

## ADMINISTRATION ORGANIZATION

### PASTOR

The pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish. By virtue of his office, the Pastor is responsible for those matters within the school which affect worship, the ministry of the Word and the spiritual welfare of the students.

### PRINCIPAL

The Principal is the director of the school. The Principal is to work closely with the Pastor and faculty to achieve a climate and programs that foster Christian growth and formation within the total school community. The Principal is responsible to the Pastor, to the Archdiocesan Superintendent and to the community for all school matters.

### COORDINATOR OF RELIGIOUS EDUCATION

The Coordinator of Religious Education is responsible to work with the Pastor, Principal and other catechetical leaders of the parish to establish a community of faith in which the Gospel message can be proclaimed and celebrated.

### SCHOOL BOARD

The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. The School Board is made up of 9 parents and/or parishioners, elected by the Parish community, with the Pastor and the Principal serving as ex officio members.

### FACULTY

All faculty members are responsible to the Principal. Members of the faculty will be accountable to the Principal in upholding the philosophy and goals of education of St. Paul School.

## PROCEDURE FOR VOICING PARENTAL CONCERNS POLICY

**The process for voicing parental concerns is as follows:**

**FIRST, go to the teacher, as she/he will most likely be the one to best answer your concerns.**

**If your difference is not resolved at the meeting, then SECONDLY see the principal concerning the problem. Should you still have questions that were not answered at the conference, the next step is the pastor.**

**(St. Paul School Policy, Approved March 15, 1993 – Revised & Approved November 2002)**

Parents are encouraged to talk directly with the Faculty member involved about any problem or situation which might arise during the course of the school year. If you wish to talk to or schedule an appointment with a teacher, please call the teacher using the voice mail system and the extension numbers found inside the back cover of this handbook. The teacher will contact you at his/her earliest opportunity.

If, after speaking with the teacher, the parents wish to speak with the Principal or Pastor, they may call the school or Rectory office to make an appointment.

Concerns about specific students and/or incidents will not be discussed at School Board meetings. It is not part of the role of a member of the School Board to discuss specific students and/or incidents with parents, nor do Board members have the authority to make decisions regarding specific incidents.

### THE ROLE OF THE SCHOOL BOARD

One of the primary functions of the School Board is the formulation of policies by which the school is governed. It then becomes the role of the pastor, through the principal and faculty, to develop procedures for the administration of the educational program consistent with the policies recommended by the board.

Policy additions, deletions, revisions, and recommendations are made annually by the School Board.

A policy is a statement which gives direction for administrative action. A policy sets a goal, or an end to be achieved. A policy answers the question "what," i.e., what does the board want to see happen? An example of a policy statement is: All students in the school shall receive instruction in the Catholic religion, whether they are Catholic or non-Catholic.

Policies are formulated on two levels. General policies which govern all Catholic schools in the Archdiocese of St. Louis are made by the Archdiocesan Board of Catholic Education. All Catholic schools are required to be consistent with these policies. On a local level, parish school boards develop policies which deal with specific situations or the problems unique to that parish.

It is the role of the administration to develop procedures or rules which determine how policies are to be carried out. Such rules are not made by the board, although the board gives input to the administration when evaluating the effectiveness of the rules.

In this handbook all policies are labeled as "Archdiocesan" or "St. Paul School" policies. Following, or in addition to the policies, are rules and procedures which have been developed to ensure the consistent administration of the school. By making a copy of this handbook available to each family enrolled at St. Paul School we hope to open communication and understanding. Parents are always welcome to address concerns about policies and procedures at the monthly School Board meeting, which is scheduled for the second Monday in the months of April, June, August, October, December, and January for budgeting purposes if necessary.

### **CUSTODIAL/NON-CUSTODIAL PARENTS ACCESS TO STUDENT RECORDS**

Parents/guardians have the right to inspect and review the official active file of their child/children. The local school officials should make reasonable rules and regulations designed to implement this policy.

In the event that parents are separated or divorced, both parents are entitled access to their child's record and information regarding their education. This information includes but is not limited, to report cards, progress reports, notices of disciplinary action, and similar information.

In the event the child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by the court or the child's custodial parent.

Unmarried natural parents may have access to the school information and records to the extent that it is granted in writing by the court or the child's custodial parent.

St. Paul School abides by all other policies set forth by the Archdiocese of St. Louis-Administration for Catholic Education.

### **INFORMATION GOING HOME THROUGH STUDENTS POLICY**

**All written communication going home through students at school must have the approval of the principal.  
(St. Paul School Policy, Approved February 22, 1993 – Reviewed & Approved November 2002)**

We will cooperate with all parish organizations which need to communicate with parents and/or students. If you need to include any communications in our Friday folder, please contact the principal as soon as possible to have your communication approved. You will need to make the copies needed and count the amounts per classroom.

### **TEACHER POLICIES**

**In order to insure quality education for the students of St. Paul School, open teaching positions will be filled with certified teachers.  
(St. Paul School Policy, Approved March 15, 1993 – Revised & Approved November 2002)**

**Because St. Paul School is a Catholic school, preference in hiring will be given to practicing Catholics.  
(St. Paul School Policy, Approved February 2005)**

**The Principal shall follow the guidelines of the Archdiocesan Catholic Education Office in evaluating teachers.  
(St. Paul School Policy, Approved February 2005)**

**St. Paul school's employees are expected to exhibit the highest standards of behavior towards the students entrusted to their care and fellow employees. Consequences of noncompliance are contained in the employee and faculty handbooks.  
(St. Paul School Policy, Approved February 2005)**

### **REDUCTION IN FORCE**

**In the event a reduction in the number of teaching positions is necessary the following factors will be taken into consideration:**

- **Qualifications to teach assigned grade levels;**
- **Past evaluations and work history;**
- **Length of service at St. Paul School;**
- **Length of service at other schools in the Archdiocese**

### **ADMISSIONS**

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

Being a Catholic parochial school, St. Paul enrolls children baptized into the faith of registered, active families who demonstrate a desire for Catholic Education. An active family is one who participates in the spiritual and social functions of the parish and who also contributes financially and through their services to the parish.

The normal progression through elementary school is nine years; with a student being classified in grades Kindergarten through grade eight in successive years.

To graduate from St. Paul School in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record; demonstrated satisfactory conduct; and completed all financial obligations.

### **ENROLLMENT REQUIREMENTS**

Enrollment of students for the next academic year is initiated in February/March on a space available basis. Finalization of enrollment is contingent upon the following:

1. Verification of registration in St. Paul Parish.
2. Verification of residence within the boundaries of St. Paul Parish. Families registered in St. Paul Parish prior to the enactment of this policy on January 1, 1999, are exempt from the residency requirement. Please note, the exemption does not apply if a family moves outside the St. Paul Parish boundaries after the enactment of this policy.
3. Submission of a signed Parental Witness Statement. The statement acknowledges awareness of the Catholic Church's vision as a parent. You agree to be the primary religious educator for your child/children. You acknowledge this includes consistent and active participation in Sunday Eucharist. You agree to do your fair share in financially supporting St. Paul School.
4. Submission of a signed Agreement of Financial Support Policy. You agree to pay all fees and tuition. You acknowledge enrollment and attendance at St. Paul School can be denied if obligations are not paid to date.
5. Submission of complete student records for a child transferring to St. Paul School.
6. Verification of age and baptism. Child must be 5 years old by August 1 to enter Kindergarten.

The Principal shall determine and publish the date by which all enrollment steps must be complete.

A family loses the right to register in St. Paul School if all steps to finalize enrollment are not completed.

A family loses the right to register a student in St. Paul School if there is prolonged and/or repeated disregard for school rules. Denial of enrollment is at the discretion of the Principal.

A family transferring a student to St. Paul School loses the right to register if complete student information, as requested by the Principal, is not provided. Prior to attending class, a student's complete record will be evaluated by the Principal to determine acceptance of enrollment and placement of the student.

### **MOVING/REGISTRATION POLICY**

**Effective July 1, 2006, a family must be registered and have an established physical residence in the boundaries of St. Paul Parish in order to qualify for registration in St. Paul School.**

**If the family residence address changes to a location outside of parish boundaries, registration for the following school year may be denied based on class size.**

**Families who are currently registered in the parish, enrolled in the school, and residing outside of parish boundaries will remain eligible for re-registration unless their address changes and remains outside the parish boundaries.**

**(Approved with changes by St. Paul School Board, April 10, 1006)**

**With the exclusion of new parishioners, St. Paul generally does not accept new students wishing to enter 8<sup>th</sup> grade at St. Paul School. All requests for one year placement in 8<sup>th</sup> grade will be reviewed by the principal and pastor; acceptance is based on their discretion.**

**(St. Paul School Policy, Approved April 9, 2007)**

**With the exclusion of new parishioners, St. Paul generally does not accept new students after the second quarter of a school year. All requests will be reviewed by the principal and pastor; acceptance is based on their discretion.**

**(St. Paul School Policy, Approved June 11, 2007)**

### **STEPS TO COMPLETE ENROLLMENT FOR GRADES 1-8**

1. You must sign a request for records, which will be sent to the school you are currently attending.
2. Completion of registration form; indication of special needs if needed.
3. Verification of the date of birth by a review of the birth certificate or baptismal certificate.
4. Verification of the dates of other sacramental celebrations.
5. Verification of custody arrangements in cases in which parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
6. The principal will consult with your present school.
7. A meeting will be set to consult with St. Paul teachers of incoming grade.
8. The school office will call to set up an interview with the student and parent.
9. A letter of acceptance or non-acceptance will be sent after steps are complete.

No records will be requested until the registration forms are complete. Depending on how fast your current school honors our request for records and returns phone calls affects how soon interviews can be set up.

### **ENROLLMENT PRIORITY POLICY**

**Due to limited classroom space, the following priority system prevails in the determination of admission:**

1. **Position on current waiting list**
2. **Parishioners with other children currently enrolled in St. Paul School.**
3. **Parishioners with children who previously graduated from St. Paul School.**
4. **Parishioners who wish to enroll their eldest school age child in St. Paul School.**
5. **Parishioners transferring into St. Paul Parish boundaries with children currently enrolled in a parochial school.**
6. **Parishioners who wish to enroll children (other than eldest school age child) in St. Paul School.**
7. **Parishioners outside the St. Paul Parish boundaries who wish to enroll children in St. Paul School. (Note class size limitation)**
8. **Non-parishioners that do not have a Catholic school within their parish boundaries who wish to enroll children in St. Paul Catholic School. (Note class size limitation)**
9. **Non-parishioners who wish to enroll children in St. Paul School. (At Pastor's Discretion)**  
**(St. Paul School Policy, Approved April 2007)**

Families currently enrolled in St. Paul School who do not complete all enrollment procedures by the announced deadline lose the early enrollment privilege and priority placement. They must register in the open enrollment period. The initial date for the open enrollment period is published in the Parish bulletin.

Continued student enrollment is subject to the acceptance of the philosophy, the policies and the procedures set forth in the St. Paul School Handbook, as well as those established throughout the school year.

### **ENROLLMENT CAPACITY**

In the event the number of applicants enrolling from enrollment groups # 2 to #7 (see above) exceeds available classroom space, the Parish Registration Date will be used to establish priority within each group. For example, if First grade reaches capacity when accepting applications from parishioners who wish to enroll their eldest child, priority within that group will be established on the date the family registered in the parish. The earlier the registration date, the higher the placement.

In the event the number of applicants enrolling from enrollment group #8 - #9 exceeds available classroom space, an enrollment lottery will take place. The Principal and School Board will be responsible for conducting the lottery. Each family within the enrollment group will be assigned a number. Numbers will be drawn at random to establish enrollment priority. Families must complete all enrollment requirements to finalize enrollment.

### **WAIT LIST PROCEDURES**

Wait lists are maintained if the actual number of students enrolled in a class reaches its particular limit. No wait lists are maintained prior to Kindergarten enrollment nor for any class not at maximum enrollment. To determine list priority, the above admission criteria are followed.

Once a list is established, there is no change in the order of prospective students on the list. New students are added to the end of the list based on the date of the parents' request.

### **ADDITIONAL ADMISSION GUIDELINES POLICY**

**For enrollment purposes, full time employees of the parish are treated as parishioners with children enrolled in St. Paul School.**

**Children must be five years of age by August 1 to enter Kindergarten.**

**Situations not covered by the above guidelines shall be at the discretion of the Pastor and Principal.**

**(St. Paul School Policy, Approved December 14, 1998 – Revised December 2000 – Reviewed & Approved 2002)**

### **CLASS SIZE POLICY**

**Class size at St. Paul School will be limited as follows:**

**A. Kindergarten shall have 2 half-day sessions with a maximum of 25 students per session.**

**B. Grades 1 - 8 shall be limited to 60 students per grade level. No more than 30 students will be assigned to a class.**

**(St. Paul School Policy, Approved March 1996 – Reviewed & Approved November 2002)**

### **STUDENT PLACEMENT POLICY**

**All aspects of grouping are taken into consideration in order for the homerooms to be heterogeneously grouped. The reason for this is to foster better growth and exposure to all kinds of learning styles and experiences. Therefore, when room assignments are made at the beginning of the school year, it will be best for the students to remain in their assigned classrooms. Classroom requests or changes will be left to the discretion of the principal.**

**(St. Paul School Policy, Approved March 15, 1993 – Reviewed & Approved November 2002)**

## **ACADEMIC RULES & PROCEDURES**

**St. Paul School shall ensure that its curriculum and standards meet or exceed generally accepted educational practices.  
(St. Paul School Policy, Approved February 2005)**

**St. Paul School follows the curriculum development process developed by the Archdiocesan Catholic Education Office.  
(St. Paul School Policy, Approved February 2005)**

### **A. GRADE REPORTING**

Student progress is indicated by quarterly grades reported during Parent-Teacher conferences in the first quarter, and second, third, and fourth quarter report cards. Report cards should be signed and returned to school within two weeks.

### **B. PROGRESS REPORTS**

Each quarter students in grades 1 - 8 receive a mid-quarter progress report. If student progress falls below acceptable levels after the mid-quarter report, parents will be notified.

### **C. PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled each year, after the first quarter. Parent(s) of each child are expected to attend the conference in order to meet the child's teacher and discuss the child's progress to that point. Other conferences will be arranged at the request of the parent, student, or teacher.

### **D. TESTING**

The Missouri KIDS Screening is administered to each child prior to entering Kindergarten. Kindergartners also take the School Readiness Test in May.

As of September 1997, the Archdiocese adopted a comprehensive achievement and cognitive ability testing program. The I.T.B.S. (Iowa Test of Basic Skills and Cognitive Abilities Test) is administered the last week in September to students in grades 1 – 8. Students in grades 2-8 will take both the Basic Skills and the Cognitive Abilities tests.

The ACRE (Assessment of Catholic Religious Education) is administered to students only in grades 5 and 8 each January.

### **E. PERMANENT RECORDS**

Students' permanent records are available for parent viewing in the School Office at any time. Parents wishing to see their child's records should call the school office and make an appointment to view the records with the principal.

Final grades, academic testing results, and attendance records are kept in the permanent record. Health records are kept in a separate file.

Student permanent records are **never** released to parents. If you are transferring to another school a "Request for Transfer" is signed by the parent, and the record is mailed directly to the new school.

## **TRANSFER OF RECORDS POLICY**

**All requests for transfer of records must be made in writing. The school office will make every attempt to expedite that the records are transferred, typically within three business days.**

**Registration fees will not be refunded. However, tuition will be reimbursed for months paid that the student did not attend any school day in that month.**

**A transfer of records is considered a removal from the school class list. Return to St. Paul requires new registration fees and is based on availability pending class size.  
(Approved with changes by St. Paul School Board, April 10, 2006)**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or

guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

#### **F. SPECIAL NEEDS RECORDS**

St. Paul Catholic School will request the current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing appropriate adjustments during their enrollment. These evaluations and related documents will be considered part of a student's cumulative record.

#### **G. HOMEWORK**

Students are required to set aside time each evening for study. Homework may require written work, reading assignments, studying for tests, reviewing class work, and working on projects. The time set aside will vary from grade level to grade level.

The primary reason for homework is to reinforce and enhance the concepts taught in class. Homework is basically a student's responsibility. Parental interest and encouragement are important. Lack of appropriate study may result in inadequate performance on quizzes and tests that are given by the teacher.

Messy or poorly written assignments will not be accepted. Before considering the assignment to be finished, the student should check it for correctness, completeness, and neatness.

Completing homework assignments and turning them in on time is expected. If an unanticipated event prevents homework from being completed, the student should inform the teacher before class begins. Failure to meet homework deadlines will negatively impact quarter grades.

Class work, assignments and tests will be sent home for parent signature as necessary. We ask you to look the work over carefully and discuss the grades and quality of the work with your child.

A standardized, mandatory assignment notebook is required for students in grades 2 - 8. The school provides this notebook. The parents must purchase replacements for lost notebooks.

Occasional challenges with some homework assignments sometimes occur in the normal learning process. If homework seems to become a continual and consistent struggle for the student or if your child is spending an excessive amount of time on homework, parents are encouraged to contact the teacher.

#### **H. LONG RANGE ASSIGNMENTS**

Students may be given long range assignments such as reports, book reports, or projects. These types of assignments allow students to plan ahead and to work independently. Your child may need your help in organizing time and locating materials, but this assistance should lessen as the child progresses in school. Please allow your child to do as much of this type of assignment independently as possible. Teachers will give written instructions and due dates to the students. Please respect these dates.

#### **I. ASSIGNMENTS DURING ABSENCES**

All class work and assignments must be completed by absent students. It is the **student's responsibility** to check with his/her teacher on returning to school to make sure all assignments have been received and completed. If the child is absent more than one day, arrangements should be made by the parents to have someone pick up the child's books and assignments. **Work will be available for pick up in the school office after 2:45 p.m.** Arrangements should be made with the teachers for due dates for assignments in the case of prolonged illness. Students will have one school day to complete make up work for each school day of absence.

#### **J. TRIPS OR VOLUNTARY ABSENCES**

Family vacations, athletic trips, and absences due to reasons other than illness is strongly discouraged. The regular school calendar incorporates numerous nonattendance days to allow for such events without jeopardizing school attendance. That calendar is published in the spring before the current year to assist family vacation planning.

If parents choose to take children out of school for a trip or for a reason other than illness, the student will be responsible for completing all assignments given. Schoolwork will not be given in advance. The student will be responsible for contacting each teacher upon return to get a list of missed assignments. Students will have one school day to complete make up work for each school day of absence. If missed instruction becomes a burden to any student, the parents must make arrangements for the procurement of a tutor.

#### **K. DUAL ENROLLMENT**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Dual enrollment is possible only to another accredited school. St. Paul Catholic School is the primary educational provider and has the responsibility of instructing the student in the core curriculum areas. (Religion, Language Arts, Mathematics, Science, Social Studies). A student is not considered absent from school when in attendance at the other school. Dual enrollment is a viable option for a student when consideration is given to the impact of the student's absence. A written plan should be developed whenever dual enrollment is established and placed in the student's cumulative file.

#### **L. PROMOTION**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

#### **M. RETENTION**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

#### **N. MAKE-UP OF SUBJECT FAILURES**

Students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements. Letters describing the necessary coursework will be sent to the parents prior to the conclusion of the school year.

#### **O. STUDENTS WITH SPECIAL NEEDS**

St. Paul Catholic School strives to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. The goal of all efforts to address student's special learning needs should be successful mastery of the regular curriculum in the regular setting. In the event that a school cannot meet a student's special learning needs with minor adjustments the school will assist the family in finding appropriate alternatives so that the student's need are ultimately met.

### **ARRIVAL/DISMISSAL**

Parents are asked not to drop off students before 7:25 a.m. and to pick up students by 3:10 p.m., unless they are staying for a supervised activity. **PLEASE FOLLOW THE ONE-WAY DROP OFF PROCEDURE.** Children who walk to and from school are also to arrive after 7:25 a.m. and leave the school grounds by 3:10 p.m. Students may not stay to play on the playground or field.

#### **A. ARRIVAL**

Students may begin to arrive on the school premises no earlier than 7:20 A.M. Students will wait in the supervised school gym until the school bell rings. Any student arriving after 7:30 A.M. may go directly to their homeroom. School begins at 7:45 A.M. and any students arriving after 7:45 A.M. will be marked tardy.

#### **B. DISMISSAL**

All students are dismissed at 3:00 p.m. School personnel will be on hand to supervise students and direct traffic until 3:10 p.m.

Students that remain on the school premises after 3:10 p.m. will be brought to the school office and parents will be contacted. Until the parents arrive, students will be sent to the Kids Club After School Program. You may pick up your student, and pay the fees for their supervision located in the main school building.

Parents are asked to pull into a parking space and park before allowing children to enter the car. Students are to go directly to their car. **THERE IS NO STOPPING IN TRAFFIC LANES TO PICK UP STUDENTS.** Please make arrangements with your child/car pool to be in a specific area so that children are not wandering through the lots looking for their car. **BEFORE leaving the premises, please wait for ALL the children to enter their cars.** The safety patrol will hold late students in a safe area for parents to escort them to their car.

In accordance with the Fenton Police Precinct, students are not allowed to cross at the Forest Knoll and Highway 141 intersection.

For extra curricular activities, dismissal and designated pick up areas, will be communicated to the parents by the supervising teacher.

## ATTENDANCE

### **A. ABSENCES**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for that grading period.

Parents are expected to have children at school on time and present when school is in session. If your child is absent due to illness or emergency, please call the School Office before 8:15 a.m. Messages concerning absences and arrangements for homework pick-up may be left in the school's "Absent Voice Mailbox" (#2) after dialing the school number. The school will contact any family not heard from by this time to verify the absence.

When a student needs to leave school during the day, a note from home is required. A parent or guardian needs to meet the child in the School Office and sign him/her out. **If the student is to return to school the same day, HE/SHE MUST BE CHECKED IN AT THE SCHOOL OFFICE BY THE PARENT OF GUARDIAN.** Every effort should be made to schedule doctor or dentist appointments outside of school time.

If your child becomes ill during the school day, office personnel will notify you. The child must be signed out in the office.

Family vacations, athletic trips, and absences due to reasons other than illness is strongly discouraged. The regular school calendar incorporates numerous nonattendance days to allow for such events without jeopardizing school attendance. The calendar is published in the spring before the current year to assist family vacation planning. In the event that such does occur, missed schoolwork will not be given in advance. The individual teachers will determine the amount and the time frame in which missed work must be made up. If missed instruction becomes a burden to any student; the parents must make arrangements for the procurement of a tutor.

### **B. TARDINESS**

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

St. Paul School day begins at 7:45 a.m. Any student arriving after 8:00 a.m. needs to be accompanied by a parent to the school office and signed in. A child who arrives later than **9:45 a.m.** will be considered absent one-half day. A child who leaves before **1:00 p.m.** is considered absent one-half day. **EVERY EFFORT SHOULD BE MADE TO KEEP ABSENCES AND TARDINESS TO A MINIMUM.** Excessive excused or unexcused tardiness will be handled by the school principal in a letter mailed to the parents.

### **C. TRUANCY**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

## BOOKS AND SUPPLIES

### TEXTBOOK POLICY

**Every student will be responsible for taking care of his/her textbooks, and will be required to pay for any damages which occur while he/she is in possession of those books.  
(St. Paul School Policy, Revised & Approved December 2002)**

### **SUPPLIES**

Parents are given a list of needed supplies prior to the beginning of the school year. Students are expected to have those supplies at the start of school and come prepared for class everyday.

Parents and students are asked to be conscious of supplies that may need to be replenished or new things purchased. Teachers will do their best to limit such materials and to inform parents/students in advance of their need.

### **CAFETERIA**

The school lunch program is operated and maintained by Food Service Consultants, Inc. A monthly menu is sent home in the Friday Folder for purchasing options. Lunch tickets should be ordered and paid for on Monday.

Each day a hot lunch, grab-n-go bag, and salad bar are offered.

Students who bring lunches may purchase milk or juice, or bring milk or juice to school. Students are not allowed to bring cans of soda from home. **Parents are not allowed to bring "fast food" to school for the child's lunch.**

Students are to wait quietly in line for their lunch, and **walk** to and from the lunch tables. Students take turns washing their table, but each student is responsible for cleaning up after him/herself.

Gum is not permitted in lunches or on the school premises at any time.

### **FORGOTTEN LUNCHESES**

If you need to bring a lunch to school, please leave it in the School Office with the student's name and room number, and we will see that it is given to your child prior to lunchtime. If the child has no lunch a hot lunch will be provided. Parents are expected to reimburse the Cafeteria for the price of the lunch.

### **CARE TEAM**

The CARE TEAM consists of the principal, school counselor and learning consultant and is in place at St. Paul. Members of the CARE TEAM meet bi-monthly and hold morning staffings with the rest of the faculty on a regular basis. Individual teachers are invited to attend on an as needed basis.

The CARE TEAM serves as a resource for the classroom teacher in helping respond to identified academic or behavioral concerns of students that may surface during the course of a school year. The Team assists the classroom teacher in planning and choosing appropriate academic or behavioral strategies to address identified needs. The classroom teacher, parents, and when appropriate, the student review possible strategies. Once a plan of action is in place, the CARE TEAM provides on-going support by assisting the teacher in monitoring progress, evaluating outcomes, and making adaptations to the plan when necessary.

Occasionally, the CARE TEAM will recommend formal Family Conferencing with school personnel to address a student's academic or behavioral concern. Formal Family Conferencing involves regularly scheduled sessions with parents, homeroom teacher, principal, and when appropriate, the student. Concerns are identified and a plan of action is developed on a regular basis. Family Conferencing continues until such time as the concern is alleviated. The principal initiates this process.

### **A. ADDITIONAL ACADEMIC SCREENING**

If the school or parent feels a child needs testing over and above that which we provide, the child will be referred to an outside source such as the St. Louis County Special School District, Archdiocesan Special Education Department, or private agencies. Thorough and competent additional screenings always include input from the school as well as the family. The classroom teacher, resource teacher, or school counselor needs to be notified if additional testing is being pursued whether it is during the school year or during the summer. Gathering the necessary documentation requested by such agencies can be a comprehensive process. The CARE TEAM assists parents and teachers in accurately completing requested forms and in requested documentation. The CARE TEAM also monitors a reasonable time frame during which the above occurs.

It is the procedure of St. Paul to forward any necessary requested documentation directly from our office to the office of the requesting agency. Names and addresses of private physicians or agencies must be provided to the school by parents. A copy of the forwarded material is kept in the School Office and may be viewed by the parents. An appointment to do so can be arranged by calling the School Office. Office copies of forwarded material are not duplicated or sent home.

In the event that additional screenings conducted by qualified agencies or professionals result in the diagnosis of a learning disability or special need, a copy of the evaluation, diagnosis and subsequent intervention recommendations

must be forwarded to St. Paul School. No extraordinary interventions or adaptations to the regular academic program will be considered or implemented by the school without the above documentation. Finances, human resources, and space constraints impact the range of accommodations that can feasibly be offered by the school.

In accordance with Archdiocesan Policy, the above documentation becomes part of a student's cumulative record and therefore will be included when parents authorize release of records for transfer to another school. If the regular academic curriculum or work expectations need to be adapted, it will also be indicated on the student's report card and cumulative record that a "major adjustment to curriculum", "major adjustment" to assessment or "major adjustment to instruction" was used.

If after implementing appropriate and feasible academic interventions, the school determines it cannot properly educate a student or if a student's abilities were misunderstood or misrepresented, the school may need to consider assisting the parents in finding an alternative educational setting.

## **COMMUNICATION**

A school newsletter or information update is sent home in the Friday folder each week with the youngest child. Should you not receive a newsletter, contact the School Office and one will be sent. Pertinent calendar and activity information is included in this handout. Occasionally communication will be sent with every student. The Friday Newsletter, lunch menu, current events, school info. and School Calendar can be found on the School web page at [www.stpaulfenton.org/school](http://www.stpaulfenton.org/school)

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. St. Paul Catholic School will not provide the above mentioned lists to Catholic high schools.

Appropriate and ongoing communication between home and school is encouraged and beneficial for all. Questions and concerns should first be addressed to the classroom teacher. Should a matter not be resolved to your satisfaction after having spoken with a teacher, you are encouraged to contact the principal.

If you wish to speak to a faculty member or wish to set up a conference concerning your child's academics or behavior, call the School Office or send a note to set up a time that is mutually convenient. Notes or calls requesting conferences with a teacher will be acknowledged as soon as possible. Dropping in on teachers unannounced, stopping them in hallways throughout the day, or when they are engaged in supervisory responsibilities is generally not a good time or place for such conversations to occur. Mutually deserved attention and appropriate privacy is more difficult to assure at that time. If you wish to speak to the principal, call the School Office and your call will also be acknowledged as soon as possible.

While e-mailing teachers is an excellent way to communicate it is not always a reliable communicator and should be used cautiously in order to protect a students' privacy. Inquiries of a sensitive nature should be limited to a phone call, written note, or private conference. As with all types of communication, teachers have a very limited time to respond. Please allow for sufficient time. If you have not received a response within 2 school days, please call the school office.

Many opportunities are provided throughout the school year for parents to visit the school (i.e. Open House, Classroom performances, All-school performances, etc.) If you wish to observe your child in a classroom setting, please make arrangements in the School Office.

## **CONDUCT**

### **DISCIPLINE POLICY**

**A procedure for dealing with unacceptable behavior in school will be developed by the principal and faculty. This procedure will include provisions for due process for the student and parent(s), and for suspension or withdrawal for cause of students. This procedure will be**

**communicated to the parents and students through the school handbook and through discussion with the students.**

**(St. Paul School Policy, Approved: August 17, 1992 - Reviewed & Approved December 2002)**

**Because students are perceived as representatives of their school, both in and out of school, they are expected to act in a manner consistent with the values professed by the Church and Gospel of Jesus Christ. The school administration has the right to consider disciplinary action concerning a student whose conduct negatively affects the school and Church community. (St. Paul School Policy, approved April 9, 2007)**

**Students who demonstrate a serious and consistent lack of responsibility and disregard for school rules may be placed on probation. The length and restriction of the probation will be determined by the principal and or pastor. Students on probation may be subject to eligibility restrictions for participation in school events.**

**(St. Paul School Policy, Approved February 2005)**

#### **A. STANDARDS OF BEHAVIOR**

Students attending St. Paul School are expected to behave in a Christian and courteous manner, treating each other and the staff with the respect that each person is due. Parents are expected to support the staff and cooperate with the school in its efforts to provide a safe and respectful environment for each and every student and staff member.

At St. Paul we believe discipline is an attitude and a response cultivated in a climate characterized by respect which is conducive to positive self-growth and learning.

It is the role of faculty, staff and parents to be positive role models and “maintainers” of the climate. Maintenance of climate is accomplished through unity of purpose, clear directives and age-appropriate expectations. Consistency, fairness, compassion, love and humor become key tools.

Gospel values and Catholic Christian attitudes and choices, which are taught in a solid Religion curriculum, help shape and define the desired climate at St. Paul.

Most adverse disciplinary matters will hopefully be resolved simply and quickly between student and teacher. Consequences for inappropriate behavior may include time-out, minor suspension of student privileges, conduct referral, or making appropriate restitution (i.e. an apology, replacement of damaged item, etc.)

Students who receive a written conduct referral are expected to return it the next day, signed by a parent, to the person who issued it. Parents will be notified if referrals are not returned. Conduct referrals will be kept on file by the homeroom teacher. The student’s quarterly conduct grade will be lowered by each referral. The principal will keep a copy of each referral on file.

In keeping with the philosophy of Catholic Education, the following disciplinary methods are unacceptable:

1. Corporal punishment;
2. Personal indignities, such as striking, pulling hair, pulling ears, etc.;
3. Sarcasm, ridicule, nagging, calling names and public humiliations;
4. Memorization, writing lines, or work of an academic nature;
5. Indiscriminate punishment of all students in a class for the misconduct of some or one student;
6. Transference of biases and/or comparison with other members of the family.

The following are examples of behavior, but not limited to, that may require serious disciplinary consequences:

1. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
2. An individual infraction of a major school rule;
3. Use of profanity;
4. Harassment, threats, or physical acts against others;
5. Disrespect of authority;
6. Repeated infractions of school rules;
7. Cheating / Lying;
8. Disruption of school or classroom environment;
9. Leaving the classroom or school grounds without permission;
10. Repeated truancy;
11. Out of school conduct which seriously detracts from the reputation of the school;
12. Inappropriate electronic conduct.

## **B. DRUG, ALCOHOL & SUBSTANCE USE AND ABUSE**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Preventative approaches through counseling and other educative methods will be used. Intervention may be required as well as assessment for chemical dependency, and treatment if professionally indicated for student. Fulfillment of professional requirements are needed for readmission.

St. Paul Catholic School is designated by the City of Fenton as a "Drug-Free School Zone" which may impose additional penalties for the possession or sale of controlled substances in and around school property.

## **C. INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications and depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

### **DISCIPLINARY ACTION**

Before disciplinary action is taken, an immediate assessment of the situation will be held with the individual teacher, student, and principal. If necessary and appropriate, the following procedure will occur. In the event that any of the previous types of offenses occur, the following will take place:

First Offense	Teacher – Student – Principal Conference (Parent will be notified by phone of the conference. Depending on the severity of the offense, the parent may be requested to attend.)
Second Offense	Teacher – Student - Principal – Parent (mandatory) Conference.
Third Offense	Same procedure as second offense, Pastor included.

Infractions involving drugs, alcohol, weapons, smoking, gambling, truancy, leaving school grounds, or any other more serious misconduct will be handled directly by the principal and pastor. Examples of more serious conduct include, but are not limited to, verbal/drawn/written threats or acts of violence or harassment. In accordance with Archdiocesan policy and procedures, appropriate actions taken by the principal and pastor may include parent/guardian conferences, mandatory counseling, suspension, probation, withdrawal for cause, and legal action depending on the severity of the incident. A student may be immediately suspended or withdrawn for cause if deemed a threat to self or others.

Students who repeatedly fail to comply with discipline policies and procedures may be subject to suspension, probation or withdrawal for cause. Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action will be determined by the school principal in consultation with the pastor. A meeting shall follow with the student, parents, principal, and pastor. A written statement outlining the reasons for the suspension will be given to the family and kept on file at the school.

Probation is the continued enrollment of the student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor. If a student is placed on probation

the parents/guardians and student should be informed in writing. A written statement outlining the reasons for the probation will be given to the family and kept on file at the school. At the specified time for review, probation may be continued or terminated based on an evaluation of the student's conduct during the probation. At any time during the period of probation, and major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the principal. The decision will be considered when withdrawal is appropriate to reflect the serious nature of the conduct, and will be undertaken with the utmost Christian charity, caution and prudence. When considering the decision the principal and pastor will realize the potential effect if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe School Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

**NOTE:**

The parents of any student who brings a weapon or makes verbal threats or acts of violence on school property will be notified after the police have arrived.

**COUNSELOR**

A part-time School Counselor is available for parents and students during the school day. Classes and individual counseling are available on an as need basis. Parents may schedule an appointment directly with the school counselor.

**DRESS CODE**

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

Uniforms are to be worn by all students from Grades K-8. Full uniforms are to be worn throughout the year with the exception of picture day and specially designated dress up days. Parents are asked to cooperate by seeing to it that their children always wear only the regulation dress. If any deviation from the uniform is necessary, a written note from the parent must be presented by the student to the homeroom teacher. This note is valid for one day only, unless special arrangements are made by the parent with the principal. If the student comes out of uniform the next day he/she will be sent to the School Office to contact his/her parents.

If a student comes to school out of uniform without proper permission he/she will be warned one time by the Principal. If he/she is again out of uniform without permission, parents will be notified. The student will not be allowed to return to class until he/she is wearing the proper uniform. Parents have the option of taking the child home to change, or having the child spend the day out of class at school.

A student's general appearance should reflect the basic philosophy of the school and the established educational climate. Any adjustment or adornment to a student's basic appearance that is faddish in nature, draws attention, or is counter to the desired tone of the building is not allowed.

Uniforms are to be neat, clean, and in good repair. Hats, caps and scarves of any kind are not to be worn in the building throughout the school day.

Non-uniform days are determined by the staff and/or principal and pastor and are granted by the principal or pastor.

On non-uniform days students must be dressed appropriately for school. Students may not wear tank tops, clothes with inappropriate advertisements, short shorts, low cut tops or bare midriffs, backless shoes, hair color, makeup, or nail polish. Any clothing that is disruptive to the school or classroom environment is unacceptable.

Students are required to comply with the dress and appearance guidelines established by the school. The school uniform provider for St. Paul is Famously Yours, 9981 Lin Ferry Dr., St. Louis, Mo. 63123.

## **UNIFORM**

### **ALL STUDENTS: GRADES K – 8**

- Slacks:** Navy blue twill or corduroy dress slacks are required. Slacks must be hemmed. Baggy pants with large pockets or extra zippers are not allowed.
- Shirts:** The uniform shirt is a white short or long-sleeved collared knit shirt or a long-sleeved white knit turtleneck shirt. No T-shirts are to be worn. All shirts must be completely tucked in at all times. T-shirts worn under school uniform shirts may not be colored or have writing on them.
- Jumper/Skirt:** The uniform jumper is worn in grades K-4. The uniform skirt is worn in grades 5-8. Skirts and jumpers should be no more than 3" above the kneecap. Fine, pleated jumpers are no longer able to be purchased. They can continue to be worn as an acceptable school uniform.
- Summer Uniform:** Students may wear navy blue uniform shorts the first and fourth quarters only. Shorts must be longer than mid-thigh and no longer than the knee. A belt must be worn. The uniform shirt may be worn with uniform shorts. The St. Paul logo T-shirt is to be used strictly as a P.E. uniform.
- Sweaters and Sweatshirts:** Sweaters and sweatshirts are worn with, not instead of, the uniform shirt. Only the current official St. Paul sweatshirt in gray or navy may be worn. A **plain** navy or white cardigan sweater may be worn.
- Shoes:** School-type dress shoes, athletic or tennis shoes in canvas or leather may be worn. Brightly colored shoes, shoes with cleats, or black soles are not permitted. For the sake of safety, no sandals, jellies, or wheelie shoes are allowed. Shoes requiring shoestrings must have black or white shoestrings and be tied at all times. Snow boots may be worn in bad weather. All snow boots must be removed upon arrival in school and changed to regular shoes.
- Belts:** A belt must be worn. Belts must be solid blue, black, or brown.
- Socks/  
Leg Wear:** All socks must be solid-colored navy blue or white with no logos or writing, and must be visible above the shoe. Crew and knee-length socks are permitted. Navy or white, tights and leggings may be worn.
- Gym Clothes:** Students change into navy athletic shorts or sweatpants for winter outdoor activities. For their tops students may wear the St. Paul Sweatshirt for winter, plain white T-shirts, or white T-shirt with school logo available at Famously Yours Uniform Store. The current year Homecoming T-shirt is also acceptable for gym classes.
- Jewelry:** A simple wristwatch, sacred medal or cross on a simple chain, a small ring, or stud-type earrings may be worn.
- Makeup/Hair:** No Makeup, nail polish, or fake fingernails are allowed. No fad haircuts, hairstyles, colored hair, or hair dyes allowed. Hair must be cut short enough so as not to hang in front of eyes. Boys' hair may not exceed shoulder length.

**NOTE:** Failure to comply with the uniform code will result in a parent being called by the principal. Parents will be required to take the student home until the violation is corrected.

**Scout Uniforms** - may be worn to school on the day of their meeting.

## EMERGENCY PREPAREDNESS POLICY

**There will be a plan for disaster preparedness. The procedure for this will be outlined and communicated to parents and students through the parent handbook and through discussions with the students.**

**(St. Paul School Policy, Approved August 17, 1992 - Revised & Approved December 2002)**

Response plans and procedures for emergencies that may arise during the day are in place at St. Paul School.

To assure the safety of each student in the event of fire, tornado, earthquake and other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures for each area of the school are posted.

Parents are requested to fill out an emergency release form at the start of each school year. This form will instruct us as to whom your child may physically be released in the event of a natural disaster or hazardous situation. One copy of the form will remain on file in the School Office and another will be on file at the Rectory.

Please notify the school immediately of any changes during the school year.

### EMERGENCY CARDS

At the beginning of the school year, an emergency card will be distributed to each family requesting information concerning you and your child. This form will be kept on file so that we may contact you in case of illness or emergency. Please keep the information requested on this card current throughout the school year by notifying the school office.

### RELEASE OF STUDENTS FROM SCHOOL

The following precautions will be taken:

1. the release of a student from school is being given by the parent who has custodial authority,
2. any court restraining orders restricting the rights of either parent to have contact with the student.
3. the release or early dismissal from school be communicated to the parents/guardian as soon as the situation is known,
4. a telephone or personal message for a student to leave school will be carefully checked for authenticity, and the person to whom the student is being released, should identify himself/herself to school officials,
5. that students will not be sent home or to any other destination off school property for any reason without the knowledge of parent/guardian,
6. and, faculty members will not send students on errands off school premises during the school day for any reason.

Unless we are forced to leave the building because of an unforeseen situation, this school **will not close early**. Parents will be notified if an emergency arises and school must be dismissed early. In case of severe weather, parents always have the right to take their children home early. We will not send children home unexpectedly.

## EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified /responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

### A. STUDENT PUBLICATIONS

Student publications must be the work of students under the leadership and careful supervision of faculty. Any publication "open print and electronic" should meet the requirements of good journalism and reflect the Catholic philosophy and mission of St. Paul Catholic School.

### B. SPORTSMANSHIP

St. Paul Catholic School will strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators, should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

### **FACILITY OPERATIONS**

Any use of the school facilities, assets, materials, equipment, mailing lists, personnel, will not be made available for partisan political activity. All other inquiries should be made to the Pastor and Parish office.

Safety of students and staff will be a high priority for all staff members, including religious, clerical and maintenance, staff and volunteers. All areas of St. Paul Parish and School will be in compliance with state laws and guidelines for safety, and the facilities will be kept secure at all times. All practices and procedures related to the physical plant will be established within the guidelines of safety and security. Appropriate personnel will be trained in the proper use and procedure of safety equipment and first aid materials.

### **FACULTY MEETINGS**

Faculty meeting days are scheduled at various times throughout the school year and are communicated in the Newsletter. These days are scheduled for the purpose of faculty communication, academic planning, and educational exchange. Faculty members are not available for parent conferences or phone calls on those days. Both sessions of the Kindergarten will meet in the A.M. on faculty meeting days. Students are dismissed at 12:00 noon. Students not picked up promptly will be sent to Kids' Club.

### **FIELD TRIPS**

**Procedures for all school sponsored field trips will follow guidelines set forth in Archdiocesan policy 5207. (Archdiocesan Policy 5207; Adopted by St. Paul School Board January 2003)**

Grades 1-8 may participate in at least one planned field trip each year. Participation is a privilege, not a right, of the student. Special programs, displays or performances that might enhance a subject matter may result in a class or group field trip. School uniforms are always worn on educational field trips unless noted otherwise through a letter from the teacher or sponsor of the event.

Since students represent St. Paul School on such outings, appropriate behavior is expected at all times. Parent chaperones will be asked to attend a class meeting with the students a few minutes before leaving on the field trip. The classroom teacher will give a brief overview of the event; give last minute directions, chaperone assignments, and student behavior expectations.

All activities planned must be approved by the Principal. Bus transportation is used whenever possible. A permission slip will need to be signed and returned to school. A child may not participate in a field trip without the appropriate slip on file at school. **No exceptions will be made.** For your convenience, a copy of the permission slip is reproduced at the end of this handbook if you need to copy it. Permission received by phone, fax, or e-mail will not be accepted in lieu of the original signed form.

In accordance with Archdiocesan policy 5202.9, whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults should not be permitted to smoke in the vehicle.

Children who are 4 years old but less than 8 years old, and who weigh at least 40 lbs. but less than 80 lbs, and are less than 4 feet 9 inches tall, must be secured in a child passenger restraint system. Children who weigh at least 80 lbs. or children taller than 4 feet 9 inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

Drivers are expected to abide by the criteria listed above. Drivers are expected to provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. These documents will be kept on file at the school.

### **FINANCIAL SUPPORT POLICY**

**St. Paul School provides tuition-based education for members of St. Paul Parish. Tuition rates are established by the School Board and Parish Finance Committee, and approved by the Parish Council. Attendance at St. Paul School requires timely payment of tuition and associated fees. Access to St. Paul School will be denied to those families not meeting these financial obligations. Financial aid is available for those who meet certain requirements and complete an application for assistance.**

**TUITION RATES AND SCHEDULES** – Tuition Rates and Payment Schedules are established for each school year and approved by the Parish Council. It is within the discretion of the School Board and/or the Parish Finance Committee to establish tuition rates and schedules supporting the effective and efficient operation of the parish school. While highly unlikely, it is possible for tuition rates and/or schedules to be altered during the school year should the need arise.

**ENFORCEMENT** – The following procedures exist to support timely payment of tuition and fees:

1. Families not paying tuition in full by June 1 of a given school year will forfeit their registration status and class placement for the following school year. Those families may re-register after paying all outstanding tuition balances. Note that open slots in specific grades/classes will be evaluated at the time of re-registration.
2. Student's records and transcripts will not be transferred to any school or institution if payments are not current and an outstanding balance exists.
3. Report cards and progress reports will not be issued to those families two or more months delinquent in tuition payments.
4. The parish will mail a certified letter to those families becoming more than two months delinquent in tuition payments. Those receiving such a letter **must** respond immediately.
5. Enrollment/attendance at St. Paul School is at the discretion of the Pastor and the Principal. Continued tuition delinquencies and/or non-payments will result in denial of access to St. Paul School.

### **FINANCIAL ASSISTANCE POLICY**

**Financial aid is available to those families unable to meet the financial obligations required to attend St. Paul School. Those wishing to apply for financial aid must complete a Financial Aid application which may be obtained From the Parish Office. These applications have a deadline date that is set by the Archdiocese of St. Louis for the following school year. The Archdiocese reviews the applications and determines the amount of financial aid to be granted.**

**(Approved by School Board, January 18, 1993, Revised February 1995, Amended December 16, 1995 – Revised & Approved January 2003)**

A special envelope packet will be sent to you at the beginning of June. Compliance with new IRS directives necessitates that tuition be separated from weekly contributions. All money placed in envelopes provided by the parish for weekly or special collections must be credited as contributions and will not be changed to tuition retroactively. If tuition is placed in a regular weekly envelope, it will be credited as a contribution, and **NOT** as tuition.

### **HARASSMENT POLICY**

**Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.**

**Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.**

**Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.**

**If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and expulsion will be taken.**

**(Approved by St. Paul School Board, December 2005)**

## HEALTH CARE

### A. PHYSICAL EXAMS

#### PHYSICAL EXAMINATION POLICY

**Physical examinations are required of students entering St. Paul School at any age, and prior to entering Kindergarten, third, and sixth grades. Evidence of this examination shall consist of the form which is provided by the school, completed and signed by the examining physician.**

**Failure to provide the school with this form by the first day of school will result in the exclusion of the child from school until such form has been submitted.**

**(School Board Policy, Approved August 17, 1992 – Revised & Approved December 2002)**

In accordance with the regulations of the county and the policy of this school, new students and students entering grades K, 3 and 6 are required to have a physical examination. A physical given within the past six months is required for a child entering Kindergarten. A physical given any time within the previous year will be valid for students entering grades 3 or 6 and new students entering grades 1 – 8. A medical form will be provided by the school. **This form must be returned to the School Office before the first day of school.** Failure to return the form by this date will result in the exclusion of the child from school until such time as the form is returned.

A Health Aide is on duty to handle illness or injuries that may occur. If the Health Aide is unavailable, a staff member or teacher is responsible.

If it becomes necessary for a student to limit physical activity during the school day, P.E. only, or at recess for an extended period of time, a physician's note to that effect must be sent to the School Office. A release form indicating that the student may resume normal activity will also be required.

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on the school emergency contact form. Parents/guardians are responsible for providing transportation for the student to leave.

No child should be sent to school and no child will be allowed to remain in school with the following conditions:

- Fever of 100 degrees or higher
- Diarrhea
- Vomiting
- Bacterial infections such as impetigo, strep throat, or ear infections, unless the child has undergone 24-48 hours of treatment and has a doctor's permission slip to return to school.
- Unidentified skin rash
- Chicken pox where blisters are still present
- Conjunctivitis (pink eye)
- Head lice

Do not send your child to school if he/she complains of feeling ill. Contact the School office with any contagious conditions. **Children need to be fever free for 24 hours before returning to school.**

Information concerning the presence of a communicable disease/contagious condition will be sent by letter to the parents of the particular grade concerned as soon as possible. A student with a communicable disease may be

readmitted upon written verification from a qualified health care professional, that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

If you feel that your child has a medical need not covered in any of the above, please call the School Office directly in order that necessary accommodations may be considered or provided.

## **B. MEDICATION**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed by the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school).
2. Written consent of the parent/guardian for school personnel to administer the medication;
3. The medication in the original container.
4. Proper training of personnel on medication administration.

## **MEDICATION POLICY**

**All medications sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.**

**(Archdiocesan Policy 4704; Adopted and Approved by St. Paul School Board January 2003)**

## **C. STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

## **D. COMMUNICABLE DISEASE**

The school community of St. Paul shall follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and the Archdiocese of St. Louis.

### **1. EDUCATION**

Students at St. Paul School will participate in an Archdiocesan approved Family Life Program. Additionally, parents shall be invited to an informational meeting dealing with the children's Safe Touch program.

### **2. HEALTH PRACTICES**

The School will be equipped with appropriate materials necessary to safeguard the health of students and personnel. Appropriate procedures will be developed and communicated to all building personnel. An Exposure Control Program is updated each year, and on file at the school office.

### **3. ENROLLMENT AND ADMISSIONS**

At initial enrollment and every year at re-registration, parents will be advised in writing of their moral and legal responsibility to inform the Administration (Pastor and/or Principal) if their child has contracted a communicable disease. Such information will be kept absolutely confidential by the Administration. When it becomes known to the Administration that a child has been infected, the Administration will follow the procedures set forth in the Archdiocesan policy of October, 1988 (#4501.1). If there is no danger to others, the child will be enrolled.

### **4. PUBLIC AWARENESS**

Should the presence of the HIV infected child in the school become known to the broader parish community, the Administration will follow procedures set forth in the Archdiocesan policy.

### **5. VISION AND HEARING SCREENINGS**

Vision and Hearing Screenings will be made available to the students at St. Paul School during the school year.

## INSTRUCTIONAL USE OF COPYRIGHTED MATERIAL POLICY

**All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet websites and resources. No illegal copies of copyrighted programs should be made or used on equipment owned by the school.  
(St. Paul School Board Policy, Approved January 2004)**

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitation.

## INSURANCE FOR STUDENTS

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through United Healthcare STUDENT Resources, a very reputable company that has been dealing with student accident insurance for many years. To find out more information about the program contact the school office or access the United Healthcare's website at [www.k12StudentInsurance.com](http://www.k12StudentInsurance.com). Online enrollment is also available at this site. Instructions for accessing this website are as follows:

- \*Go to [www.K12StudentsInsurance.com](http://www.K12StudentsInsurance.com) towards the bottom find the section named Parents/Guardians.
- \*Click on *Our Plans & Pricing*. \*A blue search box will pop up. \*Type *Archdiocese* in the School system And select *MO* in the School State box. \*Then click *Search* and the ARCHDIOCESE OF ST LOUIS will Show up. Follow directions from there to view plan materials or enroll online.

## INTERNET AND ELECTRONIC COMMUNICATIONS

**Computer and internet usage is guided by the technology committee and the school administration.  
(St. Paul School Policy, Approved April 9, 2007)**

**Use of computers and the internet are for school related purposes only. All inbound and outbound internet traffic will be monitored to ensure appropriateness of content.  
(St. Paul School Policy, Approved April 9, 2007)**

The following actions are prohibited regarding internet and electronic communications:

1. The potential threat to individual identity and safety posed by inappropriate uses of websites and other means of digital communication;
2. Inappropriate forms of communication over the internet and other electronic or digital devices with respect to privacy, dignity, safety, and the good name of others;
3. And inappropriate actions or communications that affect the school, other students, their parents, members of the school staff, or others associated with St. Paul Catholic School.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which:

1. are of a sexual nature;
2. threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or
3. in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in the Standards of Behavior section of the Handbook under Conduct.

All violations will be subject to the disciplinary actions outlined in this handbook.

## CELL PHONES

Cell phones and other electronic devices are NOT allowed in school. However, in being sensitive to students' needs in their extended families and concerns for their safety, the following guidelines are to be followed regarding cell phones.

Cell phones needed for the above circumstances ONLY may be brought to school under the following conditions:

1. Phones are kept in the "OFF" position and IN THE STUDENT'S BACKPACK from 7:15 a.m. until 3:15 p.m.
2. No cell phones may be used for picture taking on school property at any time.

3. No harassment or threatening of persons via the cell phone on school property is permitted.
4. Cell phones that are checked during the day or taken out of the backpack will be forfeited to any faculty/staff member. Parents will be notified to set an appointment for phone retrieval.
5. Those who violate any of the rules of cell phones may forfeit their privilege.

### **ELECTRONIC AND COMMUNICATION EQUIPMENT**

Students may not bring electronic equipment to school (pagers, CD players, I-POD's, radios, TV's, tape recorders, messaging devices, devices capable of digital imagery, etc.).

### **LEARNING CONSULTANT**

A full-time Learning Consultant is available for parents and students during the school day. The Learning Consultant maintains appropriate and pertinent information regarding students' specific special needs. Communications about students' needs are made to teachers and other school personnel in an appropriate manner. The Learning Consultant may also serve as a resource to parents and students. Parents may schedule an appointment by contacting the Learning Consultant directly.

### **LIBRARY AND BOOKMOBILE**

The school library is for the benefit of our students and teachers. It is staffed by a team of very dedicated and competent volunteers.

Books are checked out weekly. Please be sure your child is responsible for the care and return of books.

Accelerated Reader (A.R.) books are occasionally stored in the homerooms. The return and care of these books is the responsibility of the student. Replacement costs will be assessed for lost or damaged books.

The St. Louis County Library Bookmobile comes to St. Paul approximately once each month. Dates are noted on the monthly calendar. Students must have St. Louis County library cards to check out books. Students who live outside the County Library District may apply for a card through school to use at the Bookmobile.

Families are invited to donate a hardbound book to the library on the occasion of their child's birthday. For further information contact the school principal.

### **LITURGY AND SACRAMENTS**

Children in grades 1 – 8 participate at Mass one day each week at 8:00 a.m. The day of the All-School Mass will be communicated through the School Newsletter and monthly calendar. Kindergartners also have the opportunity to attend a number of All-School Masses throughout the year.

Opportunity is provided for the reception of the Sacrament of Reconciliation during Advent and Lent. The children also participate in seasonal devotional activities.

All-School Advent Paraliturgies and Stations of the Cross are offered during the school year.

All grades will have the opportunity to attend Adoration of the Blessed Sacrament. The specific day will be noted in the School Newsletter.

Preparation and reception of the Sacraments of Reconciliation and Eucharist occur in Grade 2.

Preparation and reception of the Sacrament of Confirmation occurs in Grade 8.

Special requests can be made by the teachers for the priests to assist in classroom instruction above and beyond occasional visits.

### **LOCKERS**

School officials with sufficient reasons to do so may search a student's locker or desk.

Lockers are provided for students' use in some classrooms. The lockers are the property of St. Paul Catholic School and **individual locks are not allowed**. A student's jacket, purse, back pack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reasons, school officials

could request that a student empty the contents of pockets, purse, or back pack. If the student refuses, disciplinary action could be taken based on that refusal.

### **LOST AND FOUND**

We ask that you clearly mark all belongings with your child's name. Lost items are kept in the school lobby area. At the end of each quarter, items are displayed and any unclaimed items are sold at Uniform Exchange Day or the Pro-Life Rummage Sale.

### **NO SMOKING POLICY/SMOKE FREE CAMPUS**

**Smoking shall be prohibited on the School premises during regular school hour, and shall be prohibited in parish buildings at all times.**

**(St. Paul School Board Policy, Approved October 17, 1989 – Revised and Approved December 2002)**

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.

### **PARTIES**

Class parties are scheduled three times a year: Halloween, Christmas, and Valentine's Day. Party times for grades 1-8 and P.M. Kindergarten: 1:45 p.m. to 2:45 p.m.; A.M. Kindergarten: 9:45 a.m. to 10:45 a.m.

Ideas and party plans need to be communicated to and approved by the classroom teacher. For safety reasons the number of participating helpers will follow the guidelines set up by the Mothers' Club.

Class parties are held in the classrooms. Guidelines for food served at class parties differ from guidelines for birthday party treats. If there are objections or food concerns please notify the teacher.

Invitations for private parties may be distributed in school only if the entire class is invited (e.g. all boys, all girls, entire class)

### **PLAYGROUND RULES**

1. Respectful language and behavior is expected at all times towards supervising adults as well as other students.
2. Keep hands, feet, and objects to yourself. NO BODY CONTACT.
3. Real basketballs are permitted by the baskets only. Only Nerf or Nerf-style balls can be used on the rest of the playground and the field. Equipment must be used in the manner for which it was intended.
4. No pens, pencils, or other classroom materials or supplies should be taken to the playground.
5. Use the restrooms BEFORE coming outside. Always ask an adult supervisor on duty before leaving the playground area (An example: retrieving a ball from the street). Students in Grades 1-4 are not allowed to retrieve balls in the street.
6. STOP and LISTEN whenever the handbell rings more than once. Special directions need to be given.
7. Stay in your assigned area.
8. Please stay off the grass except when using the field.
9. No food is to be taken outside the building during lunch periods. Students in Grades 1-4 should leave lunch boxes outside of classroom door before going outside.
10. No gymnastics on the playground.
11. Keep your distance from others who are using the playground equipment.
12. Do not climb on top of any equipment.

#### **CONSEQUENCES:**

First warning:	Reminder from supervisor.
Second warning:	Time-out.
Third warning:	Homeroom teacher is notified and a discipline referral is issued.

At the end of outside recess, students are to stop their activity at the first bell. When the second bell rings, they are to walk to their assigned place and line up. Students are expected to enter the building and go to their homeroom in a quiet and orderly manner.

### **PLAYGROUND SUPERVISION**

Our playground is supervised by parents and teachers. Parent supervisors are paid to come for approximately one and one-half hours each day to help maintain the safety of our children. Safety rules and discipline are discussed with these supervisors at the beginning of the year. They have the same decision-making authority as a teacher during the time they are supervising the students.

### **P.T.O**

All parents are members of the P.T.O., which promotes community between parents and faculty, and through which fund raising for the school is done. Meetings will be held during the months of September, October, January, and April. The dates of these meetings are on the school calendar. All parents are encouraged to attend.

### **RECESS**

Students are expected to go outdoors for recess unless the weather is inclement or the temperature/wind chill is at or below twenty degrees according to the National Weather Service. Each student is expected to dress according to weather and temperature conditions.

During indoor recess, all students are to remain in their homeroom. In grades 1 through 4 **ONLY**, students are allowed to bring hand-held or table games from home to use during recess. Classroom games are available in each classroom for the students use.

No running, shouting, or throwing objects is allowed in the classroom.

At the end of recess, the students are to stop their activity when the first bell rings. Each student is responsible for picking up and putting away what he/she has used. The school is not responsible for any lost, stolen, or damaged personal equipment.

**Note:** Computers are used only when a teacher or supervising adult is present and permission is granted.

### **REGISTRATION / MOVING POLICY**

**Effective July 1, 2006, a family must be registered and have an established physical residence within the boundaries of St. Paul Parish in order to qualify for registration in St. Paul School.**

**If the family residence address changes to a location outside of the parish boundaries, registration for the following school year may be denied based on class size.**

**Families who are currently registered in the parish, enrolled in the school, and reside outside of parish boundaries will remain eligible for re-registration unless their address changes and remains outside the parish boundaries.**

**(Approved with changes by St. Paul School Board, April 10, 2006)**

### **SAFETY PATROL**

The eighth grade homeroom teachers will coordinate the safety patrol program. It is expected that all eighth grade students serve on the patrol during the school year. They will patrol the crossing areas in front of school during arrival and dismissal, as well as the upper parking lot for dismissal.

The eighth graders on duty are responsible for student conduct while on patrol. If there is misconduct, the child/children responsible will be reported to the teacher in charge of the patrol.

There will be no student patrol on days that are extremely cold or prevailing bad weather. Please cooperate with the patrol members and encourage your child to listen to and obey their directions.

### **SNACKS / TREATS**

Students of all grade levels are allowed to bring a nutritious snack to school each day. Candy and gum are not considered "nutritious" and, therefore, may not be eaten for the daily snack. Classroom teachers will determine when the snack may be eaten.

**In keeping with Missouri Department of Health guidelines, birthday treats sent to school for the class should be commercially prepared and individually wrapped.** The classroom teacher will determine when the birthday treat will be distributed. Gum products are not allowed as birthday treats and will not be given to the class.

### **SNOW DAYS / SNOW SCHEDULE**

If the weather conditions make it unsafe for the students to be en route to school, school will be closed.

If extra time will allow students to arrive safely during severe weather conditions, school will begin at 9:00 A.M. students may arrive at 8:30 A.M. The Kids Club program will not be in session before school.

The first bell will ring at 8:45 A.M., and classes will begin at 9:00 A.M. promptly.

Parents who are unable to bring their children to school due to their particular circumstances are urged to use their good judgment. We will not mark students tardy unless they arrive after 9:30 A.M. Any students who do not come will be marked absent.

Parents are expected to listen to KMOX (1120 AM) radio, or any of the following TV stations: FOX, KMOV, and KSDK for school closing or snow schedule information. A message regarding the status of the school day will be recorded in the "special announcement" (#9) after dialing the school number.

If we are on the Snow Schedule - Classes begin at 9:00 A.M., the morning session of Kindergarten will be from 9:00 until 11:00 A.M. The afternoon session will be from 11:45 A.M. until 3:00 P.M. St. Paul's Pals will be available from 8:30 A.M. until 3:15 P.M. Please do not call the rectory for information regarding a Snow Schedule or School Closing.

### **ST. PAUL'S PALS**

St. Paul's Pals, (formally known as Kindergarten Extended Care) is an extended care enrichment program offered to all Kindergarten students currently enrolled at St. Paul Catholic School. The program offers activities that enrich and enhance the Kindergarten student while in the care of a qualified teacher. More information about this program is available at the school office.

### **STAFF SCREENINGS**

It is the policy of the Archdiocese of St. Louis that in even numbered years all employees and volunteers who are working with or who are in a position to be in contact with children should undergo a records check for prior history of child abuse in the state of Missouri (Missouri State Highway Patrol/Missouri Department of Social Services Request for Child Abuse or Neglect/Criminal Record). This service has been made available in the State of Missouri to child care agencies to provide yet another means to protect the children in their care. On each odd numbered year, only new employees and volunteers are screened.

It is mandatory that all employees and volunteers attend the "Protecting God's Children" Program offered by the Archdiocese of St. Louis.

It is mandatory that all personnel abide by the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors.

## STUDENT ACTIVITIES

1. Family Groups - All students grades 1 - 8 are assigned to a "family group". Eighth grade students serve as leaders of the family; each family has a teacher moderator. Family groups are used for Mass attendance during the second and third quarters.
2. Leadership Corps – All students in grades 6<sup>th</sup> – 8<sup>th</sup> may participate in the leadership corps. The members of the corps shall organize and implement various spiritual, academic, social, and service activities throughout the school year. The goal of the corps is to allow participating students to utilize and develop their gifts and talents in these areas: leadership, spirituality, dedication, school spirit, and responsibility. Participation in the Leadership Corps is voluntary. Students may serve on the committee of their choice.
3. Academic and Cultural Opportunities - Throughout the school year, students are encouraged to participate in the various programs and contests which are sponsored by professional organizations or area schools such as:

Challenge Cup - Gifted Resource Council	Prayer Writing Contest
Instrumental Festival	High School Math Contests
Bellarmine Speech League	Invitational Art Contests
Region 6 Math Meets	Essay and Poetry Writing
Archdiocesan Music Festival	Arts Partners
Pro-Life Essay Contest	Diabetes Walk-A-Thon
Hoops for Heart	

**NOTE:** St. Paul Catholic School is a member of Arts Partners/Young Audiences through the generosity of the Mother's Club.

## TIME SCHEDULE

7:25	Door opens to School Gym
7:35	Dismissal to classrooms
7:45	Tardy bell rings/Homeroom
7:50	Period 1
8:35	Period 2
9:20	Break for grades 5-8
9:30	Period 3 & Recess for Grades 1-4
10:15	Period 4
11:00	Period 5 & Lunch period 1
11:30	Period 5 & Lunch period 2
12:00	Period 5 & Lunch period 3
12:35	Period 6
1:25	Period 7
2:10	Period 8
2:55	Homeroom
3:00	Dismissal

## VIOLENCE POLICY

**Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.**

**Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.**

**Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.**

**A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.**

**All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.**

**Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly. (Archdiocesan Policy 4604.2; Adopted & Approved by St. Paul School Board January 2003)**

All reported or observed instances of threatened or actual violence must be addressed by school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

"In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Paul Catholic Parish and School, is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms."

**NOTE:**

St. Paul abides by the state Child Protection and Reformation Act (RSM0210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to report to the Missouri Department of Family Services.

**VISITORS AND CLASS INTERRUPTIONS**

**As a Catholic school, St. Paul has the right to refuse to allow representatives of the media on parish, school grounds. (St. Paul School Policy, Approved February 2005)**

In an effort to provide a safe and secure environment for students and staff, a school door security system has been installed. After the start of school please ring the school doorbell for admittance. Volunteers and visitors who wish to go beyond the office area between 7:45 a.m. and 3:00 p.m., must sign-in and pick up a visitor's badge in the School Office. Visitor badges should be returned to the office when you sign-out.

Except at the discretion of a case worker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them with the opportunity to be present.

Members of the media should be on school property only as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. Please refer to "Permission Form for Student Involved in Small Media/Marketing Materials".

Students **are not** allowed to call home for forgotten homework assignments, lunches, unsigned tests, library books, etc. Children **are** allowed to call home for necessary forgotten items such as glasses, medicine, musical instruments, etc. Permission needs to be granted by the Principal or School Secretary.

Items to be given to students must be brought to the School Office. Mark the item clearly with your child's name and homeroom number or grade. School staff will deliver it. Parents are not to deliver items directly to classrooms or to deliver lunches directly to the cafeteria. Deliveries of flowers or any other such items to the students for birthdays and other occasions are prohibited and will not be accepted in the School Office.

Children **will not** be called to the School Office during the school day for a phone call. Any emergency messages to be received by your children in sufficient time, must be made before 2:30 p.m.

### **VOLUNTEERS**

Our school is greatly enhanced by the presence of our generous volunteers. These jobs include room parents, librarians, and cafeteria workers. If you find you have time to volunteer, please fill in the Volunteer form sent home at the beginning of the year or contact the School office. Some volunteers work at home doing typing, preparing and mending library books or other tasks which assist the teachers.

### **WEB PAGE**

Many of the school's activities, the school newsletter, yearly calendar, and parent information are listed on the school's web page at [www.stpaulfenton.org/school](http://www.stpaulfenton.org/school).

The school website will not contain information that enables students to be identified individually by names or photograph. This includes information about students that appears in the school newsletters which are posted to the school's website.

### **WITHDRAWAL FROM SCHOOL/TRANSFER OF RECORDS**

The School Office should be notified in writing if it becomes necessary to transfer your child to another school during the academic year. Classroom teachers will be informed and records will be prepared for transfer to the new school.

There will be no release of student records to other schools, institutions, agencies, or individuals, without the prior written consent of a parent/guardian, or the former student if age 18 years or older. Records are not released to parents or students, but are transferred directly from the school to the institution designated to receive them. The Catholic Education Office will be consulted regarding the release of student information or records to government officials or to anyone else claiming to be authorized.

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This Student/Parent Handbook contains established policies and procedures for the 2007-2008 school years. Since it is not possible for the Handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.