

St. Paul Catholic School

Parent - Student Handbook

2011-2012



Through Christ We Learn All...

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Pensacola, FL 32503**

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Website: www.stpaulcatholic.net

*Be it known to all who enter here that Christ is
the reason for this school.*

*He is the unseen but ever-present
teacher in its classes.*

*He is the model of the faculty and
the inspiration of its students.*



*We believe in **REVERENCE**
for the Christian experiences of God who is Love.*

*We believe in **RESPECT**
for the dignity of every human being.*

*We believe that teaching involves **RESPONSIBILITY**
and partnership among the parents, students and teachers.*

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Welcome to the St. Paul Catholic School Community!

We recognize that parents have the primary responsibility for the education of their children and the school exists to help the parents accomplish this duty. Let us examine and be understanding of our respective goals and unite in our endeavors. In this way, we will gain mutual support while pursuing our common goal – the well-being of our children.

The purpose of this handbook is to familiarize you with the policies and procedures of St. Paul School and to create an even closer relationship between students, teachers and parents.

Please take time to read it carefully and discuss its contents with your child(ren). Sign and return the Letter of Understanding, which is found at the back of this Handbook.

We are proud of the quality of our educational program, our students and their parents. We hope the school year will be an enjoyable Christian learning experience for all involved in our program!

MISSION STATEMENT

St. Paul Catholic School delivers a distinctively Catholic formation of children through excellence in education faithfully guided by the Magisterium of the Church.

BELIEF STATEMENTS

The faculty and staff of St. Paul Catholic School believe that a Catholic education aids the parents in every aspect of the development and training of their children. St. Paul Catholic School has, as its specific duty, the complete formation of its students through spiritual, intellectual, social, aesthetic, emotional, and physical endeavors. This integration of faith and life is part of a life-long process of conversion, until the student becomes what God wishes him/her to be.

- We believe in providing a religiously oriented program in which the student learns the meaning and value of all God's creation.
- We believe in instilling within the students a desire to reach their potential by aiding them in the development of all natural faculties and spiritual, physical, intellectual, moral, and social powers.
- We believe in guiding each student with regard to their individual goals and commitment to share Christ's life, love, and truth with those near and far.
- We believe in striving to develop an attitude of self-discipline.
- We believe in stressing the importance of cooperative communal effort whereby students, parents, priests, faculty, and administration work together in creating and preserving a Catholic environment.
- We believe in maintaining an atmosphere wherein students can learn by precept, example, and practice.

ACCREDITATION

St. Paul Catholic School is "Accredited with Distinction" by the Florida Catholic Conference. Teachers hired by the school meet the requirements of the State of Florida Department of Education and the Department of Education for the Diocese of Pensacola-Tallahassee.

FACULTY BIO

| | |
|--|---|
| <p>Ms. Lorelei Darga – Principal B.A. – University of Michigan M.A. – University of Michigan M.S.A. – Madonna University 2nd year at SPCS Total years teaching experience: 13 Total years in administration: 21</p> | <p>Mrs. Sara Carlisle B.A. – University of West Florida 1st year at SPCS Total years teaching experience: 1 Title One</p> |
| <p>Mrs. Kaki Chambers B.S. – Louisiana State University 25 ½ years at SPCS Total years teaching experience: 25 ½ Phys Ed – Grades K-8 Athletic Director Extended Day Program</p> | <p>Mrs. Lori Cuevas B.S. – University of Southern Mississippi M.S. – University of Southern Mississippi 6th year at SPCS Total years teaching experience: 10 Eighth Grade Homeroom Language Arts, grades 7-8; Religion, grade 8</p> |
| <p>Mrs. Karen Deane B.S. – University of West Florida 2nd year at SPCS Total years teaching experience: 2 Library, grades PreK-5</p> | <p>Mrs. Wendy Edler B.A. – University of West Florida 2nd year at SPCS Total years teaching experience: 8 Preschool</p> |
| <p>Ms. Brittany Grassmann B.A. – University of West Florida 1st year at SPCS Total years teaching experience: 1 Preschool</p> | <p>Mrs. Patricia Griffin B.S. – State University of New York @ Oneonta 5th year at SPCS Total years teaching experience: 13 Third Grade; Science, grades 3-5</p> |
| <p>Mr. Dan Hanley B.A. – Marist College MEd – College of William and Mary 6th year at SPCS Total years teaching experience: 13 Seventh Grade Homeroom Religion, grade 7; Math, grades 6-8</p> | <p>Ms. Nicole Koch B.A. – University of West Florida 4th year at SPCS Total years teaching experience: 4 Fifth Grade; Math, grades 3-5</p> |

| | |
|--|--|
| <p>Mrs. Lisa Landis B.A. – University of North Florida 1st year at SPCS Total years teaching experience: 2 Spanish, grades K-8</p> | <p>Mrs. Kathy Matthews B.A. – St. Mary’s Dominican College 19th year at SPCS Total years teaching experience: 19 Kindergarten</p> |
| <p>Ms. Julie McGranahan B.A. – Saint Mary’s College E.P.I. – Pensacola State College 2nd year at SPCS Total years teaching experience: 3 Art, grades K-8; Language Arts, grade 6</p> | <p>Mrs. Katrina Mougey B.A. – Florida State University M.A. – University of West Florida 2nd year at SPCS Total years teaching experience: 5 Sixth Grade Homeroom Social Studies, grades 6-8; Religion, grade 6</p> |
| <p>Mrs. Elaine Nanney B.S. – Mississippi State University 17th year at SPCS Total years teaching experience: 17 First Grade Instructional Assistant</p> | <p>Mrs. Lorenda Ortega B.A. – Louisiana University at Monroe M.A. – University of West Florida 7th year at SPCS Total years counselor/guidance experience: 18 Guidance Counselor</p> |
| <p>Mrs. Rachel Pedersen B.A. – Rollins College 2nd year at SPCS Total years teaching experience: 7 First Grade</p> | <p>Mrs. Andrea Riley B.S. – University of New Hampshire 1st year at SPCS Total years teaching experience: 1 Science, grades 6-8; Algebra, grade 8</p> |
| <p>Mrs. Becky Spillar Pensacola Junior College 9th year at SPCS Total years experience: 11 Kindergarten Instructional Assistant</p> | <p>Mrs. Kathi St. Amant (2) B.A.’s – University of South Florida 16th year at SPCS Total years teaching experience: 29 Fourth Grade Social Studies, grade 3-5</p> |
| <p>Mrs. Lisa Struck B.A. – University of Southern California 9th year at SPCS Total years teaching experience: 15 Second Grade</p> | <p>Mr. Ian Werth B.A. – University of West Florida 2nd year at SPCS Total years teaching experience: 2 Music, grades K-8</p> |

ADMISSIONS POLICY

An essential criterion for admission to St. Paul Catholic School is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. ***Parents/guardians who do not fully cooperate and/or who are disruptive in their actions to such may be asked to withdraw their children from school.***

St. Paul Catholic School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

- **Admission priority** will be as follows:
 1. Currently enrolled students who have met the previous years' financial obligations;
 2. Siblings of currently enrolled students and children of teachers dependent on available classroom space;
 3. Children of registered, contributing and participating members of St. Paul Catholic Parish based on length of time in parish;
 4. Children of families registered in another Catholic parish
 5. Non-Catholics who qualify and agree to conform to the school's religious instruction and policies.
- **Acceptance of students** for admission or re-admission will be judged individually and on the basis of past academic records, citizenship, and behavior. Admission may be denied to individuals for any reason deemed appropriate by school authorities, including but not limited to the following:
 - Students with past disciplinary or academic problems;
 - Students who require special services not available at St. Paul Catholic School;
 - Students whose families fail to meet financial responsibilities to the school or parish.
- **All students entering preschool** must be four years old by September 1. Documentation necessary for registration includes:
 - Certificate of Eligibility issued by Escambia County VPK office;
 - Birth Certificate;
 - Baptismal Certificate;
 - Immunization Records / Physical Examination Report
- **All students entering kindergarten** must be five years old by September 1. Documentation necessary for registration includes:
 - Birth Certificate;
 - Baptismal Certificate;
 - Immunization Records / Physical Examination Report.
- **Acceptance of new students** will not be final until all health and academic records are received and verified. All financial obligations to prior private or parochial schools must be paid to those schools. All new students will be on probation academically and behaviorally for the first quarter following their admission.

REGISTRATION

Registration for current students is taken during the month of January. A registration packet is sent home with students whose financial accounts are current.

Kindergarten and new family registration is taken the second Monday and Tuesday of February.

IMMUNIZATIONS

All students shall comply with State of Florida required Immunization and Health laws prior to admission. If the child's immunization status proves to be inadequate, he or she must meet the Health Department's requirements within two weeks. If this does not happen, said student shall be excluded until such time that the appropriate requirements have been completed. Parents must keep the office informed of all updated immunizations.

FINANCE POLICY

Tuition includes all fees for textbooks, technology, science, music, art, capital improvement and PTO.

K-8 Tuition WITH Parish Grant*:

| | | |
|----------------------|----------|-----------------|
| One Child | \$4,500 | (\$450/month) |
| Two Children | \$7,500 | (\$750/month) |
| Three Children | \$10,500 | (\$1,050/month) |
| Four Children | \$11,560 | (\$1,156/month) |

K-8 Tuition WITHOUT Parish Grant:

| | | |
|-----------------|---------|-------------------------|
| Per Child | \$5,850 | (\$585/month per child) |
|-----------------|---------|-------------------------|

Pre-K Program Tuition:

Per student \$2,850
\$100 deposit is due at the time of registration. This deposit is applied to first month's tuition.

K-8 Registration Fee (Non-Refundable) - due at the time of enrollment.

| | |
|--------------------------|------------------|
| Returning Students | \$ 100 per child |
| New Students | \$ 150 per child |

Kindergarten Celebration (graduation) Fee .. \$25

Eighth Grade Graduation Fee \$100

Athletic & Extra-Curricular Fees: Students participating in volleyball, football, cheerleading, track & field, basketball and tennis will be charged the current CYSL fee plus a uniform/equipment fee.

***To qualify for Parish Grant, the following applies:**

1. You must be registered in a Catholic parish
2. All family members must attend Mass weekly
3. You must be an active member of your parish sharing your time, talents and treasure
4. You must make verifiable contributions toward your parish through the Offertory, Catholic Sharing Appeal or Parish Building Fund

In order to apply for the Parish Grant, a completed Parish Participation Grant Form must be returned to the school office. Note: pastors reserve the right to revoke the subsidy if a family is not meeting the established obligations.

TUITION PAYMENT PLAN

- Option One: Annual single payment due June 1, 2011
- Option Two: Semi-annual payments due June 1, 2011 and January 1, 2012
- Option Three: Quarterly payments due June 1, Sept 1, Dec 1 and March 1
- Option Four: Monthly payments due June 1, 2011 through March 1, 2012

Payments may be made by check, electronic payment or ACH (the school will direct debit your checking account).

A late fee of \$25 will be added for payments made after the 10th of the month.

There is a \$25 fee for returned checks.

All tuition, fees, and fines must be paid in full before final report cards are given and/or transcripts sent. All tuition, fees, and fines must be paid in full before a student may participate in graduation ceremonies.

FINANCIAL ASSISTANCE

Financial aid is available for those who demonstrate a need. This process begins with filling out a F.A.C.T.S. application. F.A.C.T.S. provides an objective family financial analysis that determines in a fair, impartial and consistent manner the ability of a family to pay for private education. More information regarding F.A.C.T.S. can be obtained by visiting their website at www.factsmgt.com.

TUITION REFUND POLICY

Should a student leave St. Paul Catholic School in the course of the school year, tuition, excluding the registration fee and any additional fees, is pro-rated on a quarterly basis and refunded.

The registration fee paid at the time of registration and miscellaneous fees are not refundable.

For students withdrawing from school at the request of the school administration at any time, a full pro-rated refund of all remaining tuition other than the registration, book and miscellaneous fees, will be made.

For students voluntarily withdrawing, the following pro-rated refunds of the annual tuition will be made:

- On or before August 19, 2011 -- 100% tuition refund minus fees
- On or before October 14, 2011 -- 75% tuition refund minus fees
- On or before January 6, 2012-- 50% tuition refund minus fees
- On or before March 16, 2012-- 25% tuition refund minus fees

For purposes of calculating the amount of refund due as a result of a student's withdrawal, the departing student will be considered the last child of the family. For example, if a family with three children in school withdraws one of its students, the refund will be calculated using the tuition rate for the third child of the family.

FINANCE COUNCIL

The Finance Council is a standing committee of the School Advisory Council and is responsible for the preparation and monitoring of the annual school budget and drafting a long-term financial plan for the school. Members are appointed by the pastor and principal.

CURRICULUM

FAITH FORMATION

St. Paul Catholic School reflects the spirit of Catholic life and learning and offers students a complete program of spiritual activities, including daily Religion instruction as a core subject. Note: All students attending St Paul Catholic School, regardless of religious faith, must participate in our Religion classes and activities according to Diocesan Policy. Catholic doctrine is presented at each grade in a relevant and meaningful manner. Our Catholic faith is celebrated through regular prayer services, the weekly celebration of the Eucharist, and Holy Day liturgies. Parents are always welcome to join the school community in prayer.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. It is expected that parents and children attend weekly Sunday Mass and participate in parish life.

SACRAMENTAL PREPARATION PROGRAM

St. Paul Catholic School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist and Reconciliation within the Catholic community of prayer and worship. The Sacraments of Reconciliation and Eucharist are ordinarily received in the Second Grade. Preparation for the celebration of these Sacraments is a joint effort of parents and the religious education staff. Periodic meetings and activities are scheduled throughout the year.

ACADEMICS

Kindergarten

Religion
Language Arts
Mathematics
Social Studies
Science
Handwriting
Music
Computers
Physical Education
Art
Library
Spanish

Primary

Religion
Reading/Phonics
Mathematics
Social Studies
English
Science
Spelling
Handwriting
Spanish
Music
Computer
Library
Physical Education
Art

Intermediate

Religion
Reading
English
Mathematics
Science
Social Studies
Spelling
Handwriting
Spanish
Art
Music
Computer
Physical Education
Library

Middle School

Religion
Language Arts
Mathematics
Science
Social Studies
Art
Physical Education
Computer
Spanish

REPORT CARDS

The school year is divided into two semesters, each semester into two quarters. Progress is evaluated at the end of each quarter. The Report Card for the first three quarters is to be signed by a parent or guardian and returned to school promptly. The final Report Card is available for pickup as announced in the newsletter if all fines, fees, and tuition are paid in full.

Report Cards will not be distributed to individuals prior to the established general distribution date. Grades are based on written tests, quizzes, oral and written projects, class participation, and homework. The grading scale is listed on the Report Card.

The following grading scale is used for Kindergarten:

- NOT ASSESSED this nine weeks
- X INTRODUCED/NOT READY FOR ASSESSMENT these nine weeks
- ◇ NOT EVIDENT – The student has not demonstrated an understanding of the skills, concepts, or behaviors taught this nine weeks
- ✓ DEVELOPING- The student is working toward an understanding of the skills, concepts, or behaviors, taught this nine weeks.
- + CONSISTENTLY DISPLAYED-The student is independently and successfully applying the skills, concepts or behaviors taught this nine weeks.

The following grading scale is used for Grades 1 and 2:

- E Excellent
- G+/G Good
- S+/S Satisfactory
- N Needs improvement
- P Poor

The following grading scale is used for Grades 3 through 8:

- | | | | |
|----|---------|---|-----------|
| A | 94-100% | C | 75-79% |
| B+ | 90-93% | D | 65-74% |
| B | 85-89% | F | Below 65% |
| C+ | 80-84% | | |

Each letter grade represents quality of work done by the student in grades 3-8. An explanation of each grade follows:

A (Superior):

- Scholarship -Exceeding expectations of the instructor.
- Initiative -Contributes beyond the assignment and shows resourcefulness.
- Attitude -Positive benefit to class.
- Cooperation -Motivating all group activities.
- Individual Improvement -Consistent growth and progress.

B (Above Average):

- Scholarship -Accurate and complete.
- Initiative -Stimulating some desirable achievements.
- Attitude -Proper and beneficial.
- Cooperation -Effective in group work.
- Individual Improvement -Actual and noticeable.

C (Average):

- Scholarship -Usually meets assignments.
- Initiative -Some self-direction shown.
- Attitude -Generally contributes to classroom atmosphere.
- Cooperation -Usually effective in group-work.
- Individual Improvement -Showing signs of progress

D (Below Average):

- Scholarship -Not meeting assignments.
- Initiative -Uncertain, not usually shown.
- Attitude -Not objectionable, usually indifferent.
- Cooperation -Passive or little effect.
- Individual Improvement -Slight or not evident.

F (Failing):

A failing grade is the result of noticeable deficiencies in areas of scholarship, initiative, attitude, cooperation, and individual improvement. I or W can be used to indicate a mark being withheld for a reasonable time pending completion of assignment.

CONDUCT GRADES

. Conduct grades are given quarterly and are as follows:

1. Above Average
2. Satisfactory
3. Needs Improvement
4. Unsatisfactory

FINAL GRADES

At the end of the year, a final average is given for each student in grades 3-8 based on the four-quarter marks. The mid-year and final exam marks are also averaged in the final grade for those students who take them. In computing the final grade, each quarter grade bears twice the weight of a semester exam. Final averages for the year are computed using the following grade points:

| | | | |
|----|-----|----|-----|
| A | 4.0 | C+ | 2.5 |
| B+ | 3.5 | C | 2.0 |
| B | 3.0 | D | 1.0 |
| | | F | 0 |

EXAMS

Students in grades 6-8 will be given exams at the end of the first semester and the end of the second semester in all core subjects. Grade 5 will be given midterm and end-of-year exams in Math and Reading.

Exemptions from Final Exams (8th Grade)

Exemption from a final exam is a privilege earned by eighth grade students and granted by the Administration. In order to be exempt from a final exam in a subject:

- the student must have an A-average for all 4 quarters
- the student must have a 1 or 2 in conduct all year
- the student cannot have received any after school detentions during the year

For the purposes of determining exemptions, Language Arts components of Literature, Grammar and Vocabulary will be treated separately.

Exemptions will be posted on the Friday before the week of exams.

HONORS CRITERIA

An Honor Roll will be established each quarter naming those students in grades three through eight who have demonstrated academic excellence together with consistent effort and good conduct. Honors are posted at the end of each quarter.

The following criteria will be used:

- **Principal's List:** All A's, including Specials (Music, P.E., Art, Computers, Library, Spanish), and 1's and 2's in conduct
- **A-B Honors:** Only A's or B's in all subjects, including Specials (Music, P.E., Art, Computers, Library, Spanish), and 1's and 2's in conduct

HOMEWORK GUIDELINES

Homework is the extension and application of learning initiated by the teacher in school and continued at home. A grade is not awarded on the basis of test results alone. A child's grade is determined by class work, homework, class participation and independent projects.

Because some assignments take longer, some students may be required to set aside more time each day to complete assignments. If homework does not require the whole time, please take the opportunity to read with your child or if you have an older child, have him/her read or review material for upcoming tests, etc.

Homework will not always be a *written* exercise. Often teachers assign pages to be read or facts to be studied.

Each teacher's criteria for late assignments is outlined in the policy and procedure handout which is distributed by the teacher at the beginning of the school year.

Please Note: With the exception of long-term projects, homework will not be given over the weekend for the primary grades nor will testing be scheduled on Mondays. Intermediate and middle school students may have homework assigned over the weekend and testing may take place on Mondays.

Time allotments for homework are approximately:

- 30 minutes for Grades 1-2
- 30-45 minutes for Grade 3
- 45-60 minutes for Grades 4-5
- 60-90 minutes for Grades 6-8

There will be no homework given on evenings of PTO meetings, banquets or special events for grades K-5. At the discretion of the teacher, homework may be given for middle school students.

TESTING

The Iowa Test of Basic Skills is given to the students in grades two through eight in the Spring as required by the Diocese of Pensacola-Tallahassee. The results of these tests are placed in the student's personal files and a copy given to the parents. These tests denote specific skills mastered by students, which should aid teachers in setting up individual programs for students. These tests are also used to evaluate the strengths and weaknesses of the curriculum.

RETENTION POLICY

Parents are encouraged to contact their child's teacher at the FIRST SIGN of a student's difficulty in any academic subject. It is the teacher's duty and responsibility to notify parents through PowerSchool, conferences and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem.

Grades K-3

The faculty involved and the school administration determine retention in grades kindergarten through three.

Grades 4-8

If a student in grades 4-8 fails one subject s/he must attend summer school. If a student fails in two or more core subjects, it is an automatic retention, and the student will need to repeat the grade.

Students will not be promoted because of parental request. St. Paul School deems this to be a socially disadvantageous situation for students. Should a parent or guardian disagree with the decision of the school administration regarding retention, a written explanation of the action taken shall be filed with the school, and the child will not be permitted to re-enroll in the school.

FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum. They provide students with experiences to expand their educational and cultural horizons. Each child must have a school-issued permission slip and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip. (Verbal permission or handwritten note by parent will not be accepted.) At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. **Only students enrolled in St. Paul School will be allowed to participate in class field trips. Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members.**

When valid school bus transportation is not available and private vehicles are used, the following is required:

- Qualified volunteer drivers over 21 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form.
- Every student in a car must wear a seat belt or be in a booster seat; they may not sit in the front seat.
 - **Students in grades PreK-2** must be in an approved booster seat, provided by their parents. (If a student is 4'9" or taller, s/he may sit with a seat belt. That student will not be required to have a booster seat, if the seatbelt fits correctly according to American Academy of Pediatrics guidelines which can be found at www.healthychildren.org/English/safety-prevention/on-the-go/pages/Car-Safety-Seats-Information-for-Families-2010.)

A list of driver/chaperone responsibilities and requirements may be found on pages of this Handbook.

Listed below are some of the 'traditional' field trips that are taken if possible. Some of these trips may need financial planning on the part of the families. If special financial arrangements are needed, please see Miss Darga privately. Please note that additional field trips may be taken as opportunities present themselves.

| Grade | Fall | Spring | TBA |
|--------------|---|--|---|
| PreK | Fire Station | Ronald McDonald House and Park | |
| K | T.T. Wentowrth Museum Possibly N.A.S. Museum | Saenger Theater | Planetarium Possibly WEAR News Station |
| 1 | Fair (Science) Animal Exhibits | Saenger Theater | Planetarium |
| 2 | Fair (Science) Animal Exhibits | Saenger Theater Recycling Center | |
| 3 | Mobile Explorium | Marine Hands-on Experience Sam's Fun City | Historic Pensacola |
| 4 | Wildlife Sanctuary Mobile Explorium | Tallahassee Trip: San Luis Miss and Florida Caverns Sam's Fun City | Historic Pensacola |
| 5 | Mobile Explorium | Starbase Atlantis Chrism Mass Sam's Fun City | Hurricane Hunters (every other year) |

| | | | |
|---|---|--|---------------------------------|
| 6 | UWF library Daulphin Island & USSAL Battleship | Temple of Bethel & St. Michael's Cemetary | |
| 7 | Seasons of Light Planetarium Tallahassee, FL Capital and Supreme Court | | Battle of New Orleans in Biloxi |
| 8 | | To Kill a Mockingbird New Orleans | |

P.A.T.S. (GIFTED PROGRAM)

The **Program for Academically Talented Students** is provided by the Escambia County School System. Students must be tested in order to be eligible for the program. Parents must provide their student's transportation to and from the P.A.T.S. Center. The students are responsible for checking with their teachers for assignments they will need to have completed when they return.

If the child will be absent from the P.A.T.S. program for the day, parents are to contact St Paul School by 9:00 a.m. via phone or e-mail. If you remove your child from P.A.T.S. program for any length of time, please notify the school office as well as the P.A.T.S. office.

ADDITIONAL EDUCATIONAL & EXTRA CURRICULAR OPPORTUNITIES

- | | |
|---|---|
| <ul style="list-style-type: none"> • Accelerated Reader – grades K-8 • Accelerated Math – grades 1-8 • Altar Servers – grades 5-8 • Basketball – boys & girls grades 3-8 • Cheerleading – girls grade 8 • Football – boys grades 6-8 • Fraternus – boys grades 6-8 • History Fair – grades 6-8 • MathCounts – grades 6-8 | <ul style="list-style-type: none"> • Safety Patrol – grade 5-8 • Science Fair – grades 6-8 • Scouts – grades K-8 • Sororitas – girls grades 6-8 • Student Council – grades 5-8 • SuperKids – VPK-2 • Tennis – grades 3-8 • Track – boys and girls grades 3-8 • Volleyball – girls grades 5-8 |
|---|---|

END OF YEAR AWARDS

Awards are given at the end of the year to recognize outstanding achievement or service.

Christian Action Award – grades 1-8. This award is given two students in each grade (preferably a boy and a girl) who exemplifies the spirit of the 3 R's of Reverence, Respect and Responsibility – students who show compassion, kindness, and willingness to help others.

Distinguished Student Award - grades 3-8: given to one student per grade who has earned the highest grade point average overall with 1's and 2's in conduct and effort. *This student would not receive any of the subject awards.*

Principal's List All 4 Quarters – grades 3-8:

A-B Honor Roll All 4 Quarters – grades 3-8.

Subject Awards – grades 3-8: Straight A's all four quarters with 1's and 2's in conduct and effort in a specific

core subject (this award is NOT given to those who receive the Principal's List award).

Penmanship Award – grades 1-2

Stellar Speller Award – grades 1-2

“Specials” Awards (art, computers, library, music, p.e., Spanish) – grades 1-8: Given to one boy and one girl in each grade.

Accelerated Reader Award – grades K-8: This award is given to students who participate in the AR program and earn a minimum number of quiz points appropriate for their grade level.

Accelerated Math Award – grades 1-8: This award is given to students who participate in the AM program and earn a minimum number of quiz points appropriate for their grade level.

Group or Service Awards – grades 5-8: Given to those students who participant on a consistent basis.

- Altar Servers
- Lectors/Readers
- MathCounts
- Safety Patrol
- Student Council
- Tech Team

National Physical Fitness Award – Grades 3-8. Students who achieve a good level of physical fitness by scoring above the 50th percentile on all five events of fitness measurement receive this award.

Presidential Award for Physical Fitness – Grades 3-8. This award recognizes students who achieve an outstanding level of physical fitness by scoring at or above the 85th percentile in all five events of fitness measurement.

American Legion Award – Grade 8. This award is given to one boy and one girl based on courage, honor, leadership, patriotism, scholarship and service.

President's Gold Award for Educational Excellence – Grade 8. Students who have a composite score of **85%** or higher in Math and Reading on Stanford Achievement Test AND maintain a '**B**' average or greater in ALL subjects in grades 6-7-8 are given a certificate signed by the President.

President's Silver Award for Educational Achievement – Grade 8. This award is meant to encourage and reward students who work hard and give their best effort in school, but do not qualify for the Gold Award for Educational Excellence. A certificate signed by the President is given.

Principal's Award and Gift for Pillar of Excellence – Grade 8. This award recognizes students who have demonstrated outstanding scholarship by achieving all A's from grade 5 through grade 8.

Spartan Spirit Award – Grade 8: This award is given to one boy and one girl who best represent the qualities of an "ideal" St. Paul Catholic School student. These qualities include willingness to help the faculty, staff and fellow students, unselfish participation in various functions, and representation of our school in an exemplary fashion. This award is decided by faculty vote.

Jenna Marie Jacob Memorial Award – Grade 8: This award is given to the student who exemplifies the qualities of helpfulness, hard work, good Christian attitude, friendliness, responsibility, good sense of humor, kindness, patience, respectfulness to adults, ability to work well with younger students, insightfulness and initiative.

Marilyn Peklo Service Award – Grade 8: This award is given to an eighth grade student who unselfishly dedicates his or her time and talent to St. Paul Catholic School and is proud to be a member of the SPCS community.

Dutch Beard and Spartan Awards – Grade 8: These awards are given to a male and female athlete respectively in recognition of their participation, sportsmanship, school spirit, and athleticism in sports while at St. Paul Catholic School.

UNIFORM DRESS CODE

School uniforms are to be purchased through Zoghby's Uniforms at www.zoghbyuniforms.com or calling 1-866-342-0039. A uniform fitting is done in May at the school.

P.E. uniforms are to be purchased through David Bowen Sporting Goods and are to be worn on scheduled PE days. A uniform fitting is done in May at the school.

BOYS:

- Grades K – 8:
- ~ Uniform navy blue shorts or pants worn with a dark-colored belt. (Kindergarteners may wear all around elastic waist shorts without a belt.)
 - ~ SPCS logo polo shirt, short or long sleeved.
 - ~ Solid white T-shirts may be worn under the school shirt.
 - ~ One religious necklace may be worn inside the shirt.
 - ~ Hair may not fall below the neckline nor touch the ears or eyebrows; must be clean-shaven.
 - ~ Earrings and body piercings are not permitted.
 - ~ Wrist or ankle bracelets are not permitted.
 - ~ Tattoos, temporary or permanent, are not permitted.

GIRLS:

- Grades K-4:
- ~ Uniform plaid A-line knee-length jumper.
 - ~ White blouse with Peter Pan collar.
 - ~ Uniform navy blue knee-length skort worn with SPCS logo polo shirt, short or long-sleeved.
- Grades 5-8:
- ~ Uniform plaid knee-length skirt.
 - ~ SPCS logo polo shirt, short or long-sleeved, or white oxford shirt.
- Grade K-8
- ~ Uniform navy blue walking shorts or pants worn with a dark-colored belt and SPCS logo polo shirt, short or long-sleeved. (Kindergarteners may wear all around elastic waist shorts without a belt.)
- Other:
- ~ Undergarments must be white or beige.
 - ~ One ring is permitted.
 - ~ One religious necklace may be worn inside the shirt.
 - ~ Simple post, pencil-eraser size earrings are permitted, one per lobe. (No other body piercings are permitted.)
 - ~ Eye and face makeup are not permitted; lipstick and/or colored lip gloss is not permitted.
 - ~ Nail polish and/or artificial nails are not permitted.
 - ~ Wrist or ankle bracelets are not permitted; however watches are permitted.
 - ~ Tattoos, temporary or permanent, are not permitted.
 - ~ **All jewelry MUST BE REMOVED during P.E. class, except for religious medal which may be worn inside the shirt.**

ALL STUDENTS:

- Shoes:
- ~ Leather: solid black, dark brown or navy; closed-toe, closed-back, low heel
 - ~ P.E. uniform athletic shoes may be worn with regular school uniform (grades K-5 are encouraged to wear athletic shoes)
 - ~ **Not permitted:** Sandals, Heelies, crocs, platform shoes, skater shoes, shoes with a heel over 2 inches, high boots, or high-top basketball sneakers
- Socks:
- ~ White socks that are visible above the shoes.
 - ~ Girls may wear white or navy knee high socks.
 - ~ Girls in the primary grades wearing the uniform jumper may wear white tights.
- Hair:
- ~ Conservative and of reasonable length and style.
 - ~ May not be tinted, highlighted or dyed.

Outerwear: ~ Navy cardigan or pullover sweater with SPCS logo
~ Hooded sweatshirt with SPCS logo purchased through 8th grade fundraiser
~ Hooded and lined jacket from Zoghby's Uniforms.

PE Uniforms: ~ Colonial blue T-shirt (optional first or last name on back)
~ Mesh nylon athletic shorts with logo. Shorts may not be shorter than 4 ½" from the middle of knee.
~ Navy athletic pants with logo.
~ Predominantly navy, white, gray, or black athletic shoes
~ Athletic shoes that are appropriate for running (skater shoes, "Vans", are not permitted)

Scout Uniform may be worn on designated days. Scout clothing should follow all school rules.

Student Council Uniform may be worn on designated days:
~ Student council navy polo shirt and khaki pants
~ Khaki uniform shorts or khaki uniform skorts for girls.
~ Socks, shoes and belts apply as in the regular uniform rules.

DRESS DOWN DAYS AND BIRTHDAYS

Students may participate in "Dress Down Days" by wearing appropriate casual clothing to school on the assigned day. Students may also dress casually on their birthdays unless it is a Mass Day, in which case the students may choose another day or bring casual clothes to change into after Mass. **Note: Uniform shoes or low-heel boots MUST be worn on Dress Down Days and birthdays.** If it is a P.E. day, then P.E. shoes MUST be worn.

Appropriate casual clothing includes:

- Jeans or khakis if they are in good condition (without holes) and if they fit properly.
- P.E. shorts or Capri's if they are below the knee
- Appropriate shirt of choice
- Boys may wear khaki shorts instead of jeans

The following are not permitted:

- Oversized, baggy clothing
- Tight, immodest pants or shirts, including hip-hugger jeans, low-rise jeans, "jeggings" and mid-riff shirts
- Shirts with inappropriate sayings or advertising inappropriate products or places
- Hats or other accessories that are distracting to the academic environment
- Jewelry other than that allowed on regular uniform days

This list is a sample and not to be considered all-inclusive.

DRESS UP DAYS

Jeans are not allowed on dress up days which includes "Picture Day". Skirts or dresses are to be knee length. Dresses and blouses may not be backless, low-cut, have spaghetti straps, or be immodest in any way. Capri's must be below the knee. Note: If a dress-up day falls on a student's P.E. day, the student must bring athletic shoes to change into for P.E. class.

APPEARANCE AND GROOMING

All students are expected to be well-groomed, neat and presentable at all times. Clothing should be clean, properly fitting and modest.

Parents are responsible for ensuring that students are PROPERLY attired. Since it is impossible to identify in advance all possible deviations from acceptable dress and grooming, the Administration reserves the right to determine what is acceptable. In all cases, the decision of the principal will be final.

Parents will be contacted if a student is dressing inappropriately for school. Repeated violations of the dress code will lead to additional consequences.

****Parent cooperation is expected and appreciated****

CODE OF CONDUCT

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning situation. The Catholic school, as a Faith Community, encourages an atmosphere conducive to learning not only academic skills, but also Catholic values.

The primary goal of St. Paul Catholic School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We stress the proper care of personal belongings and our school facilities.

The immediate objective of the school discipline is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the **Code of Conduct of St. Paul Catholic School**. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken. The principal reserves the right to act on disciplinary matters not specifically addressed in this handbook.

It is not the custom or intent of St. Paul Catholic School to monitor a student's behavior away from school. However, such behavior sometimes becomes known to the school. Moreover, a student's behavior away from school can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. For this reason, the school may decide to impose discipline as it deems appropriate for behavior occurring at the school or away from the school.

PARENT NOTIFICATION

Parents will be notified should violations of school policies and/or procedures occur. A disciplinary referral form is used as a means of communication to parents and as a consequence to inappropriate behavior. The referral form identifies the needed area of improvement in both the student's academic and behavioral skills. Disciplinary referral forms must be signed and returned the following school day. We encourage and appreciate parental support. Conferences are available if desired for the benefit of the student.

If a student receives three disciplinary referrals in one quarter, a detention will be issued.

DETENTION

Grades 1-4: Students in grades 1-4 will receive a Silent Lunch and Recess in the office as a consequence equivalent to a detention.

Grades 5-8: After-school detentions will be held every other Wednesday afternoon from 3:00-4:00pm. The student will be charged a fee of \$10, which will be used to pay the teacher for his/her time. Teachers will supervise detentions on a rotating schedule.

An after-school detention may be given for:

- Three disciplinary referrals in one quarter
- Certain infractions of the Code of Conduct (cheating; poor conduct in church, etc.)
- Repeated dress code violations
- Three lunchtime detentions in one quarter.

Note: a student in grades 5-8 who has received an after-school detention will be "benched" for that week's sporting event.

PROBATIONARY CONTRACT

Repeated acts, which indicate a pattern of non-compliance with the Code of Conduct, will require further action. One such action may be to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow the Code of Conduct scrupulously. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the

contract. If a serious infraction of the Code of Conduct should occur, the student will be required to withdraw from St. Paul Catholic School.

EXCLUSION FROM SCHOOL

I. Suspension

The principal is empowered to suspend a student. While suspended from school, a student is not allowed to attend class, participate in, or attend any school-sponsored activity. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion. Time lost due to a suspension from class or school must be made up by the student at the principal's discretion.

A child on suspension may not practice or participate in the sports program.

The Administration may decide that an in-school suspension is appropriate. During an in-school suspension, the child will be placed in another classroom or the office and will not have any contact with his/her classmates.

The Administration shall determine the length and type of suspension.

II. Expulsion

The term "expulsion" shall mean the permanent dismissal of a student from St. Paul Catholic School.

Expulsion is reserved for serious or repeated violations of those articles of misbehavior stated under "Violations" which is determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good name of the school. The decision for expulsion is reserved to the principal.

VIOLATIONS

The following violations are serious in nature, which may result in suspension or expulsion. This list is general in nature and is not deemed to be all-inclusive.

1. Poor conduct in church.
2. Theft and/or forgery
3. Continued and willful disobedience.
4. Disorderly behavior in class or on school property.
5. Destroying personal, school or church property.
6. Inflicting bodily harm.
7. Leaving the school grounds during school hours without written permission from home, which has been cleared by the office.
8. Skipping school. (The student will be required to make up the complete five-hour day in the allotted time periods set by the principal.)
9. Possession, sale, use, or distribution of controlled substances - tobacco, alcohol, drugs, fireworks, or any smoking materials.
10. Having possession of any object considered dangerous.
11. Presenting any work(s), material(s) or idea(s) as coming from a source other than the actual source, whether deliberately or inadvertently, including, but not limited to: homework, projects, quizzes, tests or parent or guardian signatures.*
12. Harassment of any kind, whether verbal, written, sexual or physical.
13. Threats to do bodily harm or damage/destroy property.
14. Dishonesty in testing or submission of work.*
15. Violating any law or regulation of the State of Florida.
16. Use of profane language or disrespectful speech to teachers, school staff, parent volunteers or other students.
17. Bringing non-permitted items to school.

18. Inappropriate lunchtime behavior.

*cheating of any kind will result in an automatic zero and detention.

VANDALISM

Students and their parents shall be financially liable for any damage to school property or to another student's property. This liability applies to items such as, but not limited to, books, supplies, equipment, buildings, and grounds.

COMMUNICATING CONCERNS

To address an issue or concern, a parent or student must follow the procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involved.

| | |
|------------------|-------------------|
| Step One: | Classroom Teacher |
| Step Two: | Principal |
| Step Three/Four: | Pastor |

LUNCH TIME BEHAVIOR

Staff members and/or teachers are responsible for the supervision of the students during lunch and recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while in the classroom and on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students:

- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- During outdoor recess, students may play in the field. Primary grades may use the enclosed playground on assigned days.
- Soccer and kickball should be played on the field. Dangerous and rough activities, such as tackle football, wrestling, and piggy-back riding, are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. Disputes will be settled by staff members. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.
- Physical or verbal bullying will not be tolerated.
- Students may not leave the playground without permission or supervision.
- Students who are injured while playing should report to one of the staff members. Student will be taken to the office for treatment if necessary. As usual, parents will be notified of any injury that may need further attention.
- **In general, it is expected that the behavior and language of each child would reflect the Catholic teachings and values that parents and teachers try to instill in all of the St. Paul Catholic School children.**

HEALTH ISSUES

The school participates in health programs for schools and staff provided by the Escambia County Health Department and Sacred Heart Hospital. St. Paul Catholic School utilizes the services of Sacred Heart and Baptist Hospitals for Health Day and special needs. The school utilizes Escambia County Health Department for record verification.

MEDICATION

Should it be necessary for a child to receive prescription or non-prescription medicines during the school day, the following regulations shall apply:

- **A written consent form signed by the parent or legal guardian must be in the office before any medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.)
- Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, and strength of the medication.
- Medication shall be given to the child listed on the label only and will be given in accordance with the label instructions.
- The **only** non-prescription medications that can be dispensed are Tylenol (acetaminophen), Motrin (Ibuprofen) and Benadryl.
- The dosage for non-prescription medicine shall not exceed the label instructions, unless prescribed by a physician, for the particular age of the child.
- No child will be allowed to take medicine without supervision.

Children will not be allowed to have in their possession ANY medications, except an inhaler at the written request of the parent.

The parent must supply all medication. All medication left in the school office at the end of the school year will be destroyed.

It is the parent's responsibility to apprise the teacher and office personnel of any medication a child is taking.

ILLNESS

For the protection of your child, other students, faculty, and staff, your child will not be allowed to remain in school if s/he displays any of the following symptoms:

- temperature of **100.6** and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- any type of non-treated communicable disease

A child is never sent home before a parent or guardian is contacted. Emergency Care cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office. Students are excluded for the following illnesses, but may be re-admitted after the time.

Illness

Time Required Before Returning to School

| | |
|---------------|---|
| Chicken Pox | Exclude until 1 week after the eruption of the first crop of lesions and all lesions have crusted |
| Pink Eye | Exclude until under medical care and drainage from eyes has cleared |
| Fifth Disease | No exclusion if rash is diagnosed by a doctor |

| | |
|----------------|--|
| Influenza | 7 days or with the excuse of a doctor. |
| Impetigo | Exclude until under treatment, lesions are healing, and no new ones appear |
| Mononucleosis | Exclude until under medical care and physician approves return |
| Mumps | Exclude until swelling or other symptoms have disappeared |
| Head Lice | Exclude until treated, nit free and confirmed by office. |
| Ringworm | Exclude until under medical treatment |
| German Measles | Exclude until 5 th day after onset |
| Scarlet Fever | Exclude until 24 hours after antibiotic treatment has begun |
| Strep Throat | Exclude until 24 hours after antibiotic treatment has begun |

All students must be free of fever for 24 hours prior to returning to school.

MEDICAL EMERGENCIES

Parents are called for all medical **emergencies**, and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file in the office. **It is absolutely essential that contact information is kept current in the office.**

INDIVIDUAL MEDICAL EMERGENCY PLANS

Individual emergency care plans for students with chronic illnesses such as diabetes, asthma, known food or insect anaphylaxis, or hemophilia, should be submitted to the school by parents. These plans will be kept in the main office. Teachers are made aware of pertinent medical conditions of students at scheduled in-services during the school year.

ACCIDENTS

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified. School law prohibits the use of first aid equipment and medicine given orally.

STUDENT ACCIDENT INSURANCE

The Diocese of Pensacola-Tallahassee provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis, which means the parents first file the medical expense claim with their insurer, and then the diocesan policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the diocesan policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

GENERAL SCHOOL POLICIES

ARRIVAL/DISMISSAL PROCEDURES

Morning Arrival Grades K-8(See Morning Drop-Off Procedures diagram at back of this book):

- Enter Conway Drive from Foulis Drive or Bayou Blvd. **DO NOT** enter Conway Drive from Hyde Park Road.
- Enter the circular driveway in front of the Cafetorium from the south entrance on Conway Drive.
- Pull your vehicle all the way to the end of the circular drive. Please do not get out of your vehicle as this will cause the driveway to become congested.
 - If you need to exit your vehicle for any reason (open the trunk, etc), please park in the Cafetorium parking lot to do so.

Safety patrol will assist in unloading children. Children may enter the school building no earlier than 7:30 a.m., as there will be no adult supervision/safety patrol services provided before that time. Students will remain in the hallway by the office until 7:40 a.m. when they will be allowed to go to the classrooms. Please time your arrival at school so that your child will have enough time to unpack and settle down before the morning prayers/announcements which begin promptly at 7:50 a.m.

Dismissal changes: Parents are required to send written notification of any changes for dismissal (i.e. if the student will be picked up by someone other than usual person, if they are attending Scouts, etc.)

Dismissal for multiple children(See Dismissal Procedures diagram at the back of this book):

Children come out in line with their teacher and walk to their cars following the directions of their teacher.

Parents are to:

- Enter Conway Drive from Foulis Road.
- Enter the parking lot from the second (middle) drive.
- Pull up to the drive against the school.
- Children will be directed to their cars up to the dumpsters.
- Note: Please pull your car as close as possible to the car in front of you.
- Proceed to the exit on Conway Drive as shown.

Dismissal for single children: All students who are 'single' car riders must be picked up in the "Single Car Line" (See Dismissal Procedures diagram at the back of this book):

- Enter Conway Drive from Hyde Park Road.
- Turn into the parking lot entrance closest to the cafetorium (old church building).
- Drive around to the end of the parking lot (making a U-shape)
- Note: Please pull your car as close as possible to the car in front of you.
- Staff members will escort the students to the vehicles.
- Exit the parking lot turning right and proceed back onto Hyde Park Road.

At no time should cars be parked on Conway Drive or in Hyde Park Place subdivision for the purpose of picking up students at dismissal time.

Students are supervised in the car line until 3:00 p.m. each day. Children who are not picked up by 3:00 p.m. will be placed in the Extended Care Program located in the cafetorium and his/her family will be charged for this service.

Children walking or riding bikes to and from school must observe all safety regulations set forth by the Pensacola Police Department and St. Paul Catholic School. A supervised crossing at Hyde Park Road is provided in the morning from **7:30-7:45 a.m.** and again at the end of the school day.

ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. If a student misses any two periods during the course of the day, s/he will be marked absent for half a day. A report card may be withheld from a student who has been absent for seven or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 30 days of the school year's 180 days may jeopardize student promotion.

All absences should be reported to the school office by telephone or e-mail, school@stpaulcatholic.net. Calls should be made between 8:30 a.m. and 9:00 a.m. Please avoid calling the office if possible between 7:50-8:10 as this will ensure that the telephone will not interrupt morning prayers and pledge. For safety reasons, if we do not receive a call by 9:00 a.m. from a parent to report the absence, a call will be made from the school office to verify the absence.

When a child returns to school after an absence, he or she is to present a ***dated written excuse*** from his or her parent. Students are responsible for the work they missed during their absence. Each student is responsible for checking with his/her teacher(s) for work and tests missed during the absence. Students are also responsible for approaching the teacher(s) to arrange taking missed tests. Lessons and tests should be made up after or before regular school hours. Middle school students will take make up tests on the Wednesday afternoon upon their return to school. Tests for primary and intermediate grades must be made up within two days of return to school. Time allotment to do make-up work is *one day for each day missed*

Lengthy planned absences for students during the school year are not encouraged. If a student is to be absent for a length of time, the parent must send a note to the school office and to each child's teacher(s) at least one week in advance. Homework is an extension of class lessons and often cannot be done until after the lesson has been presented. Parents should keep this in mind when requesting homework for proposed or extended absences.

Students are discouraged from missing school because of family and/or sports commitments. Written work can be made up but the actual tracking time and class work cannot, leaving the student at a disadvantage. We strongly urge parents to consider their child(ren)'s academic average when planning family vacations with the realization that a lengthy absence from school may adversely affect those averages.

Tardiness

Expecting students to be "on time" is preparing them to be responsible as well as forming a good habit. One person's tardiness has consequences reaching out to many others.

When a student is late for school, s/he must report to the school office if attendance has already been taken. An admittance slip will be issued to the student for entrance to the classroom. A disciplinary referral will be issued for three (3) unexcused tardies in a quarter.

A note from the dentist or doctor must accompany a student returning to school or coming late from an appointment in order to have this be an "***excused tardy***". This note from the dentist or doctor will assist us in keeping accurate records of the "excused tardies" vs. a verbal excuse.

BICYCLES

Students riding bicycles to and from school must comply with Florida State Law and must wear helmets. Bicycles are to be walked while on school property and are to be placed in the bicycle rack **and locked**. The

school is not responsible for stolen or damaged bicycles.

BIRTHDAY TREATS

Teachers must be contacted in advance if a parent wishes to celebrate a child's birthday with a treat. Treats should be simple, and there should be something for each child. A number of our students have allergies. Please check with the homeroom teacher or school office if you need to bring something special for allergic students.

BOOKS

St. Paul Catholic School rents the textbooks to students. As the books are owned by St. Paul Catholic School, students are expected to treat the books with care. **A fine will be assessed for any damaged book(s)**. Book covers are to be removable (no contact paper) and kept on books to preserve them. Students use the books for one year and return them to the school in May. Textbooks are updated on a five-year cycle.

CALENDAR

St. Paul Catholic School follows the calendar outlined by the Diocese of Pensacola-Tallahassee. It will be observed throughout the school year unless parents are notified of a change in the monthly newsletter or weekly memo. The most accurate and up-to-date calendar for St. Paul School is located on our web site, www.stpaulcatholic.net/school.

CARE OF SCHOOL PROPERTY

The appearance of a school and the way it is kept has a great deal to do with the reputation of the school. Care shown of school property portrays pride and good spirit. For this reason, all students will regard with great care whatever school property is allowed for their use: desks, furniture, books, audio-visual aids, sports equipment, as well as all parts of the building and, in particular, the lavatories.

Desks, books, and materials are assigned to students for their use. No student has the right to freely use another person's assigned materials without permission. **Students will be held responsible for any damage done to books, desks, and all other school equipment entrusted to them.**

Because gum is difficult to remove from carpeting and furniture, **no student may chew gum on the school premises.**

CELL PHONES

If a parent deems it necessary for a student to have a cell phone for an after school activity, the student **MUST** bring the phone to the office in the morning before school begins. The cell phone will be kept in the office until the end of day when the student may then retrieve it. Any student who is using a cell phone during the day or who has it in his/her possession during the day will receive an automatic detention and the phone will be confiscated. Phones that have been confiscated may only be retrieved by a parent from the school office during school hours. The first time a phone is confiscated, the parent may pick it up at the end of the day. The second time a phone is confiscated, it may not be picked up until the end of the quarter. If there is a third offense, the phone will not be returned until the end of the school year.

COMMUNICATIONS

St Paul Catholic School's website, www.stpaulcatholic.net/school, is a wonderful communication tool, and it helps us become better stewards of the environment. The calendar, lunch forms, PowerSchool, teacher links, and many other helpful items may be found on the website.

Weekly communications are sent home each Friday via email. A monthly newsletter is sent home at the end of each month with the youngest child in the family. Additional information or notices may be sent home any time

during the month via email.

Use of the telephone by students will be limited to emergencies only. Students must receive teacher permission before using the telephone in the office. The office staff has the right to deny student use of the telephone if it is not an emergency or illness. All family arrangements and business should be taken care of before your child(ren) leave for school. We do not call your child(ren) to the office for non-emergency messages. Students will not be allowed to call home for forgotten items such as homework, sporting equipment or to make social plans.

CUSTODY ISSUES

It is the responsibility of single or divorced parents or legal guardians to notify the school about custody issues upon entrance to St Paul Catholic School and any changes in child custody. This needs to be provided by written notification of court proceedings.

DAILY SCHEDULE

- 7:30 a.m. School supervision begins. Students are not permitted to enter the school building until this time. Students may enter by the office and wait in the hallway until 7:40 a.m.
- 7:40 a.m. First bell rings and students go to classrooms.
- 7:50 a.m. Tardy bell rings. All students are to be in classrooms at this time. Students arriving after this time must obtain a tardy slip from the school office in order to be admitted to the classroom. A parent must come into the school and sign for the child who is tardy. If a student is tardy due to a dentist/doctor's appointment, please present a note from the physician.

For the safety of all children, we ask that parents do not come into the classroom with their child(ren). All contacts with teachers should be made by calling the school office or by email, as teachers are required to supervise their classes at all times during the school day. Teachers are not permitted to confer with parents before school unless an appointment has been made. Communication between parents and teachers is important, so please do not hesitate to call the office.

- 7:55 a.m. Opening exercises for the school day begin with prayer, Pledge of Allegiance and the National Anthem.
- | | | |
|-------------|---------------------------|---------------------------|
| 11:30-11:45 | grades 3-5 eat lunch | grades 6-8 outside recess |
| 11:45-12:00 | grades 6-8 eat lunch | grades 3-5 outside recess |
| 12:05-12:20 | grades K-2 eat lunch | |
| 12:20-12:35 | grades K-2 outside recess | |
- 2:45 p.m. Afternoon Dismissal

On the occasional half day, dismissal will be at noon.

DRIVER/CHAPERONE GUIDELINES

Parents are a vital part of our class field trips. Without the chaperones, it would be impossible to give our students this wonderful opportunity. But we must remember, chaperones are on the field trips to ensure the safety of all children. Please read the guidelines below before chaperoning any field trip.

- Complete required forms for each field trip and return when requested. Provide copies of all requested information. NOTE: Parents are strongly encouraged to complete all forms and meet Diocesan requirements early in the year, and not wait until a field trip is scheduled. (A list of requirements is listed on page 29 of this Handbook.)

- Attention must be given to students under your supervision at all times.
- Students must not be allowed to go to restrooms without a chaperone.
- Be aware of the location of the teacher at all times. Cell phones can be used between chaperones to keep each other aware of their location.
- Your vehicle should be filled with gas before arriving for the field trip.
- When driving students, there is no stopping for any reason except an emergency. If anything should happen on an unscheduled stop, you would be held liable.
- Every child must be in a seatbelt or a booster seat. No child should be sitting up front unless it is your own child, and they meet the weight and height requirements.
- Candy or gum is not permitted.
- Written directions to the field trip site will be provided and must be followed.
- If bus transportation is used, parent chaperones should be seated throughout the bus for supervision purposes.
- Chaperones are volunteers. All volunteers must be fingerprinted and comply with diocesan policies.

Chaperone to Student Ratio:

K-Grade 2: 1 adult per 6 children

Grades 3-5: 1 adult per 8 children

Grades 6-8: 1 adult per 10 children

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be presented to the teacher and cleared through the school office the morning of the early dismissal. Parents/guardians must sign out the student in the school office.

FIRE AND TORNADO DRILLS

To ensure the orderly evacuation of occupants from the school building in time of emergency, school fire drills are conducted on a regular basis. Fire drills are not announced. When the buzzer sounds, the building must be cleared immediately. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire fire drill - in the classroom, halls, and on school grounds. (See Appendix for map of designated escape routes.)

FUNERAL MASSES

If a student of the school dies, the whole school will attend the funeral Mass if it is celebrated at St. Paul Church. If a parent or a sibling of a student dies, that student's class may be excused to attend the funeral Mass if it is celebrated at St. Paul's. If a staff or faculty member dies, the administration may close school for faculty to attend the funeral Mass.

FUNDRAISERS

Several opportunities are available to families who wish to support SPCS through fundraising efforts. Fundraisers provide additional revenue to the school which is used to supplement the school's budget and helps keep the tuition at competitive rates.

Spartan Scramble – This is our annual Golf Tournament and is our biggest fundraiser. There are many ways in which families can support this vitally important event ranging from being a sponsor to volunteering. All classrooms are asked to obtain ten prizes, one auction item, a sponsorship or a tee sign and 8 hours of parent volunteer time.

Chefs' Challenge – This is an exciting evening of competitive cooking as two local chefs face-off. It is our second largest fundraiser. Families are asked to contribute or obtain items for the silent auction held during this event. Contributions are also needed for the classroom theme baskets which are raffled off during the evening.

SCRIP -- This is an on-going fundraiser that allows families to support the school by purchasing everyday items such as groceries, gas, household needs, etc. Families purchase SCRIP cards for vendors such as Walmart, Winn Dixie, various restaurants, Home Depot, etc. These cards are used just like cash (or gift cards).

Target Visa Card – This is another fundraiser that families can use to support SPCS with purchases that they were going to do anyway. By using a Target Visa or debit card and listing St. Paul Catholic School as your school of choice, SPCS receives 1% from all purchases made at Target, and 0.5% of all purchases made elsewhere with the card.

Charleston Wraps – Each fall the families of St. Paul School are asked to sell or purchase items through this school fundraiser.

Book Fair – The book fair is an annual event, which takes place two times a year, Spring and Fall. Resources acquired from this endeavor are used by the staff to purchase books for classroom and library use. Volunteers are needed for setup and sales during conferences and during the school day.

Box Tops for Education – The school is typically rebated 10 cents per box top.

GUESTS/VISITORS

All parents, guests and visitors must sign in at the main office and receive a visitor pass that is to be worn during the entire time that they are in the school. Students and faculty have been instructed to inform the office if they observe anyone in the building who does not have a visitor pass. Visitors are also required to sign out and return the pass to the office when they leave. Visitors/parents may not visit teachers or students during school hours unless previously approved by the principal. Appointments/requests will be taken in the office and relayed to the teachers involved. **Meetings with teachers must be scheduled in advance.**

GUM

Gum is not permitted in school. Students in grades 5-8 will be fine \$1.00 for chewing gum (this money is put in classroom fund).

ITEMS NOT PERMITTED IN SCHOOL

Students may not use any items or materials in the school building other than those required for a class assignment. This includes, but is not limited to, palm pilots, iPods, mp3 players, CD/DVD players, radios, Game Boys, or personal electronic equipment of any kind. Also included are skateboards, roller blades and anything deemed unsafe by the Administration. "Show and Tell" items are an exception and are regulated by the teacher.

LIBRARY/MEDIA CENTER RULES

Students have available to them the resources of the Media Center. The Center includes not only literary resources but also a multimedia center. It is the responsibility of the students to return school library materials on the date due and in the condition issued. Fines are assessed for late, damaged or lost books.

1. Books are checked out on a weekly basis. Books can be renewed.
2. Students are welcome to look at the magazines while in the Media Center during their library time; however, magazines are to stay in the Center unless there is a special need for a magazine for class research. A note from the teacher will be needed.
3. Computers and other equipment are to be treated properly in the Library Media Center.
4. Courteous and studious behavior is always expected in the Library Media Center.

The **Accelerated Reader Program** is available to students in grades K-8. After reading a book, students may take a computerized test and accumulate points during the quarter. Students may use their points to purchase items at the end of each quarter.

LOST AND FOUND

Lost and found articles are stored in the office. Parents and students are encouraged to check the box when looking for missing items. **All school items (clothing, lunch boxes, etc.) should be clearly labeled with the child's name.** Unclaimed items will be donated to a local charity at the end of each quarter.

LUNCH

Students must remain on campus during the lunch period. Children may bring lunch from home or order lunch through "Campus Cuisine".

Campus Cuisine is an online service that delivers specialties from local restaurants, including Chick Fil A, Moe's Mexican Restaurant, Fazoli's Italian, Figaro's Pizza, Quizno Subs, and Hunan Chinese. Menu selections include nutritious, child friendly foods for students.

- Parents set up account, which can be done the first week of school, www.campuscuisine.net.
- Parents order lunches for student online – changes and cancellations can be done as late as 11:00 a.m. the day prior.
- Parents pay for lunches online.

Please note: This service is completely independent of the school. If you need assistance with your orders during the school year, please contact Kathryn@campuscuisine.net or call 1.866.876.6496.

Milk is available for purchase and is ordered/paid for on a yearly basis only. Milk order forms are included in the "Back to School" information packet or they can be obtained from the school office or the website.

If it is necessary for a parent to bring a child's lunch to school, it is to be delivered to the office, not the classroom.

LUNCH RECESS

During recess, weather permitting, children will go outside and will not be allowed to return to the building until the recess period is over. Students will be supervised by their teacher and/or teacher's aide. Children should use the restrooms before going outside. In the event of rain, children will remain in their classrooms.

PARENT-STUDENT SCHOOL EVENTS

Throughout the school year there are many occasions where parents are invited to participate or observe events at school. Some examples of these events include: Mass, Parent-Child Luncheons, Science Fair, History Fair, and Sports Banquet. Please take these opportunities to be with your children to see them interact with their peers and how they have matured in Christian development and academic excellence. During these events parents are responsible for their children. ***Appropriate behavior is expected.***

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are scheduled at the end of the first quarter in conjunction with the first quarter Report Card. Instructions outlining the procedure for scheduling a conference to discuss the Report Card will be given to parents in October each year. In addition to this conference, parents and/or teachers may request a conference at any time during the school year.

PESTICIDES

As part of St. Paul Catholic School's pest management program, pesticides are occasionally applied. If prior notification is needed, please provide the school with your name, address and telephone number.

PLAYGROUND FACILITIES

Grades Pre-K through 2 may use the playground during school hours under the supervision of the faculty. The playground is enclosed in a secured fenced area and is off limits when students are not in school.

POWERSCHOOL

The Diocese of Pensacola-Tallahassee utilizes a grade book program called PowerSchool. This program is an excellent communication tool between teachers and parents. The program allows parents to look at their student's grades and attendance. Clicking on a teacher's name will allow a parent to send an e-mail to that teacher. Clicking on the quarterly grade will allow the parent to view all assignments that make up that grade.

PowerSchool is used for grades 1-8. To login to PowerSchool, go to the website <http://ptdioceseschools.powerschool.com> and type in the user name and password. Parents are given a Username and a Password. Note: usernames and passwords are case sensitive.

Teachers update assignments and grades on a weekly basis. Any questions concerning the PowerSchool program should be directed to the front office or Linda Miller by e-mailing millerL@stpaulcatholic.net.

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer, both formal and informal, is an integral part of the school day. Students and teachers start the day with prayer, begin classes with a prayer, and pray together at other appropriate times.

Individual, private prayer is also encouraged throughout the day. Classes may spend time in Eucharistic Adoration on Thursdays in the chapel.

Students participate in the Pledge of Allegiance and the singing of the National Anthem during the morning exercises. The Morning Exercises are conducted over the public address system by members of the Student Council, the Principal or the Campus Chaplain. Persons who are in the hall are to stand still and participate in the Morning Exercises. It is the adult's responsibility to set the proper example in this behavior.

RAINY DAY DISMISSAL

The carline dismissal is the same for all days. The office will determine whether or not the students who walk or ride bikes home from school should do so on rainy days. Florida weather changes quickly. School is dismissed at 2:45, so the decision on the weather is made at 2:35. **Students who walk or ride a bike will call their parents at that time for a ride. Be sure that the office has accurate home and cell phone numbers for quick contact. Students who walk or ride bikes need to have an established "back up" plan with their parents for inclement weather.**

SAFETY PATROL

Members of the Safety Patrol must be mature, responsible students. Students who demonstrate the qualities necessary to ensure the safety of the school children may apply to the School Safety Patrol Moderator.

SCHOOL EMERGENCY CLOSING

In case of hazardous weather conditions (hurricane, tornado, etc.), the Diocesan elementary schools will follow the decision of Escambia County concerning dismissal or cancellation of school. Announcements will be made on the radio (WCOA 1370 AM) and TV stations (Channel 3). Emails will also be sent to parents.

SERVICE PROJECTS

Christian service projects are implemented in each grade to help the students develop into caring individuals. The following are the projects for 2011-2012:

PreK –Ronald McDonald House
Kindergarten – Haven of Peace
Grade 1 – Alfred Washburn Center
Grade 2 – Reach Out and Read
Grade 3 – SPCS Scholarship Fund

Grade 4 – Wildlife Sanctuary of Northwest FL
Grade 5 – Arthritis Foundation
Grade 6 – Association of Retarded Citizens (ARC)
Grade 7 – Essex Mission
Grade 8 – Arthritis Foundation

SNACKS

Snacks are permitted during the morning break in grades K-2. When you are packing snacks, please send nutritional items. Water bottles are permitted in grades 3-8.

"SNEAK A PEEK" ORIENTATION DAY

"Sneak a Peek" Day is the Thursday prior to the opening of school. This special day is reserved so you and your child(ren) may meet the teachers, bring in school supplies and necessary paperwork.

STUDENT RECORDS

A cumulative record of each student is kept on file in the school office. The student record includes final averages for grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The Withdrawal from School Form must be completed and submitted to the school office prior to records being sent. All tuition and fees must be paid in full before records are sent. Parents may review their child's records by making an appointment with the principal.

SUSPECTED CHILD ABUSE

State law requires designated persons in a supervisory role, having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical or sexual abuse or neglect by an adult, must report the matter promptly to the Department of Children and Families in the county where the suspect injury occurred. Parents need not be notified of such a report.

TESTING SERVICES

As a result of Public Law 94-142, private schools are entitled to testing services provided by Escambia County. Students with learning difficulties, as well as those who are gifted, are eligible for testing. Referral for testing must come from the teacher, principal, and the school guidance counselor, with the consent of the parents. Testing and services are available for speech therapy.

VOLUNTEER REQUIREMENTS

Parents are strongly encouraged to complete the requirements early in the year to allow time for processing.

Before any parent/adult volunteers to work in the school or to be a chaperone, s/he must meet the following

requirements:

- I. Have completed two courses through Shield the Vulnerable, the online Safe Environment Education Course, www.shieldthevulnerable.org
 - a. *"Recognize, Report & Prevent Child Abuse"*
 - b. *"Detecting Predators: GUARD the Children"*

- II. Have a background check with digital fingerprints completed through Fieldprint (a link can be found on the Diocesan website for making appointments)
 - a. Background checks must be reprocessed every five years.
 - b. A VECHS waiver must be signed and returned to the school (waiver can be obtained through the office or the Diocesan website.)

- III. Drivers must have a Motor Vehicle Report (MVR) which needs to be renewed every two years. Additionally drivers:
 - a. Must be at least 21 years old.
 - b. Must be a Florida licensed driver.
 - c. Must have three years of clean driving record history or less than six points on their license within the last year.
 - d. Must have \$100,000/300,000 car insurance liability.
 - e. Must complete a background check/fingerprints.
 - f. Must complete a safe environment workshop (Shield the Vulnerable).
 - g. Must not have any medical condition nor be taking any medications that would impair ability to operate a motor vehicle.

The cost of Shield the Vulnerable, digital fingerprints and the MVR is \$55 payable to St. Paul Catholic School (SPCS receives an invoice from the Diocese).

- Education courses and fingerprints/background checks are good for five years.
- MVR report is good for two years. (The MVR is part of the \$55 fee which is billed every five years).

MIDDLE SCHOOL POLICIES AND PROCEDURES

In order to promote the development of responsible young people who achieve self-discipline and responsible behavior, consistent discipline and classroom policies are enforced throughout middle school. Emphasis is placed on student responsibility.

Note: Middle School policies are subject to change based on administrative/teacher discretion and class need.

Classroom Rules: (Reverence, Respect, Responsibility)

1. Be prepared to start class on time.
2. Have all materials necessary for class, i.e. pen/pencil, paper, books, homework. (Students will not be allowed to disrupt another class to retrieve any forgotten items.)
3. Respectful behavior is required at all times.
4. Give your best effort every day.
5. Complete all assignments on time.
6. Talk only at appropriate times.
7. Save throwing or tossing things for outside recess.
8. Only appropriate educational notes may be written in class.
9. Take pride in yourself and in your school.
10. Dress as a professional student – following the uniform dress code policy.
11. Please remain seated during learning times.
12. Leave chewing gum and iPods at home.
13. Cell phones must be left in the office. Any student who is using a cell phone during the day or who has it in his/her possession during the day will receive an automatic detention and the phone will be confiscated. (Please see page 25 for more information.)

Lunchtime Detention:

A lunchtime detention is given for classroom behavior:

- Name on board – warning
- Name on board with a check – lunchtime detention

During a lunchtime detention the student will sit at a separate table from his/her peers in silence. After the other students have left the cafeteria, the student on detention will clean the tables, chairs, etc. Lunchtime detention does not affect grades or ability to play sports; however, 3 lunchtime detentions in one quarter results in an after-school detention which does affect sports and conduct grades.

After-school Detention:

After-school detentions will be held every other Wednesday afternoon from 3:00-4:00pm. The student will be charged a fee of \$10, which will be used to pay the teacher for his/her time. Teachers will supervise detentions on a rotating schedule.

An after-school detention may be given for:

- Three disciplinary referrals in one quarter
- Certain infractions of the Code of Conduct (cheating; poor conduct in church, etc.)
- Repeated dress code violations
- Three lunchtime detentions in one quarter.

Note: a student in grades 6-8 who has received an after-school detention will be “benched” for that week’s sporting event.

Tardy Policy:

1. Excessive tardiness will result in a call home to parents and a drop in the conduct grade for that class.
2. Three tardies, whether before school or between classes, will result in a disciplinary referral (pink slip).

Absent Student Policy:

1. All students/parents are responsible for using *PowerSchool* to get absent homework assignments.
2. Students are responsible to ask the teacher for any work that was distributed during their absence.
3. Students need to visit the teacher if they have any questions/concerns about missed work.
4. Students have the number of days absent to complete and turn in work:
For example, if a student is absent 2 days then he/she will have 2 days to complete the missed lesson.
5. If a student is absent when a large project is due, he/she must find a way to get the project to the teacher by the time of that student's class (ex: English at 1:45=project due by 1:45 or no credit).
6. Middle school students will take makeup tests on the Wednesday afternoon upon their return to school.

Assignment/Homework Policy:

1. Homework will be given to students for enrichment purposes each day/week.
2. Assignments/homework need to be legible and in pencil or black/blue ink (no colored ink). Students can use erasable ink or non-erasable ink (non-erasable ink=white-out **tape** for corrections).
3. Assignments/homework must have student's first/last name, class, date, student number, and assignment title (heading). Assignments that are missing any part of the heading will receive a ten percent grade deduction.
4. Assignments that are sloppy, incomplete, etc. will not be accepted.
5. Late assignments/homework: all late assignments will receive a zero.
6. Students will be allowed to drop one of their lowest HOMEWORK grades at the end of the quarter; this would include an assignment or homework given a zero because it was late (NO TESTS, PROJECTS, OR QUIZZES).
7. Parents can check for missing work by using PowerSchool (grades will be updated every week).

Student Concerns on Assignments/Tests/Homework/Projects/Grades:

- As we are preparing students for high school and for becoming responsible young adults, it is important to encourage students to learn how to present their concerns in a reflective and responsible manner; therefore, if a student has a concern about an assignment, grade, test, etc., he/she must come to discuss the concern with the teacher prior to parent contact with the teacher. If the concern has not been resolved after the teacher/student conference, the teacher will be happy to schedule a conference with parents/guardians. Please help encourage responsible growth in the students by allowing the student/teacher to discuss the concern first and only schedule a parent/teacher conference if the concern has not been resolved.
- All other concerns are welcome and a teacher/parent meeting can be scheduled

Quizzes and Tests Policy:

Procedures for test taking are left to individual teacher discretion. Please see individual class syllabus for general test policies.

1. Quizzes may be announced or unannounced depending on teacher/class.
2. Quizzes may be a combination of open-note/ closed note & open/closed book.
3. Quizzes cannot be made-up (unless excused absence).

4. Students will stay in their seats during quizzes and tests.
5. Students will remain quiet during quizzes and tests.
 - o ANY COMMUNICATION during a test will result in a zero,
 - o Cheating during a test or quiz will result in a zero and an after-school detention.
6. All tests are reviewed with students. Parents are able to review student grades on PowerSchool and tests are available upon parent

Plagiarism Policy:

Plagiarism is defined as: to steal and pass off the ideas or words of another as one's own; to use a created production without crediting the source.

1. Students who plagiarize will automatically receive a zero on their work.
2. Students who plagiarize will receive an after-school detention.

Substitute Teacher Policy:

1. Students will treat a substitute teacher as a guest to the building/class.
2. Students will respect a substitute teacher.
3. Students who create problems for a substitute teacher will be sent to the office, will call home, receive an after-school detention, and will write an apology to the substitute teacher

Gum Chewing Policy:

Gum chewing in St. Paul Middle School will result in a \$1.00 fine (which will go toward the classroom), and in cleaning the desks.

PARENT GROUPS

SCHOOL ADVISORY COUNCIL OF PARENTS (SAC)

The purpose of the School Advisory Council (SAC) is to advise the Pastor of St. Paul Parish and the Principal of St. Paul Catholic School in the organization and operation of the School. The SAC does not exercise any actual authority with respect to the administration of the School but rather acts solely in an advisory capacity. This is to ensure that the interests and concerns of the school families are effectively considered in support of the delivery of a strong Catholic education to St. Paul Catholic School students. The SAC consists of seven (7) to ten (10) members who are parents or legal guardians of St. Paul Catholic School students. New members are nominated by members of the SAC, approved by the Principal, and appointed by the Pastor and serve for a term of three (3) years.

The standing committees of SAC are:

- Alumni Affairs
- Development Council
- Finance Council
- Parent Teacher Organization (PTO)
- Public Relations
- Service Council

HOMEROOM PARENTS / COORDINATORS

Homeroom parents/coordinators organize the other parents in the class for events the teacher wants to put on or events for the school.

Preschool

Head Mindy Nicola
Assistant Lisa Burgess
Assistant Lisa Landis

Kdg

Head Susan Zettler
Assistant Meegan Lane
Assistant Stephanie Llanera

1st Grade

Co-Head Stephanie Carrell
Co-Head Jennifer Lyons
Assistant Mariana Garcia
Assistant Kari Lloyd
Assistant Virginia Quadrini

2nd Grade

Head Karla Eddins
Assistant BJ Boegle
Assistant Ed Toth

3rd Grade

Head Jennifer O'Hanlon
Assistant Rose Molchan

4th Grade

Head Mary Catherine Richardson
Assistant Karen Manning

5th Grade

Co-Head Kathy Corwin
Co-Head Christina Myerski
Assistant Debbe Jo Allen
Assistant Halli Leidner
Assistant Kim McWherter

6th Grade

Head Karen Toth
Assistant Meg Busch
Assistant Lesley Keck

7th Grade

Head Christie Baker

8th Grade

Head Denise Masterson
Assistant Mary Beth Mann

Specific projects include:

PreK

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Ronald McDonald Service Project
Halloween Carnival
Thanksgiving Feast

1st Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Alfred Washburn Center Service Project
Halloween Carnival
Kindergarten Graduation Reception

3rd Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Talent Show
Halloween Carnival
First Holy Communion Reception
Year End "Field Day"

5th Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Live Nativity
Assist with Starbase Field Trip
Assist with Arthritis Walk
Halloween Carnival
Year End "Field Day"

7th Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Flip Flop Collection for Haiti Service Project
Halloween Carnival
Dance Chaperones
Eighth Grade Graduation

Kindergarten

First Holy Communion Reception
Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Haven of Peace Service Project
Halloween Carnival
Thanksgiving Feast

2nd Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Reach Out and Read Service Project
Halloween Carnival
Kindergarten Graduation Reception

4th Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Live Nativity Reception
Assist with Wildlife Sanctuary Service Project
Halloween Carnival
Year End "Field Day"

6th Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with ARC Service Project
Halloween Carnival
Dance Chaperones
Eighth Grade Graduation

8th Grade

Assist with Chefs' Challenge collection
Assist with Spartan Scramble collection
Assist with Arthritis Walk
Halloween Carnival
Dance Chaperones
Faculty Appreciation Luncheon during Catholic Schools Week
Eighth Grade Class trip and fundraisers

EXTENDED DAY PROGRAM

St. Paul Catholic School offers an after-school care program for students enrolled at St. Paul Catholic School. This Extended Day program begins with the first day of school and continues every day except for the day of the Halloween Carnival, the last day preceding the Christmas holidays, and the last day of the school year. This program is designed for working parents or those who need supervised care for their children after school. Under caring supervision, children will be provided with a snack, followed by a homework study period. Other activities include games, arts and crafts, recreation, and physical activities both indoors and outdoors. Daily and weekly rates are available.

PRE-SCHOOL - VPK

A Florida constitutional amendment created a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program.

St. Paul Catholic School is a provider for the VPK program, allowing students to benefit from free state-supported education in the mornings.

Hours of operation:

The SPCS full-time preschool program runs five days a week – Monday through Friday.

Morning drop-off begins at 7:30am with class starting at 7:50am.

Lunch is from 12:00pm to 12:30pm.

Afternoon pickup is at 2:45pm.

All students must be signed in and out each day. Per state mandate, parents need to use “full name signature” on sign out sheet.

Preschool follows the same calendar as St. Paul Catholic School, except for the first day of school. Preschool classes begin one week after grades K-8 begin.

State Requirements:

Eighteen students are accepted into the St. Paul VPK program. To participate in the VPK program the parent is required to apply through the Escambia County VPK office. A Certificate of Eligibility will be issued for your child. This documentation must be received before registration into the SPCS program can proceed.

School Requirements:

To complete the admissions process, the following is needed:

- copy of your child's birth certificate
- copy of your child's social security card
- updated shot records and health card (physical exam by your child's pediatrician within one year of admission).

The above information required before your child can begin school.

Tuition:

The VPK program provides state money for half day programs. Since St. Paul's preschool is a full-day program, parents are responsible to pay the remaining balance of \$2850. A \$100 deposit is required at the time of registration. This deposit is applied to your first month's tuition payment.

CATHOLIC YOUTH SPORTS LEAGUE

CYSL Eligibility
August 2011

The Catholic Youth Sports League is intended to provide students in our schools and parish religious education programs the opportunity to participate in an elementary and middle school sports program that promotes values which are the foundation of our Catholic faith. The following guidelines have been reviewed and adopted for the 2011-2012 school year:

A. Eligibility

A student is eligible to play in the Catholic Youth Sports League on a school team or a Parish team if he or she meets **one** of the following criteria:

1. Is enrolled as a full-time student at Little Flower Catholic School, Sacred Heart Cathedral School, St. John the Evangelist Catholic School, or St. Paul Catholic School. These students must play for the school team.
2. Is enrolled as a full-time student of a school, which has been invited to participate in the Catholic Youth Sports League, by 2/3 approval of the Administrative Council. For the 2011-12 school year this includes Redeemer Lutheran School, Creative Learning Academy and Episcopal Day School. These students must play for the school team.
3. Is a parishioner of a Catholic parish in Escambia or Santa Rosa County, Florida and is enrolled in a religious education program that meets at least one hour a week from the months of September through May and is enrolled in an accredited school by the Florida Department of Education. Since the primary purpose of a non Catholic's joining a religious education program should be a desire for religious education, not sports, students who desire to participate in the CYSL sports programs must be registered, participating and in good standing one year prior to participating in the CYSL program. These students must play for the parish team.
4. Is in preparation to join the Catholic Church with their family as part of the RCIA or RCIC program that meets at least one hour a week from the months of September through May. Upon reception into the church the student will be subject to rule A.3 above. These students must play for the parish team.

B. Academics

A student is eligible to play in the Catholic Youth Sports League if he or she meets the following criteria:

1. Is passing all courses for which the student is enrolled with a grade of C or better.
2. The student grade card or academic record is checked on Monday of the week to determine eligibility for the following weekend. A student who is not enrolled in either a member school or an invited school (A.1 and A.2 above) is responsible to make arrangement for the grade card or computer generated grade progress report to be turned into the Coach or the Athletic Director each week.
3. To be eligible at the start of the football, volleyball or cheerleading season in August, the student must provide the Athletic Director a copy of their final grade card from the end of the previous academic year with C's or above and without any "F's" in all enrolled classes.

C. Discipline

A student is eligible to play in the Catholic Youth Sports League if he or she meets the following criteria:

1. If the student is enrolled in a member or invited school, the student will not have any discipline violation as per their school's policy. It is the responsibility of the principal or the athletic director to communicate a student's disciplinary action to the head coach.
2. If the student is enrolled in an accredited school by the FCC or the Florida Department of Education, it is the responsibility of the student athlete and/or his or her parent to report any detention,

suspension or expulsion to the coach immediately. Any one of these actions will result in a period of ineligibility. If a student athlete does not report the occurrence of a disciplinary action at school immediately, the student will become ineligible for the remainder of the season.

Special Note:

All Football Players that are eligible for participation by rule A.3 and A. 4 will be paired with Little Flower School for the 2011-2012 school year.

Students will play for their school first and parish second.

If a parish cannot form a team, parish students are ineligible to participate on school's teams.

Any exceptions must be presented in writing to the Administrative Council and must be passed by 2/3 of the Council.

Any violation of any rule, determined by the Administrative Council, may result in the forfeit of some or all games and will be eliminated from participating in all tournament play.

Specific for St. Paul Catholic School

Student Attendance:

- Must be in full attendance the day before or day of an event.
- Regular attendance and promptness at practice is a must. If a student is either late or absent, he/she must notify the coach in advance and have a valid excuse upon return.
- The student can have no more than 5 unexcused absences during the sport's season.

Student Behavior:

Student athletes at St. Paul Catholic School are expected to conduct themselves in an appropriate manner as representatives of St. Paul Catholic School and are to abide by the code of conduct as well as adhere to the rules given to them by their coach for the team on which they are playing. Student athletes and their parents will be required to sign an agreement to abide by the CYSL Athletic Code of Conduct.

If a student receives an after-school detention, s/he will be "benched" for that week's sporting event. The student will be required to dress in uniform and sit on the bench during the entire game. If a student is suspended from school, s/he may not attend that week's sporting event.

Serious behavior infractions may result in suspensions or permanent exclusion from the team. The athletic director and the school administration will make such determinations.

Girls:

- **Only St. Paul Catholic School P.E. shorts are allowed to be worn at tryouts, practices and games. Shorts may not be shorter than 4/12 inches from the middle of the knee.**

Parents:

- Need to sign CYSL Code of Conduct for Parents
- Attend parent meeting
- Most importantly the parents' role is to set the example of Christian behavior at games. (Note: a parent who displays inappropriate behavior to a child, coach, another parent, uses abusive language, or displays inappropriate behavior will be asked to leave the game.)

Guidelines for Supportive Parents:

- Hold to the philosophy that the aim of our athletic program which is:

- To assist in the wholesome growth of the child through physical fitness.
- To provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained into adulthood.
- To teach children to work toward a common good through teamwork.
- Emphasize improved performance rather than competition.
- Decrease the pressure to win.

Sports Banquet

The Sports Banquet is held in April to honor all the athletes in grades 3 through 8 who participated in volleyball, football, cheerleading, basketball and track through our CYSL program during the year. The banquet is exclusively for the athlete and his/her parents/guardians only. We ask that siblings or extended family members not attend as our goal is to honor our hard working student athletes and their coaches in a formal manner that truly recognizes their accomplishments. Attire for the evening must be "dress up" or "Sunday best".

COMPUTER NETWORK: ACCEPTABLE USE POLICY

Electronic and information resources (e-mail, phone mail, telephones, fax machines, computers, intranet and the internet) are provided for school business only, and all use of such equipment must comply with applicable laws as well as the following guidelines.

St. Paul Catholic School uses filters and other technology to restrict access to Internet sites that it deems inappropriate. For example, pornography, racism, and hate sites are inappropriate and unrelated to school business. Individuals who intentionally access inappropriate sites are subject to disciplinary action, up to and including suspension or expulsion.

Because of the continuous changes to the Internet, it is not possible to guarantee that all objectionable content is filtered or blocked. Individuals encountering foul, improper, or offensive content while using school computer resources should immediately notify a teacher or the Principal.

St. Paul Catholic School reserves the right to access, examine, and disclose e-mail, voice mail, documents, files, or Internet usage; "with or without notice," where a demonstrated need is determined to exist by the principal or her designee. Electronic information, including all e-mail, must be readable by authorized personnel. Storage of electronic information on school resources in an encrypted format unreadable by authorized school personnel is prohibited.

1. Users must respect the privacy of others; for example, users shall not intentionally seek information on files, obtain copies of or modify files, or seek other data or passwords belonging to others.
2. Users must respect the legal protection provided by copyright and license to programs and data.
3. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop programs that harass others or infiltrate a computer, computing system or network, and/or damage or alter software components of a computer, computing system, or network.
4. The network may not be used in any ways that violate applicable laws or regulations.
5. Use of the network and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
6. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
7. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups, and similar environments if advertising is explicitly allowed in that environment.

8. Users must not send threatening, foul, improper, or offensive messages or slurs which might offend specific classifications of individuals including those belonging to certain racial, sexual, age, religious, disabled, or national groups or backgrounds.
9. Users must not access Internet sites that contain written or graphic material that denigrates or shows hostility, violence, or aversion toward an individual or group because of race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status.
10. Users must not send chain letters through e-mail.

Much of what is expected when using the network is normally thought of as common courtesy. Each problem that arises will be handled on an individual basis, but intentional misuse of the network as described above or any other rude or irresponsible behavior in regard to using the computers or network could result in losing the privilege of using the network for a period of time. The principal and the media specialist would determine this time. Other forms of discipline could be warranted if the action committed is of a severe nature.

DISCRIMINATION POLICY

It is the policy of St. Paul Catholic School to make every effort to provide an educational environment as well as a work environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Paul Catholic School, as well as others who may be in a working relationship with the school. St. Paul Catholic School is open to, respects, and takes very seriously the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Paul Catholic School. Each individual faculty, staff member, student, or any other who is in a working relationship with the school, is entitled to work/attend school and school-related events in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct that ensure the school is free from sexual and other forms of illegal harassment.

St. Paul Catholic School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student or other person who makes a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor of faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Definition of Sexual Harassment - Student Relationships

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and/or fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment:

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures

- unwanted and unnecessary physical contact
- unwelcome comments about appearance

Reporting Sexual Harassment

The principal will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty or staff member, student, or other person in a working relationship with St. Paul Catholic School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

St. Paul Catholic School provides training for its faculty and staff in the area of recognizing and dealing with issues of sexual harassment. In addition, our school abides by the regulations regarding in-service and fingerprinting set forth by the Diocese of Pensacola-Tallahassee.

WEAPONS

Students are prohibited from bringing weapons or look-alikes to school and school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, stiletto, and any knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar, or brass knuckles.

Definitions

- A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapon" as defined by the State law.
- School premises include the school building and the adjacent grounds, including but not limited to parking lot, playground, parish office and rectory grounds.
- Immediate vicinity of the school means a one-block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, automobile, etc. Questioning of the same purpose may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these. When a body search is conducted, it shall be in the principal's or pastor's office or other appropriate place. A person of the same sex will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises, s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's weapons' policy is subject to disciplinary action up to and including expulsion.

The principal may exercise the option to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:

- any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapons;
- any firearm muffler or firearm silencer; or
- any destructive device.

MANAGEMENT OF ASBESTOS INSULATION PRODUCTS

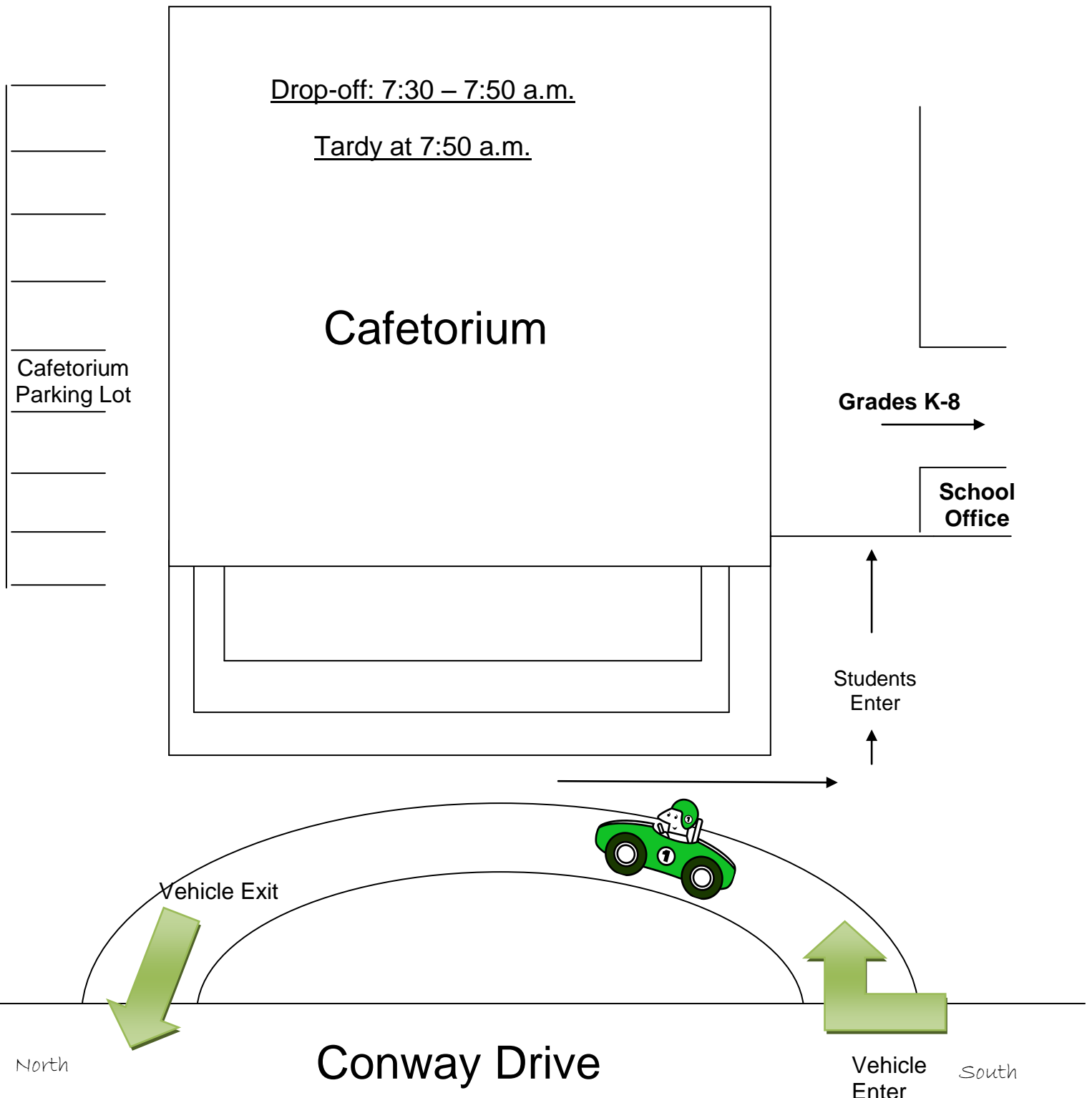
The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all schools be inspected to determine if there are any building materials that contain asbestos. St. Paul Catholic School has complied with AHERA by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A Management Plan based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

The inspection results are available for review in the administrative office.

The Management Plan, maintenance and custodial actions required by the plan, and training of personnel are all dedicated toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated. Students, faculty and employees have, and will continue to have, a safe environment in which to learn, teach, and work.

Morning Drop-Off Procedures

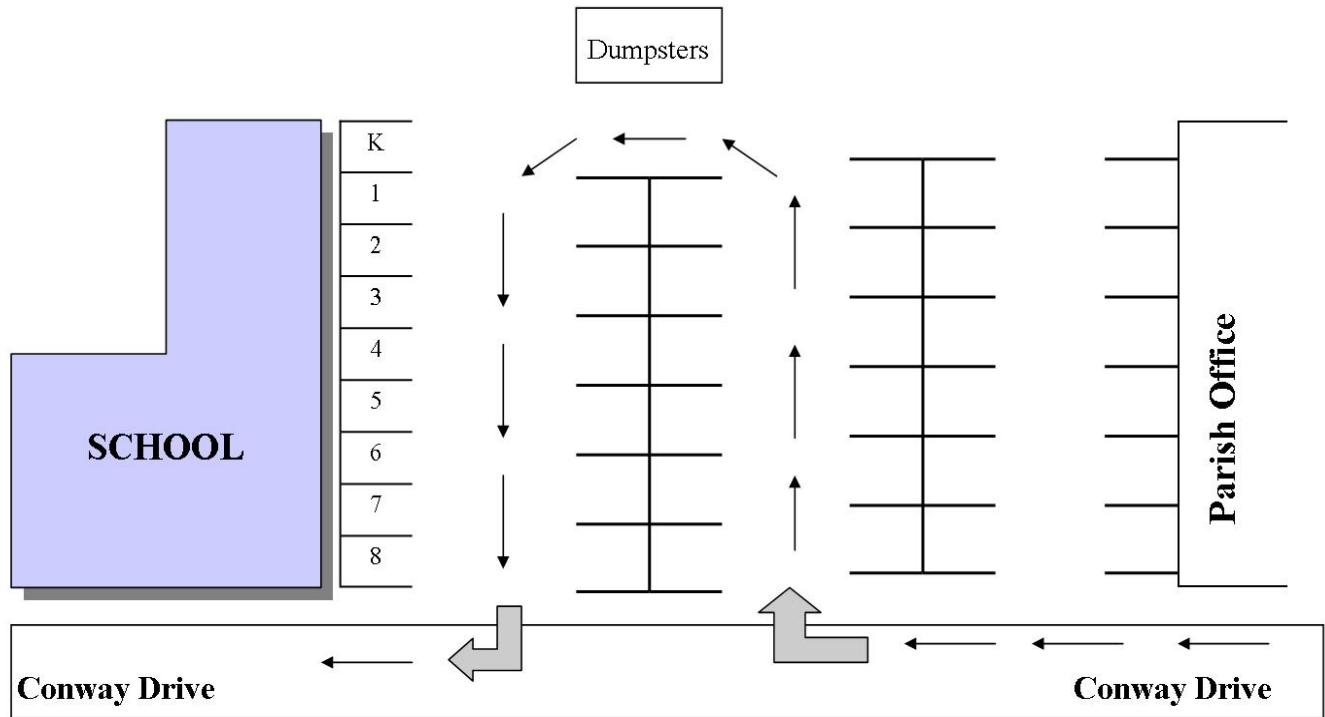


Morning Arrival Grades K-8:

- Enter Conway Drive from Foulis Drive or Bayou Blvd. **DO NOT** enter Conway Drive from Hyde Park Road.
- Enter the circular driveway in front of the Cafetorium from the **SOUTH** entrance on Conway Drive.
- Pull your vehicle all the way to the end of the circular drive. Please do not get out of your vehicle as this will cause the driveway to become congested.
 - If you need to exit your vehicle for any reason (open the trunk, etc), please park in the Cafetorium parking lot.
- Safety patrol will assist in unloading children.

DISMISSAL PROCEDURES

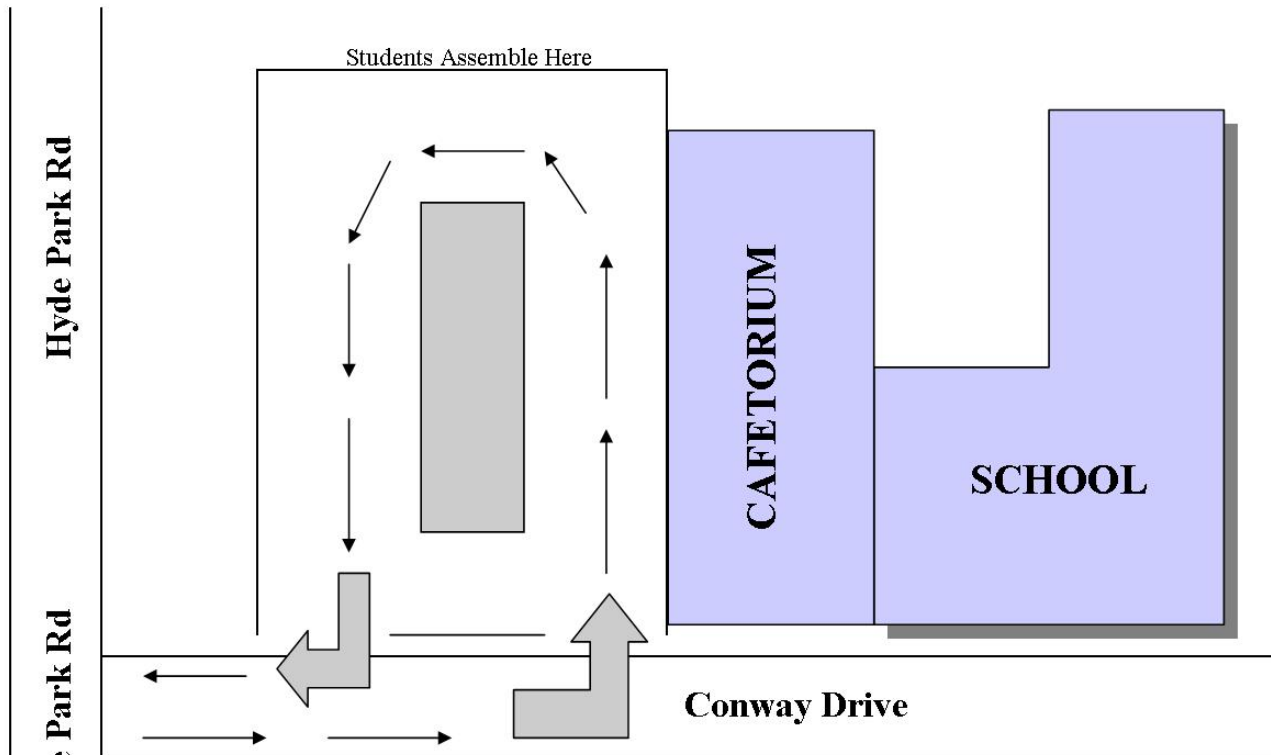
Multiple Children



- Enter Conway Drive from Foulis Road.
- Enter the parking lot from the second (middle) drive.
- Pull up to the drive against the school.
- Children will be directed to their cars up to the dumpsters.
- Note: Please pull your car as close as possible to the car in front of you.
- Proceed to the exit on Conway Drive as shown.

DISMISSAL PROCEDURES

Single Child



- Enter Conway Drive from Hyde Park Road.
- Turn into the parking lot entrance closest to the cafetorium (old church building).
- Drive around to the end of the parking lot (making a U-shape)
- Note: Please pull your car as close as possible to the car in front of you.
- Staff members will escort the students to the vehicles.
- Exit the parking lot turning right and proceed back onto Hyde Park Road.

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LETTER OF UNDERSTANDING

Dear Parents and Students:

Following your review of the Parent-Student Handbook, we ask that you complete and return the Letter of Understanding below. Your signatures imply the following:

- Your review of the contents of the Parent-Student Handbook.
- Your understanding of the Mission and Belief Statements and the general contents of the Handbook.
- Your discussion of the contents.
- Your agreement to the policies, procedures and rules of St. Paul Catholic School as included in, but not limited to, the contents of the Parent-Student Handbook.

LETTER OF UNDERSTANDING

Dear St. Paul Catholic School:

- We have read the contents of the Parent-Student Handbook.
- We have discussed the policies, procedures and rules in the Handbook.
- We understand the Mission Statement and governing philosophy by which St. Paul Catholic School Parent-Student Handbook was developed.
- We agree to the policies, procedures and rules as included in, but not limited to the St. Paul Catholic School Parent-Student Handbook.

All students in the family should be aware of the contents of the Handbook and understand them on their developmental level. We ask that each student sign or initial this Letter of Understanding and return it to the homeroom teacher of the youngest child by Monday, Tuesday, September 6, 2011.

Family Name – Printed: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____