entire amount of tuition prepaid for the current school year. After the first day of school, tuition refunds shall be prorated according to the schedule on file in the parish office. Registration fees are not refundable.

❖ **Transfer of Students** – The office will request the permanent records of any student requesting to transfer to St. Paul School and will forward the cumulative record of any student who is transferring from St. Paul if the family is in good standing. The actual cumulative record will transfer from Catholic School to Catholic School. Public schools will receive a copy of the records. No records will be sent if tuition and fees are outstanding. No permanent records will be given to parents per Archdiocesan Policy. A written request for records must be received by the office in order for records to be sent to another school.

4.12 UNIFORMS AND DRESS CODE

❖ **Archdiocesan policy #4303.6 Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.**

- Uniforms are required for all students in K-8 at St. Paul School. The full uniform is to be worn from the first day until the end of the school year. If there are any exceptions it will be announced. On school picture day uniforms are not required. Dress up clothing is appropriate.

- Parents are asked to cooperate by seeing that their child(ren) always wear only the regulation dress. It is the parent's responsibility to be certain that the proper dress code is followed. This is important to the overall discipline and spirit of our school.
- In the event of an emergency, parents are requested to write a note of explanation if the uniform is not being worn.
- ❖ **Uniform Jumpers and Skirts** – Grades K-4: Grey and Blue uniform plaid jumpers may be worn by girls in Kindergarten through fourth grade and can be no shorter than four inches above the knee. Grades 5-8: Skirts are grey and blue plaid. **Both the jumpers and skirts are to be no more than 2 inches above the knee.** If available in the school supply room a jumper of the appropriate length will be given to the student on loan until her own jumper can be altered. Skirts and jumpers are sold only through Fischer's School Uniforms, 626 Jungermann Rd., St. Peters, MO 63376, 636-939-3344. Students who have Jumpers and skirts from the previous years that are green and blue plaid will be allowed to wear them for the 2018-19 and the 2019-20 school year.
- ❖ **Uniform Shirts** - A white, long or short sleeve uniform shirt with a collar or a **St. Paul Logo Polo(grey, royal blue, black, white) available only through the St. Paul Spirit Store** are the only shirts which may be worn (sleeveless are not allowed). Only solid white t- shirts may be worn under the uniform shirt. If students choose to wear a long sleeve shirt or turtleneck under their short sleeve uniform shirt, the long sleeve shirt should be a solid color with no design and the same color as the uniform shirt. Shirts are to be fully tucked in at all times
- ❖ **Sweaters** - If a sweater is worn in the classroom, it must be white or dark navy blue.
- ❖ **Uniform Sweatshirts** - St. Paul School logo grey, royal blue or black sweatshirts/fleece purchased through our Spirit Wear Store (online link) is acceptable. Students who have the previous year's Fischer's purchased sweatshirts/fleece may wear their apparel but please note this apparel is no longer being sold. Only the new logo wear is being sold through our online link found on the St. Paul Website
- ❖ **Slacks/Pants** – These should be solid, navy blue material (no knit) without decorative stitching and/or accessories. Jeans of denim material and color, those with rivets or "look alike" jeans are not permitted. Black, brown, or navy blue belts **MUST** be worn (grades 1 - 8) and belt loops must be intact. Uniform slacks should be modeled after the "Uniform Style Pants" which Fischer's School Uniforms offers. Students in Grades 5 – 8 may wear khaki colored slacks purchased from Fischer's only. No cargo type pants are allowed.
- ❖ **Uniform Shorts/skorts** - In addition to the regular school uniform, shorts and skorts purchased from Fischers can be worn. Uniform shorts/skorts of navy blue, no more than 4 inches above the knee or worn lower than the kneecap will be allowed. They must have pockets, a zipper, and with or without cuff for both boys and girls. Belts must be worn and belt loops must be intact. Shorts should be worn underneath jumpers or skirts. Students in grades 5 – 8 may wear khaki colored slacks purchased from Fischer's only. No cargo shorts are allowed.
- ❖ **Socks** - Solid white, gray, navy or black socks must be worn and should be seen with shoes on. Logos on the socks will be allowed as long as they are white, gray, navy, or black. Socks with patterns and stripes are not allowed. (Nike Elite socks in white, gray, navy or black are allowed.)
- ❖ **Shoes** – Tennis shoes or Oxford style shoes are acceptable. **SHOES ARE TO HAVE NON-MARKING HEELS AND SOLES, OR THEY DAMAGE AND MARK UP THE FLOORS.** Shoes must be kept tied. Oxford Shoes - The oxford style shoe is a Sperry style (loafer or boat) shoe which is acceptable as long as they fit properly.
 - No lighted shoes, roller shoes, oversize shoes
 - No sandals, heels, boots, clogs, platform/wedges, open toe, or open back shoes of any kind.
- ❖ **PE Uniforms for Grades 3 – 8:** A regulation school PE uniform will be needed for PE classes for Grades 3 - 8. PE uniforms include: Any color T-shirt with the St. Paul name and navy blue or black shorts. Shorts are available from Fisher's School Uniforms. If a child desires sweatpants for PE class our online Spirit Wear store sells St. Paul Logo Sweats.

- ❖ **Scout/American Heritage Girl:** Full and/or partial uniforms may be worn on meeting day(s) or during Scout week.
- ❖ **Cold Weather Clothes:** Coats should not be worn in the classroom. They are to be removed while inside. In below-freezing weather, or wind-chill below freezing, both boys and girls should have coats, gloves and a hat or other suitable head covering for outdoor wear while at school.

4.13 Non-Uniform Dress

- ❖ Occasional free dress days will be scheduled. Free dress days refer to clothing only. On free dress days, students are allowed to wear nice jeans /pants/sweatpants/shorts depending on time of year (see below). Girls may also choose to wear a skirt that follows uniform style and length with shorts underneath. No jeggings or yoga pants are allowed to be worn. Clothing worn on free dress days must be in good taste and must be able to be worn for all normal school activities. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.
- ❖ Shorts may only be worn from August – October and April – May. Shorts must measure below the finger tips when arms are at rest. Low-riding hip-hugger shorts, excessively baggy pants or below the hips pants are not acceptable. Yoga shorts/sliders are not acceptable. Pants that are yoga style are not allowed. Tank tops, thin strap tops, or bare midriffs are not allowed. On free dress days, students may wear socks of their choice. However, all other policies for dress, such as acceptable shoes, (BOOTS are acceptable on free Dress Days!!) jewelry per dress code, no nail polish, and make-up remain part of the dress code. If children come to school on free dress days dressed inappropriately, parents will be called to bring other clothing. A general rule of thumb to use is “when in doubt of the appropriateness of some piece of clothing, don’t wear it. Individuals may dress out of uniform on their birthday. All dress-down days must be approved by the administration. **St. Paul Spirit Shirts/Sweatshirts must be worn on Spirit Days.**

4.14 Personal Grooming

- ❖ Makeup, fingernail polish, and fake nails are not part of the uniform. Clear nail polish is allowed for girls in Grades 6 – 8. Girls with pierced ears may wear post earrings in the lower lobe only. There will be no large or dangling earrings. There will be only one earring in each ear. Boys are not allowed to wear earrings. There will be no body piercings or tattoos for either boys or girls. Only small religious necklaces or watches may be worn.
- ❖ No unusual hairstyle or unnatural color will be permitted. Unnatural hair colors will not be allowed, even for holidays. Students will be sent home. No partial or complete shaving of the head will be acceptable. Hair is to be kept out of the eyes and neatly brushed and groomed. Boys’ hair should not be touching the shirt collar.
- ❖ We cannot over stress the importance of daily baths or showers as well as the need for clean undergarments and outerwear daily. No spray or aerosol deodorant is allowed at school. Only stick or roll-on deodorant will be allowed.

4.15 LOST AND FOUND ARTICLES

- ❖ Articles that have been found anywhere on the premises will be kept in a Lost and Found Box in the school office. Several times a year all unclaimed articles will be put on display. Those articles that are still unclaimed at the end of the year will be given away.
- ❖ **PLEASE MARK ALL STUDENTS’ PERSONAL ITEMS WITH THE CHILD’S NAME.**

4.16 LUNCH

- ❖ A lunch program is available to all students who wish to buy lunch at school. Food Consultants, Inc. will manage, prepare and be fully responsible for running the school lunch program. However, those who wish to bring their own lunch may do so. Menus are sent home regularly. **PLEASE**

DO NOT SEND SODAS IN THE CHILD'S LUNCH. Our lunch program must continue to be self-funding.

- ❖ Please let us know if any student has food allergies or specific nutritional dietary needs. We must have a physician's signature on file with the school, along with the required needs specifically stated on a form, which will be sent to those families with this particular need. Please let us know if you need this form.
- ❖ If parents and other siblings wish to eat lunch with their child at school, they will need to send a note or call that morning in order for preparation of extra food from our Food Service Co.
- ❖ You will be receiving information about the payment system and computer accounting program on the first day of school. All students' accounts **MUST** be finalized by the last day of the school year.

SECTION 5 - SCHOOL ARRIVAL AND DISMISSAL

5.1 DAILY SCHEDULE

- ❖ **7:15 A.M.** - School Doors Open. Students go to the gym at this time. Students should not arrive at school before 7:15 a.m. (unless using Before Care Services available 6:30-7:15). Students are dismissed from the Gym to the classrooms at 7:30. School starts promptly at 7:40. Students should arrive before 7:40. Anyone arriving between 7:30-7:40 may enter through the main school doors. Anyone arriving after 7:40 is considered tardy and needs to be signed in at the office. The office will give the child a Tardy Slip which will admit them to class.
- ❖ **7:40 A.M.** - Bell for Holy Mass (Mass days are Tuesday and Thursday and every First Friday)
- ❖ **7:45 A.M.** - School begins with Holy Mass on Tuesdays and Thursdays, and every first Friday. Monday and Wednesday classes begin.
- ❖ **DISMISSAL: 3:05** Kindergarten followed by 1, 2, etc.

5.2 ABSENCE AND TARDY

- ❖ **Archdiocesan policy #4201** Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.
- ❖ **Archdiocesan policy #4201.1** Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
 - Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process and the benefit of the regular classroom instruction is lost and cannot be regained in its entirety - namely class discussion and interaction. It is recognized that absence from school is necessary under certain conditions; however, it is the obligation of the parent to keep absences to a minimum. We discourage vacation during school sessions and ask that parents notify the individual teachers in advance if this occurs.
 - Frequent tardiness, too, disrupt the continuity and our time together as one body attending daily Mass. It not only leads to undesirable traits of irregularity and delinquency, it also interrupts the priest and the members attending Holy Mass.
 - **Absence Consequences** - If your child is going to be absent from school, please call school (978-1900 X2) before 9:00 a.m.
 - If a parent has not called by 9:00 a.m., the office may call a parent at home or work to find out the reason for the absence.

- A written excuse stating the date, reason for absence and signature of the parent or guardian of the child is required for all absences. Tardiness along with absences are recorded on the student's permanent record.
- If an absence occurs more than ten days within the quarter, a letter will be sent from the Principal detailing expectations. **FIFTEEN DAYS FOR THE YEAR IS CONSIDERED EXCESSIVE. PLEASE REMEMBER THAT EXCESSIVE ABSENCES MAY RESULT IN RETENTION OR FAILING GRADES.**
- If an absence occurs because of vacation, the student is responsible for all previous deadlines for projects or assignments. It would be to the student's benefit to complete and turn in all assignments prior to the due date. It is left to the teacher's discretion to schedule make-up tests and dates of completed work. It is the student's responsibility to obtain all assignments. Teachers are not obligated to collect assignments for students before a student leaves for a vacation.

❖ Tardy Consequences

- **A child who is not present at the start of school at 7:45 a.m. is marked tardy.**
 - A written excuse stating the day and reason for tardiness must be recorded on a tardy slip and picked up at the office in order for a student to enter class.
 - If a child arrives after the students have left the school building for church at 7:40, he/she should NOT go directly to church. Parents please sign your child in and have him/her receive a Tardy Slip before going to Mass.

5.3 RELEASE OF PUPILS FROM SCHOOL

- ❖ **Withdrawal Policy** - Children are considered absent who must be excused for medical, dental, funeral, or other reasons during school time. A written notice should be sent in advance stating the time, length, and reason for the absence. Parents must sign their child out at the office. Tardiness will be counted up until 10:00 am, after that a child is considered absent. Parents are asked to arrange for all dental and doctor appointments on free days or during holiday vacation.

❖ Release Procedures -

- **No child may leave the school grounds without parental permission** after arriving in the morning, during the lunch period, before dismissal in the afternoon, or while waiting for their car after dismissal.
- The school is not responsible for students who leave the grounds without permission. Students are to go directly home/or scheduled place after completion of each school day.
- **PARENTS MUST SEND A NOTE OR CALL THE SCHOOL IF THERE IS A CHANGE IN THEIR CHILD'S DISMISSAL FROM SCHOOL. PLEASE CALL THE OFFICE BEFORE 2:45 PM FOR ANY CHANGE IN DISMISSAL INSTRUCTIONS. NOTE THAT THIS PERMISSION EXTENDS TO ALL GRADE LEVELS PRE-K - 8. OLDER STUDENTS MAY NOT CHANGE THEIR FORM OF TRANSPORTATION UNLESS THEY HAVE PARENTAL WRITTEN CONSENT AT THAT TIME.**
- Students dismissed outside of regular times will meet parents in the school office, at which time, parents will be requested to sign-out the child. **NO CHILD WILL BE DISMISSED DIRECTLY FROM THE CLASSROOM.** Parents will remain in the office and the child will meet them there.
- If for an emergency the school day is terminated earlier than the usual dismissal time, parents will be notified through radio communication, telephone call/or the use of the emergency telephone numbers. No student will be allowed to leave unless he/she has a designated place to go.
- If a child becomes ill, we will call the parents and/or the persons on the emergency information card as is necessary.
- **If you are unable to pick your child up by 3:05 they will be kept in the office until 3:15. If at 3:15 you are not here to pick up your child they will be sent to After Care. (Aftercare is available until 6PM)**

- ❖ **KEEP EMERGENCY PHONE NUMBERS UP TO DATE. PARENTS MUST INCLUDE WORK NUMBERS, CELL PHONE NUMBERS AND E-MAIL ADDRESSES.**
- ❖ **Acceptable Excused Absences - A child is tardy or absent any time he/she is away from the school with the exception of the following guidelines.**
 - **Excused Absences:** An excused absence is one in which the child is absent but does not count against their attendance record. Appropriate classroom work must be completed.
 - If a child attends a Parent Work Day in cooperation with a business that officially allows the experience, the student will be granted an excused absence for the day. **ONLY WITH A NOTE FROM THE PARENT PRIOR TO THE DAY ITSELF.**
 - 8th Grade Pro-Life Trip to Washington D.C.
 - Student is released for special service testing at another school.
 - Student attends special class sessions at the public school.
 - 8th grade students are allowed 2 days only to visit high schools before February.
- ❖ **Early Dismissal - A written request from parent(s)/guardian is required for a student to leave school before time of dismissal. The request must state the reason for early dismissal and should be brought to the teacher in the morning. Parent(s)/or a designated person must pick up the child in the office and sign the child out. Students leaving before 2:00 p.m. will have an excused absence for one-half day. Parents should try to arrange for all dental and doctor appointments on free days or during holiday vacation. **Please note that if a child, regardless of age and grade level, goes home with someone other than the regularly scheduled choice, the office must be notified, preferably in writing.****

5.4 Dual Enrollment

- ❖ **Archdiocesan policy #4204 Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.**
 - **Guidelines for Applying the Policy:**
 - **Dual enrollment is possible only in another accredited school.**
 - **The Catholic school is the primary educational provider. The other school is a supplemental provider.**
 - **The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).**
 - **A student is not considered absent from the Catholic school when in attendance at the other school.**
 - **In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.**
 - **A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:**
 - **the educational purpose the dual enrollment arrangement is intended to achieve;**
 - **the amount of time the student will be away from the Catholic school;**
 - **the mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences;**
 - **transportation to and from the Catholic school.**

5.5 CLOSING OF SCHOOL

- ❖ **Closing of School (before the start of the school day) - Sometimes it is necessary to cancel school entirely because of ice or snow. Parents will need to watch television channels 2, 4, or 5,**

for this information. Announcements are also made on AM radio stations KMOX 1120 and KTRS 550. You may also access this information on the internet.

- ❖ **Closing of School during School Day** - If for an emergency reason the school day is terminated earlier than the usual dismissal time, parents will be notified through radio communication, telephone call/or the use of the emergency telephone numbers as well as the internet. No student will be allowed to leave unless he/she has a designated place to go with permission from the parent. Parents may pick up their children if they feel it is necessary. This will not affect their attendance record. On questionable weather days, tardies will not be marked. There is NO Aftercare on these days!
- ❖ At no time is a student granted permission to use their cell phones to communicate, in any way, that they want or need to be picked up from school before dismissal. Parents are to call the school office for permission to be granted. A child using a cell phone during the day to call home or without permission from a teacher for any other use will turn their phone into the principal. Only the parent, after meeting with the principal, may retrieve the phone back. The student may be issued a consequence including Reformation Time. This decision is left to the principal.

SECTION 6 – DISMISSAL PROCEDURES

- ❖ When picking up children if you have a pet in the car please leave the pet in the vehicle. Do NOT bring the pet outside of the vehicle for children to see or play with. This is a safe practice for all adults and children on the lot.
- ❖ Parents are asked to adhere to the following dismissal procedures.
 - **Drivers picking up Pre-Kindergarten, Kindergarten, and 1st grade students, their sibling, and other passengers.**
 - You will be lining up in the **SCHOOL PARKING LOT** in TWO rows facing Church Road. Please pull up to the car in front of you and put your car in "park".
 - If you are the first to arrive you will need to pull up to the end of the lot. **NOTE:** If you need to turn right out of the school parking lot (toward the K.C. Hall) please be sure to get in the line closest to the school. Otherwise both lines will be turning left out of the school parking lot.
 - **Drivers picking up 2nd through 8th grade students**
 - You will be lining up in the **CHURCH PARKING LOT** directly across from the school AND in the **GRAVEL PARKING LOT**.
 - If you park on the black top you need to face Church Road and we will dismiss the same as we have done in the past. No one is to leave by the south side (cemetery side) of the church.
 - Parents parking in the gravel lot MUST face north (toward the K.C. Hall) and MUST dismiss in that direction. You may not go south out of the gravel lot. PLEASE do not leave the gravel lot until cones are removed for you to exit.
- ❖ If you arrive late please park in the Quilters Lot and wait for the school lot to be reopened. Once the chain and cones are removed you may enter the school lot for late pick up. Please do NOT ever initially park in the Quilters Lot, Baseball Diamond Lot or the lot behind the school (PreK Lot). It is important to follow the guidelines of the parking lot for both the safety of the children and the fairness to those who are following the guidelines.
- ❖ **NO ONE SHOULD DRIVE BEHIND THE CHURCH TO PICK UP THEIR CHILDREN.** There will be faculty members along with safety patrol persons assisting with dismissal.
- ❖ If you are unable to pick your child up by 3:05 they will be kept in the office until 3:15. If at 3:15 you are not here to pick up your child they will be sent to Aftercare.

SAFETY IS OUR MAIN FOCUS!!!!

SECTION 7 - COMMUNICATIONS

7.1 TELEPHONE MESSAGES

No teacher or child will be called from class except in case of emergency. Messages, however, will be delivered to teachers and students.

7.2 PARENT/TEACHER CONFERENCE

Every parent will be given the opportunity to have a conference with his child's teacher/teachers after the first report card is issued. It is desirable that parents and teachers arrange for additional conferences whenever necessary for the good of the child.

7.3 PARENTAL VISITS TO CLASSROOM OR WITH TEACHERS BEFORE OR AFTER SCHOOL

If a parent wishes to have a discussion with a teacher or visit the classroom prior to the beginning of the school day or at the ending of the school day, **it is required that you schedule a timed conference**. The teacher usually takes the time before and after school to be available to the students and/or prepare for the classes.

7.4 PARENT COMMUNICATION WITH TEACHERS

Parents are asked to call during the school day if they wish to speak with a teacher or set an appointment. The teacher will be given the message on voicemail. The call will be returned either during the day at a time convenient for the teacher or within 24 hours of the call. Please remember to leave both work and home telephone numbers. If the call is an emergency, please indicate this to the school secretary who will inform the teacher or Principal who will relay the message to the teacher. Parents may contact their child's teacher via e-mail at any time and expect a response within 24 hours as well.

7.5 NEWSLETTERS

A weekly school newsletter is sent home via e-mail every Wednesday. If you wish to receive a hard copy you must make arrangements through the office. Pertinent information about recent accomplishments and upcoming events are included in this newsletter. All information to be published in the school newsletter **must be fully prepared** for print and presented to the office by 7:30 Wednesday morning.

7.6 CELL PHONES, MESSAGING AND WIRELESS DEVICES

❖ **Archdiocesan policy #4303.4 Internet and Electronic Communications Conduct, A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.**

- ❖ Cell phones, messaging devices, digital imaging and wireless devices are ubiquitous in our society. They provide a useful function when used for their intended purposes. There are circumstances in which these devices can provide a student with educational opportunities. If your child is to use one of these devices during the school day you will be given notification through a letter or email from the classroom teacher that the device is allowed to come to school and to be used in the classroom. An acceptable use policy for the assignment or lesson will be sent home and signed by the parent and student. At all other times these devices should not be brought to school. If a cell phone is needed at school please keep the following in These devices:
 - Should remain OFF in the student's backpack and never be used during school hours or during after care.
 - The school will not be responsible for any articles of this nature brought to school.
 - If a child is caught using any inappropriate wireless devices during the school day they will be taken away immediately and the parent must meet with the principal to pick up the device. The student may receive a consequence including Reformation Time. This decision is left up to the Principal.
 - What is considered to be "appropriate" will be left to the discretion of the administration, i.e. electronic readers, tablets, iPads or cell phones that have been granted permission by a teacher and parent to be used in an educational lesson and used properly, are considered to be appropriate.

7.7 MEDIA POLICY

- ❖ St. Paul School shall implement this policy in the following manner:
 - St. Paul students and parents will be required to sign an acceptable use policy (AUP) to protect individual identity and safety when using the Internet or engaging in electronic or digital communication.
 - St. Paul School will also follow the guidelines recommended by the Archdiocese when working with the media, releasing pictures of students and posting information on the school's website.
 - Everything posted over the internet or per digital devices will be done in a manner that will be an appropriate form of communication which will maintain respect for an individual's privacy, dignity, safety and good name of others.
 - The consequences of inappropriate actions or communication that affect the school, other students, their parents, and members of the school staff will be discussed thoroughly with the individuals involved. The pastor and principal will decide what actions are to be taken including "withdrawal with cause".
 - The Administration shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.
 - Students, parents, and members of the school staff should be expected to promptly report to a school administrator all suspected or observed instances of Inappropriate Electronic Conduct.
 - Administrators will consider seriously all reported or observed violations and address them in a timely and appropriate manner according to school and Archdiocesan policy, applicable state of Federal laws, and accepted administrative practice.
 - When making decisions regarding the discipline of students who violate this policy, administrators will give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.
- ❖ Violations of the electronic and digital communication policy shall be subject to the full range of disciplinary consequences up to and including "withdrawal with cause."

7.8 SCHOOL WEBSITE INFORMATION

Our school website can be accessed by going to www.stpaulknights.org. Information to add to this site can be approved by the principal.

7.9 COMMUNICATING WITH MISSOURI DEPARTMENT OF SOCIAL SERVICE

All teachers, school personnel, and administrators are considered to be state mandated reporters. They are required to report to the Division of Family Services any reasonable cause to suspect that a child attending their school is being abused or neglected.

SECTION 8 - BEHAVIOR AND DISCIPLINE

THE PRINCIPAL AND PASTOR RESERVE THE RIGHT TO EXERCISE ALL DISCIPLINE MATTERS AT THEIR DISCRETION.

Archdiocesan policy #4301 **In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline.**

8.1 DISCIPLINARY GUIDELINES AND PROCEDURES

❖ Behavior Objectives

- The students and staff of St. Paul School are expected to show respect for others and to act in a virtuous manner that demands the respect of others and to accept the responsibilities and consequences for their actions. This outcome starts with the demonstration of proper moral and social behavior in both supervised and unsupervised settings.
- St. Paul School will facilitate the achievement of these Catholic attitudes by teaching the need for and benefits of such behavior and by re-enforcement of that teaching by way of a set of consistently applied disciplinary procedures. The administration is expected to tailor the disciplinary procedures to the expected maturity level of the individual.

❖ PROCEDURE FOR PARENTS TO FOLLOW FOR CONTACTING TEACHERS OR THE SCHOOL ADMINISTRATION IN REGARD TO DISCIPLINARY MATTERS.

- Parents **FIRST** contact the child's teacher. The teacher will then notify the Principal of the problem.
- The parent and the teacher will discuss the problem and resolve it. The Principal will be notified by the teacher of the problem resolution.
- If for some reason the problem cannot be resolved by the teacher and the parent, the Principal will be notified by the parent. A meeting will then be scheduled with the Principal, teacher and the parents. They will discuss the problem and resolve it.
- If the problem cannot be resolved, the Principal will discuss the problem with the Pastor. A plan of action will be formulated with parents and teacher notification.

8.2 SCHOOL WIDE RESPECT EXPECTATIONS

- ❖ To encourage students to follow these school wide rules, St Paul Staff will recognize appropriate behavior.
- ❖ The teachers may develop a workable system within their own classroom, as long as it doesn't conflict with general rules.
 - Listen carefully.
 - Follow directions.
 - Work quietly. Do not disturb others who are working.
 - Respect others.
 - Respect school and personal property.
 - Work and play safely.
 - Follow the dress code.
 - Quiet in the hallways, **NO RUNNING.**

8.3 DISCIPLINE POLICY

- ❖ ALL DISCIPLINE ACTIONS AND CONSEQUENCES WILL BE DOCUMENTED AND KEPT ON FILE.
- ❖ ALL TEACHERS WILL MAINTAIN ANECDOTAL RECORDS FOR EACH STUDENT. THE PURPOSE OF THESE RECORDS IS TWO FOLD:
 - To determine patterns of behavior. When patterns are recognized, the teacher along with the principal may develop an Action Plan that describes the behavior and identifies encouragement techniques that will help build self-esteem, which strengthens the motivation to cooperate and learn. It is our intention to assist the student in developing habits of good behavior.
 - To use as a communication tool with parents. The parents may receive a note detailing their child's behavior that must be signed and returned to school the next day. Special behavioral plans will be discussed with all parties involved before implementation.
- ❖ **ALL STUDENTS' BEHAVIORAL CONCERNS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS.**
- ❖ **KNIGHTED IN VIRTUE STICKERS (ALL GRADES)**
 - St. Paul promotes virtuous actions and words daily. Each quarter a different virtue will be focused on and taught in depth to the children through classroom lessons, Mass, Peer teachings and modeling of behavior by both students and faculty. Teachers will use virtue-based restorative practices to encourage students to be courteous and respectful. Teachers and students will discuss expectations (e.g. raise hand before speaking, keep hands and feet to yourself, etc.) during the first week of school.
 - Students and teachers together will take ownership of these behaviors signifying a respectful and collaborative community. Students will have the opportunity to be recognized for going above and beyond the School Respect Expectations by earning a Knighted in Virtue Sticker. Examples of these above and beyond actions or words could be picking up trash without being asked, doing the right thing when being pressured to do otherwise, using words that are good and useful to others, including someone who is alone etc... When a child receives a Knighted in Virtue sticker they will proudly wear it so all will know throughout the day and parents will be aware when they come home. The children will then qualify to be put into the weekly raffle to "win" incentives such as dress down pass, ice cream treat with the principal, lunch from the principal, gift cards etc...
- ❖ **GradesK-4**
 - Teachers will communicate with parents regularly when a child is not following the expectations of the school, therefore portraying non – virtuous behaviors. This communication may be written in a behavior log that the teachers and student keep on a weekly basis or a parent may be emailed or called via phone to discuss behaviors. Parents of children in grades K-4 will be given more information on how non virtuous behaviors will be communicated for their child's classroom during Parent Orientation.
- ❖ **GRADES 5 – 8**
 - Behavior Log Virtue Cards
 - Each student will receive a Virtue Card (personal behavior log) at the beginning of each quarter. This Virtue Card is a personal reminder to the student as to the virtue they were lacking on a certain day or at a certain moment. A teacher will discretely sign this card, writing down the virtue that is lacking. Parents are expected to periodically ask their child for their Virtue in Need card to use as a tool to talk together about the appropriate behaviors that should take place at school and why the certain behavior did take place.
 - Recurrent disruptive or disobedient behavior will result in a Virtue in Need signature by the teacher present.
 - Dress code infractions will be recorded as a Virtue in Need check.
 - For repeated dress code infractions, at the teacher or administration discretion a child may receive a Virtue in Need signature.
 - If a student cannot produce his/her discipline card when asked, it may result in a signature.

- If a student loses his/her card, it may result in a signature.
- Once a child has received 3 growth signatures a teacher will send home a Reformation (detention) notice that has been signed by the teacher. This notice will be sent home for a parent signature and immediate return to school. Failure to return the signed Reformation notice the next day may result in additional Reformation time
- Per Quarter:
 - 3 growth signatures= 1 hour Reformation
 - 3 additional growth signatures= 1 day ISS with Reformation Provided
 - 3 additional growth signatures= 1 day OSS with Reformation Provided

❖ **REFORMATION**

- Reformation will sometimes be used as a consequence for behavioral problems or perpetual problems. Reformation are most often served on a pre-set day of the week from 3:15-4:15 p.m., in a designated classroom. Reformation will be restorative in nature and students will be required to complete the necessary work assigned to meet consequence requirements. Parents will be notified of the day and they will be expected to arrange transportation home for their child. Failure to report to Reformation without advance notice from the parent of the inability to attend may result in an in-school suspension. If a child is not picked up at the conclusion of the reformation, the student will be sent to After Care and a fee will be assessed.

❖ **ALL DISCIPLINE ACTIONS AND CONSEQUENCES WILL BE DOCUMENTED AND KEPT ON FILE**

❖ **HARASSMENT POLICY**

- **Archdiocesan policy #4303.7 Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.**
 - St. Paul School shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any type of harassment.
 - Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Consequences for violating this policy will be dealt with immediately.

❖ **VIOLENCE POLICY**

- **Archdiocesan policy #4303.3 Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.**
 - Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.
 - Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

- Fighting will not be tolerated at any time. Fighting does not have to be two-sided. Any type of physical aggression and/or physical contact out of anger with another student is forbidden and will be dealt with immediately. A (Reformation) will be issued to students who fight at school.
- A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.
- All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.
- In accordance with the Archdiocesan recommendations, threats of violence by a student will be handled with the following in mind:
 - threats of violence will be taken seriously
 - the child will be removed from any contact with the school
 - the school will contact the Catholic Education Office and inform them of the incident
 - the child's parents will be contacted and informed that the child must remain at home until a mental health professional gives reasonable assurance in writing that the child is not a threat to himself/herself and to others; the parents will also be informed that the police will be notified of this incident
 - the police will be contacted and informed of the threat of violence; the school will cooperate fully with any investigation that the police may conduct
 - the school will communicate with any staff or child (and their parents) who may have been the target of the violent threat, inform them of the threat and the actions taken to deal with the threat, information on counseling or other needed support will be provided to assist these individuals in coping with the threat
 - if necessary, the larger school community will be informed of the threatened violence
 - The Principal reserves the right to question any student suspected to be in possession of any type of paraphernalia that could be considered harmful to the students or school in any way possible. This includes the right to examine any suspected student's belongings.
 - Certain offenses are considered especially serious and will have additional consequences beyond those associated with discipline notices.

❖ **SMOKING, DRUGS AND ALCOHOL**

- **Archdiocesan policy #4303.2 The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of tobacco, alcohol, un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.**
 - Smoking - As an expression of the school's concern for the health of the students and as an inflexible rule of discipline, students are not permitted to smoke at any time on the school premises or at school sponsored events.
 - Matches, lighters, or smoking materials of any sort may not be kept in the possession of any student. If such objects are found in the possession of a student, they will be confiscated and not returned. Chewing tobacco and snuff are also not permitted.
 - A student smoking, chewing tobacco, using snuff, or in possession of smoking material at any time during the school day, school sponsored events, subjects himself/herself to the following sanctions: Upon notification of these occurrences the student will be removed from the classroom until parents and other pertinent parties have met and discussed the situation.

THE PRINCIPAL RESERVES THE RIGHT TO QUESTION ANY STUDENT SUSPECTED TO BE IN POSSESSION OF ANY TYPE OF SMOKING MATERIAL. THIS INCLUDES THE RIGHT TO EXAMINE ANY BELONGINGS.

- Illicit drugs, including stimulants and suppressants, and alcohol are not permitted on school premises, or school sponsored events at any time. This is in accordance with Public Law 562 of the Statutes of Missouri and our own school policies. The school also reserves the right to question any student appearing to be under the influence of alcohol or drugs.
 - 1st Offense - Any student found using, possessing, under the influence, or selling or distributing drugs or alcohol will be suspended immediately with parent notification. A conference will be held with all parties involved including the Pastor, to determine further action. Counseling/ rehabilitation will be mandatory if the child is allowed to return to school after suspension
 - 2nd Offense - Zero tolerance/withdrawal for cause.
- **REGARDLESS OF A FIRST OFFENSE OR LATER OFFENSE, PROPER JUVENILE AUTHORITIES WILL BE NOTIFIED.**
- **THE PRINCIPAL RESERVES THE RIGHT TO QUESTION ANY STUDENT SUSPECTED TO BE IN POSSESSION OF ANY TYPE OF DRUGS AND TO EXAMINE THE STUDENT'S BELONGINGS. THE PRINCIPAL AND THE PASTOR RESERVE THE RIGHT TO ENFORCE WITHDRAWAL FOR CAUSE FROM SCHOOL AT ANY TIME IF THE CIRCUMSTANCES WARRANT THIS ACTION.**

❖ **HARMFUL OBJECTS**

- The Principal reserves the right to determine the seriousness of this action, dependent upon the student's age level and the harmful object, in order to determine the consequences for this action.
- No student can bring any type of potentially harmful object such as knives, darts, guns, etc. to the school premises. This is in accordance with Public Statutes of Missouri and our own school policies.
 - 1st Offense - A student possessing, showing or using any type of harmful object at any time during the school day will be suspended immediately with parent notification. A conference will be held with parties involved, to determine further action, including a possible 3 to 5 day out of school suspension, or possible withdrawal for cause. Proper juvenile authorities will be notified.
 - 2nd Offense - Automatic withdrawal for cause.
- Proper Juvenile authorities will be notified in the event that any person's well-being is threatened.
- **The Principal also reserves the right to question any student suspected to be in possession of a harmful object and to examine the student's belongings. The Principal and the Pastor reserve the right to enforce withdrawal for cause from school at any time the circumstances warrant this action.**

❖ **GANG ACTIVITY**

- Gang related activity will not be tolerated on school premises or during school related activities at any time.
 - 1st Offense: Any students found using, showing, writing, voicing any type of gang related activity, including using clothing, will be suspended immediately with parent notification. A conference will be held with all parties involved including the Pastor, to determine further action, including a possible 3 to 5 day out of school suspension, or possible withdrawal for cause.
 - 2nd Offense: Withdrawal for cause.
- Proper Juvenile Authorities will be notified.
- **The Principal reserves the right to question any student suspected of using gang signs or suspected to be in possession of gang related materials and to examine any**

student's belongings. The Principal and the Pastor reserve the right to enforce withdrawal for cause from school at any time if the circumstances warrant this action.

❖ **VANDALISM**

- In the event that a student is negligently responsible for damaging school or parish property, that student or students will be obligated to pay for the damaged item or repair it to the administration's satisfaction. If this cannot be done, an equitable number of service hours to the school will be in order.
- Proper juvenile authorities will be notified if a crime is suspected.

8.4 In-School/Out-of-School Suspension

- ❖ If serious and/or consistent behavior impedes the learning of another student an in-school-suspension may be served.
- ❖ Suspension may consist of isolation from peers, time spent in another classroom or with the principal. The student will work on his/her school work and anything else necessary to repair the harm that he/she has caused.
- ❖ In extreme cases some there will be an out-of-school suspension. Parents will be informed immediately if such behaviors warrant an at home suspension.
- ❖ Upon returning to school the student is responsible for getting and completing all assignments missed. Assignments will be completed 2 days after return to school. Tests will be made up at the convenience of the teacher. If assigned work is not satisfactorily completed, the student will receive a zero. Re-admission conditions will be established in writing and signed by all parties involved. A meeting with the student, parent, and principal must take place before the student is readmitted to St. Paul School.

8.5 Probation

Any student may be put on academic or behavioral probation at any time. Prior to this the school and the parents will have had much communication and many "other" strategies would have been implemented. The length of the probation will be decided by the administration; the parents will be notified.

8.6 Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from the school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension and/or other serious disciplinary action taken. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of the school.

8.7 Safe Environment/Anti-Bullying Policy

- ❖ Our Catholic school shall provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.
 - Our school defines *bullying* as follows: Bullying is a repeated offense where one individual possesses more power over another either in word, action or online.
 - **Examples of bullying include a repetitive act of the following:**
 - Hurting someone physically by hitting, kicking, tripping, pushing, and so on
 - Stealing or damaging another person's things
 - Ganging up on someone
 - Teasing someone in a hurtful way
 - Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
 - Touching or showing private body parts

- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone
- Being disrespectful to peers
- ❖ **Staff at our school will do the following things to prevent bullying and help children feel safe at school. Parents should do the same at home in regards to cyber-bullying.**
 - Closely supervise students in all areas of the school and playground.
 - Watch for signs of bullying and stop it when it happens.
 - Respond quickly and sensitively to bullying reports.
 - Take seriously families' concerns about bullying.
 - Look into all reported bullying incidents.
 - Assign consequences for bullying based on the school discipline code.
 - Provide immediate consequences for retaliation against students who report bullying.
- ❖ **Students at our school will do the following things to prevent bullying at school and on-line.**
 - Treat each other respectfully.
 - Refuse to bully others.
 - Refuse to let others be bullied.
 - Refuse to watch, laugh, or join in when someone is being bullied.
 - Try to include everyone in play, especially those who are often left out.
 - Report bullying to an adult.
- ❖ **ALL BULLYING INSTANCES WILL BE HANDLED ON AN INDIVIDUAL BASIS**

8.8 RECESS

❖ **BLACK TOP**

- Follow guidelines of the blacktop games; do not kick balls just to kick them. Kick balls when people are aware and in organized games.
- If ball goes into the street more than one time it may be taken away for the safety of the students.
- When the person on duty says it is time to go in, that means **NOW**, please do not kick, throw another ball or keep playing. Respect what is being asked.

❖ **PLAYGROUND EQUIPMENT**

- No throwing the wood chips.
- No climbing up the slide.
- No jumping off or standing on the swings.
- No hanging on basketball rims.
- Limit tetherball games to 5 minutes each.

❖ **GRASSY FIELD**

- No tackling games.
- No sliding in grass or on dirt.
- No ball tag.

- ❖ Any other type of behavior that the teacher sees as unsafe will not be tolerated and the student will be told to stop and expected to do so immediately.

8.9 PARTIES OUTSIDE OF SCHOOL

- ❖ We recommend that if big parties are given, each child in the classroom (boy and girl) be included on your invitation list. When one or a few are not included, it does affect the environment within the school. Please do not bring invitations to school if the whole class is not invited.
- ❖ **MIXED PARTIES OUTSIDE OF SCHOOL, THAT MIGHT SUGGEST COUPLES OR DATING ARE STRONGLY DISCOURAGED. THIS MOST DEFINITELY PRESENTS A PROBLEM IN THE CLASSROOM AND ON THE PLAYGROUND.**

SECTION 9 - HEALTH

Recommendation (3.1) The general practice in the St. Louis Archdiocese is that students have a complete physical examination upon entrance to Kindergarten, 3rd grade, 6th grade, and 9th grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past twelve months.

9.1 HEALTH RECORDS

- ❖ In compliance with the recommendations of the Missouri Department of Health, all children are expected to have a physical examination upon their entrance into school and immunizations to be kept current.
 - If they have received a physical exam before Kindergarten, it is not required for Primary One. Current health records must be maintained by the school office.
 - All students need to be current in health immunizations BEFORE the first day of the school year, according to statutes set by the Missouri Department of Health.
- ❖ Please let us know if there is anything we need to be aware of regarding your child's health that should be recorded on the card. This is extremely important.

9.2 HEALTH SERVICES

- ❖ Based upon the availability of proper medical assistance, each year we will try to conduct eye and ear screenings. Please watch for this information to be brought home by your child.
- ❖ For minor injuries that may occur on the school grounds, the school office will administer basic first aid. This first aid will include washing the wound and applying a Band-Aid. If the injuries are of a serious nature, the parents will be called. **It is imperative that you keep the school office informed of your emergency telephone number.** We are required to notify parents when your child receives any type of head injury, no matter how minor.
- ❖ **Medication Administration - ALL Prescription Medications and ALL Over the Counter Medications must have a written order from a doctor and a signed parental consent form in order for the school personnel to administer the medication. This includes aspirin and Ibuprofen. The school will NOT administer the first dose of any medication. For All Prescription Medications and All Over the Counter Medications, the following guidelines must be followed:**
 - An Emergency Authorization form must be on file in the school office with the physician's name and phone number.
 - Written orders from the physician should include: Name of the student, Name of the medication, Dosage (in grams, ml), Time interval the medication is to be given (if the medication is to be given as needed, a plan of when to give it is required.) and Diagnosis or reason for medication (A current prescription label on container may serve as a physician's order for prescription medicine.)
 - Written permission must be provided by the parent or guardian requesting that the school comply with the physician's order
 - Medication should be brought to school by the parent in a container appropriately labeled by the pharmacy. The parent **MUST** bring the medication into the office. The parent **MUST** also pick up the medication. This not only protects the student needing the medication but other students as well. Ideally the parent will have two containers, one for home and one for school. **For medications that will be given for the entire school year, the child needs a new prescription container and a new written order from the doctor each school year.**
 - If there is ANY change in the dose or timing of medication, the physician must submit the change in writing. This note may be mailed or faxed (636-978-1944) to the school. A parent may not give permission to give the medication differently than the physician's order.

- **IF YOU SEND MEDICINE WITHOUT HAVING FOLLOWED THE ABOVE PROCEDURES, WE WILL NOT DISPENSE THE MEDICATION.**
- If you feel your child needs other types of medication during the school day, such as aspirin or cough medicine for which you do not have a doctor's written order, you may choose to come to the school office to dispense the medication to your child.

❖ **GENERAL GUIDELINES FOR SENDING AN ILL CHILD HOME**

- Fever (>100) or 1 – 2 degrees above child's normal temperature and/or ill appearing
- Rash with fever
- Rash of unclear cause that has not been evaluated by a physician
- Difficulty breathing (especially asthmatic not relieved with medication)
- Sore throat with fever or difficulty swallowing
- Reddening of the white of the eye and inner eyelids, with or without pus drainage.
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea, sleepiness, and abdominal cramping
- Mouth sores with inability to control saliva
- Chicken Pox or other communicable diseases

❖ **CHILDREN MUST BE FREE OF FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

❖ **GUIDELINES FOR SPECIFIC COMMUNICABLE DISEASES**

- When there is reasonable cause to believe that a student enrolled in our school has a communicable disease, the parent/guardians of the student should be notified, the student may be excused from school, and examination by their physician may be advised. The school utilizes the guidelines from the booklet, **Prevention and Control of Communicable Diseases—A Guide for School Administrators, Nurses, Teacher, Secretaries, and Day Care Operators**, published by the Missouri Department of Health.
- Students with infectious diseases, and their families, have a right to privacy and confidentiality. Only staff members who have a reason to know the identity and condition of such students should be informed.
- **Reportable Diseases** Any case of a disease designated “reportable” by state rule needs to be reported immediately to the local health authority. This is most likely done by the physician confirming the diagnosis. Appropriate outbreak control measures should be implemented after consultation with local health authority and medical care providers, in accordance with state laws and rules governing disease control. St. Paul School will follow the guidelines of the Missouri Department of Health published in **Prevention and Control of Communicable Diseases, A guide for School Administrators, Nurses, Teachers, School Secretaries, and Child Care Providers**. A current list of reportable diseases can be found at www.health.state.mo.us.

❖ **HEAD LICE**

- Students who are suspected of being infested with head lice shall be examined by school personnel.
- “Nits” (eggs) hatch in a week and reproduce 8-10 days after hatching.
- “No Nit” policies requiring that children be free of nits before they return to school are not recommended. Children will not be excluded or sent home early from school because of head lice. When nits are present, the infestation may have been present for weeks to months. Parents of affected children (live lice or viable nits) will be notified and informed that their child should receive treatment with a pediculicide before returning to school the next day. Removal of nits often takes days to weeks.
- When head lice are found in a setting, all close contacts of the infested child will be examined for signs of itching, redness, nits and lice.
- A note will be sent to the class letting them know a case of head lice was found in that grade level. This is so parents can check at home as well. The name of the student with lice will not be given.

❖ **LAVATORIES**

- Bathroom breaks will be provided for the children as needed per individual classrooms.
- If a child has a health problem, please contact the Principal and/or the teacher so special arrangements can be made.
- ❖ **Students with Significant Medical Conditions (4401.6)** A student enrolled in a Catholic school that has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with healthy and safe environment.

9.3 PHYSICAL EDUCATION GUIDELINES AND INFORMATION

- ❖ **Uniforms:** Tennis shoes are required for all PE classes. Girls, Grade K-2 must wear shorts under their uniform jumpers on P.E. days. Grades 3 - 8 will dress out on PE days. P.E. uniforms are to be kept in a small bag. Uniforms shorts and shirts can be purchased through Fisher's Uniforms/Sweats and shirts may also be purchased through our Online Spirit Wear. **We do go outside for PE classes. Dress accordingly for cold weather.** REMINDERS: Grades 5 - 8 will have 1 free oops pass per quarter for PE clothes. After the third infraction a virtue check will be given for lack of respect to gym expectations
 - **Jewelry:** Stud earrings may be worn in class. All watches, rings and necklaces will have to be removed for class. Exception - Religious medals may be worn and tucked inside the shirt. If jewelry cannot be removed, student should see PE teacher before class.
 - **Medical** - A student will need a parent's written permission note to be excluded from PE (or a teacher's note if health is impaired that day). If a student needs to refrain from PE classes for a period of more than 3 consecutive classes, a doctor's note will be required. In some circumstances, this student will be given some type of assignment to be completed as part of the class, i.e. keeping time, helping to referee, etc. **IT IS EXTREMELY IMPORTANT TO NOTIFY THE PE TEACHER IF A STUDENT HAS A CHRONIC MEDICAL CONDITION, i.e., ASTHMA.**
 - **Grading** - Grades are based on participation/effort, conduct, full PE uniform is required for Grades 3-8; tennis shoes are required. There will be occasional quizzes for students in Grades 6-8.
- ❖ **P.E. Class Expectations:**
 - **BE RESPECTFUL, COURTEOUS AND RESPONSIBLE IN CLASS.**
 - **ALWAYS ACT IN A SAFE MANNER.**
 - **SIT QUIETLY AND FOLLOW DIRECTIONS THE FIRST TIME GIVEN.**
 - **TAKE CARE OF PE EQUIPMENT**
 - **NO PROFANITY, GUM, CANDY, SOFT DRINKS, OR FOOD ALLOWED IN CLASS. WATER DRINK BREAKS ARE GIVEN TO THE STUDENTS.**

9.4 OUTDOOR PLAY

- ❖ Fresh air and exercise are essential to maintain good health. Children will be encouraged to play organized games outdoors when weather permits. **Please make sure your child/ren wear weather-appropriate clothing for the season, including cooler days in the spring and fall.**
- ❖ If you wish to have your child remain inside for ONE DAY due to health reasons, kindly send a note to the teacher, stating the reason why the child may not play outdoors. In order to keep a child indoors for more than three days, a note from a doctor is required. These same rules apply to Physical Education Classes.

SECTION 10 - PARENT PARTICIPATION

10.1 ST. PAUL PARENT TEACHER ORGANIZATION (SPPTO)

- ❖ As part of a community parents are asked to give of their time and talent throughout the school year. Sign-up sheets for various activities for the school year will be made available at the parent orientation in August.
- **ST. PAUL PARENT ORGANIZATION MISSION**
 - Mission Statement: To foster mutual support and communication among all members of the community, parish, and school. To provide a positive Christian spirit to all students of St. Paul School by focusing on social and educational activities.
 - Purpose: It is our belief that a child's academic achievement is a direct result of a combined effort of faculty, staff and parents. With communication being a vital component of this effort, we wish to become a communication bridge between St. Paul School and all other members of St. Paul Parish. Another purpose of SPPTO is to be an integral part of supporting St. Paul School financially through fundraising efforts.
 - Objectives: SPPTO will act as an informational league, providing academic progress, extracurricular activities and youth related community projects that directly relate to the students at St. Paul School.
- SPPO is primarily a fund raising organization. The officers and principal will determine each year how many fundraising events will be held. A plan for allocating funds raised by the SPPTO will be presented to the school board in order to keep the monies spent in alignment with the strategic plan for the school.
- According to our By-Laws, "Meetings will be of informal nature but must stay within agenda topics. Any motion must have a second to be voted on and a vote must be taken." Under extenuating circumstances, due to timing issues, a ballot may be sent home for parents to return to the school.

10.2 FUNDRAISERS

All the proceeds from all major parish fundraisers are used to provide the parish subsidy to our school. The fundraisers include the Annual Picnic, Dinner Auction, Spring Appeal, Annual Breakfast and the Together We're Better/Scrip Program. The 7th Grade class holds an annual Trivia Night to support their 8th Grade activities. All parishioners, and especially students' parents, are expected to actively participate in and support all these fundraisers. These fundraisers provide numerous opportunities for the sharing of time, talent and treasure. The proceeds from any other fundraisers are to go to the school to supplement the teachers' curriculum. All incentives and rewards to encourage support of these fundraisers must be approved by the administration.

SECTION 11 - SCHOOL VISITORS

11.1 CLASS INTERRUPTIONS BY VISITORS

Classes are not to be disturbed at any time during the school day, unless by previous commitment. Please come to the office if you need something. All visitors to the school building **MUST** go to the office first and sign in. Visitors must sign out in the office as well and indicate the time they are leaving the building.

11.2 CELEBRATIONS

- ❖ All classroom parties held at school are arranged with the consent of the Principal and teacher collaboration usually at Halloween, Christmas and Valentine's Day. A fee of \$9.00 per student is paid by the families to cover the cost of these parties. No extra money should be collected or spent on classroom parties. Room mothers should contact the teachers in advance to prepare for the party. Usually parties will be held the last 45 minutes of the school day. Please be reasonable with the amount of food available at these parties. If students wish to have a party for a teacher, they must obtain permission from the Principal.

- ❖ **Birthday treats**, which are optional, will be given out during morning snack in the primary grades and in the upper grades at the teacher's preference. If a child wishes to share birthday treats, only small packaged treats or store-bought items will be allowed.

SECTION 12 - EMERGENCY PROCEDURES, SECURITY AND SAFETY

12.1 EMERGENCY MANAGEMENT (Fire, Tornado, Earthquake, Threat of Violence)

Procedures have been developed to deal with various emergencies and are included in the Teacher's Handbooks and Emergency Bags. Children will participate in regular, planned disaster drills throughout the school year using these procedures. These drills should not be a cause for alarm. They are to prepare the students in the event of a real disaster.

12.2 PARENT NOTIFICATION OF VIOLENCE

In the event that there is a threat of violence or an actual violent act in school, the parties affected will be notified as quickly as possible. In cases where the incident is very localized or confined, the notification will be limited to those families affected. In cases where the entire student body was or is affected by the incident, all parents will be notified either by phone, email or note home. It should be noted that there are times when the Archdiocesan officials or the police may be called in for advice regarding the incident. Not all such incidents will warrant notification if no one was or is threatened by the incident.

12.3 DOORS LOCKED

All doors to the school are kept locked during the school day. Our Security System allows entry only at the front door entrance. The front door is unlocked during arrival and dismissal time. At this time school personnel is present at the door.

SECTION 13 - FIELD TRIPS

- ❖ Field trips will be available for the children insofar as they are scheduled by the teacher and closely related to a field of study. **All field trips will be screened by the Principal.**
 - Whenever possible, bus transportation by an insured carrier will be provided.
 - Permission forms will be necessary for each trip.
 - Parent assistance will also be necessary, but the teacher will be responsible for the group. School field trips will be chaperoned by teachers and parents of students before any other person is considered as a chaperone, except for the 8th grade trip to Trout Lodge. It is advisable that a male chaperone accompanies the group.
 - Pre-school aged children or children that are not in the class are discouraged from accompanying a supervising parent. This would prevent any distraction to the parent and the class.
 - For those times when parents are asked to drive the parent needs to follow these guidelines for safety purposes: If a private passenger vehicle must be used the following criteria must be met:
 - Drivers must have a valid, non-probationary driver's license and have no physical disability that may impair their ability to drive safely.
 - The vehicle must be insured with liability limits no less than \$100/\$300 or \$300 single limit.
 - The vehicle must be in good condition and considered safe by reasonable and prudent standards.
 - Drivers should be experienced, over the age of 21, and responsible to provide for the safety of those they are transporting.
 - Every person in a private vehicle must wear a seatbelt.

- No side trips are allowed for personal vehicles unless the entire group on the trip is making the extra stop.
- Students must use the mode of transportation as previously determined unless the parent gives specific instructions otherwise, or in case of emergency as determined by the trip coordinator.
- Students who require medication will receive it at the appropriate time under direct supervision of the classroom teacher.

SECTION 14 - HONORS AND RECOGNITION

An honor roll will be published at the end of each quarter for grades 5 – 8. To achieve Highest Honors, a student must accumulate a 4.0 grade point average. To achieve High Honors, a student must accumulate a 3.5 or above, and for Honors, a 3.0 –3.4. To achieve honor roll status, a student must have no “areas of concern” marked on their report card for the quarter. An honor roll will be published at the end of each quarter for grades 5 – 8. Students will receive an Honor roll Certificate stating what quarters they qualified at the end of the school year.

SECTION 15 - PARTICIPATION IN RELIGIOUS ACTIVITIES

15.1 SUNDAY MASS

It is the responsibility and privilege of the parents to have their children attend Sunday Liturgy. This is an assumption that is made when you make the decision for your children to attend a Catholic School.

15.2 MASS

- ❖ The spiritual life of the child is centered about the sacraments. Mass is an important beginning of the school day for all the children. The children are encouraged to get the most out of this great source of spiritual strength by participating in prayer and song. Homilies are geared toward their level of understanding, and meaningful to them, and many times require their active participation.
- ❖ On some days each week special Masses are prepared by the Religion teacher. At all times we ask that you attend Mass when you can with your child as an example of our Catholic faith.
- ❖ The opportunity for **Reconciliation** is given to all students in grades 2 – 8 during Advent and Lent. Again parental encouragement is needed. The parents are obliged to instill love for the Sacraments, and to build up the habit of frequent reception of this Sacrament. The best role model for your child is the parent.

15.3 ADORATION

Monthly the students will attend Adoration for a 20-30 minute period depending on their age level. This is a time to reflect and pray in the true presence of the Eucharist.

15.4 FIRST RECONCILIATION, FIRST HOLY COMMUNION, AND CONFIRMATION

The Sacraments of Reconciliation and Holy Communion are usually first received during Grade Two. Parents’ cooperation and Sunday assistance at Holy Mass are encouraged. The Sacrament of Confirmation will be conferred on a yearly basis, generally during the spring of a student’s 8th grade year.

*There will be one required parent in attendance at a meeting for each of the sacraments.

*There will also be a Parent/Child Day of Retreat for First Holy Communion that at least one parent is asked to attend with their child. More info will be given by the classroom teacher.

15.5 SERVERS

Serving is a privilege and responsibility. Any student in Grades 5 through 8 is eligible to become a Server. Training for servers occurs during the fifth grade. Students are expected to serve the Masses for which they are scheduled. If they cannot make it, they are responsible to get a substitute. Serving appointments are made and posted each month in school and on the bulletin board in the rear of church. Each server also receives personal copies. Summer serving schedules are also mailed to the students.

SECTION 16 - EXTRACURRICULAR ACTIVITIES

16.1 BAND PROGRAM

Students in Grades 4 - 8 are offered band lessons weekly at school for a small fee. A teacher from St. Dominic instructs our students, who become members of the St. Dominic Regional Elementary Band. Lessons are also given, in group, after school at St. Dominic High School.

16.2 STUDENT COUNCIL

A Student Council was formed to involve students in ongoing school activities and to maintain a lively school spirit. Grades 5 - 8 will have student representatives chosen accordingly to their by-laws. A teacher(s) will be Student Council Moderator.

16.3 PRINCIPAL'S LEADERSHIP CREW/SAFETY PATROL

Students in grades 6 – 8 are eligible to become Safety Patrol.. They are called on to represent our school to prospective families and to the parish community. They are selected by the principal of the school.

16.4 SERVICE HOURS

Our parish fosters a sense of commitment and service to others. This is readily seen through the adults of the parish. We want to provide experience through which all students are given the opportunity to perform acts of service to others.

Each class will be assigned a service and focus on that service throughout the school year. Examples may be protecting the environment, supporting our veterans, helping the sick/elderly, protecting our youth etc... Many of these service opportunities will be given throughout a school day.

Confirmation Service Hours - Students in Grade 8 will complete 20 service hours prior to their Confirmation date. These will include 10 hours in each of these categories: school and community. The principal and the 8th grade teacher will determine when the students may start accumulating service hours and how to account for them.