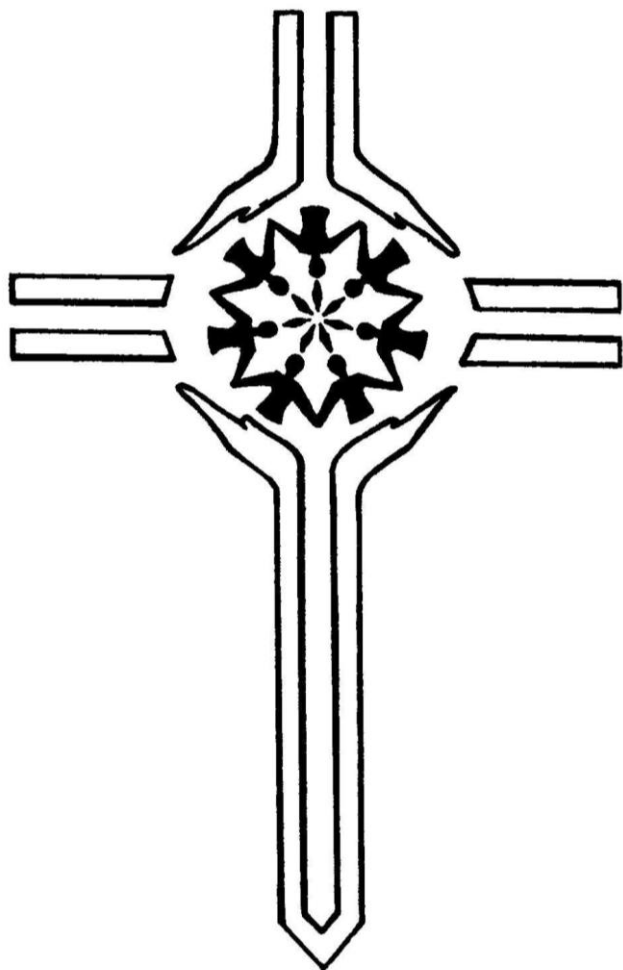


*St. Paul Catholic School*



*Handbook of School Policy*

*2011 - 2012*

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**St. Paul Catholic School**  
**307 John Adams Drive**  
**San Antonio, Texas 78228**  
**(210) 732-2741 Fax: (210) 732-7702**

*Handbook of School Policy*  
*Acknowledgement Form*

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

Parent/Guardian Name: \_\_\_\_\_  
(Please print.)

Student(s):	_____	Grade: _____
	_____	Grade: _____
	_____	Grade: _____
	_____	Grade: _____

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **MISSION STATEMENT**

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

## **PHILOSOPHY**

We believe that each child should be Christ-centered with strong moral character. Students model Christian virtues while growing in wisdom and knowledge to become responsible, caring citizens for the future.

We instill Christian virtues through daily prayer, instruction in Catholic faith, numerous opportunities for worship, and invitations to service.

## **GOAL**

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

## **SCHOOL MOTTO**

*"Educating Children in the Spirit of Christ Yesterday, Today and Tomorrow."*

## **PROFILE**

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

St. Paul School serves grades Kindergarten through eight and presently has an enrollment of **200** students. A dedicated faculty of **16** professionals and **7** support staff meet the spiritual, academic, physical, and emotional needs of students. Through their efforts, St. Paul has earned a well-deserved reputation for providing students with a strong moral and academic foundation. This is evidenced in the fact that many alumni return as parents seeking that same strong foundation for their children.

Throughout its history, St. Paul School has maintained a close connection with St. Paul Parish and is privileged to have the financial, emotional, and spiritual support of the pastor and the parish. This commitment to the school shows a strong belief in the value of Catholic school education as part of the total faith education of our Catholic community.

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

## **SCHOOL ORGANIZATION**

### **ARCHBISHOP, ORDINARY OF THE ARCHDIOCESE**

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

### **CATHOLIC SCHOOLS COUNCIL OF THE ARCHDIOCESE OF SAN ANTONIO**

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

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

### **GOOD SHEPHERD NETWORK OF CATHOLIC SCHOOLS**

St. Paul Catholic School has joined nine other Catholic schools to create a community of schools, "The Good Shepherd Network". The Board of Governors includes leaders in business, education, and pastoral ministry. They will serve as a board of decision makers, under the authority of the archbishop, using their expertise and considerable experience to help build and execute strategic plans to reach the goals of the network. Working in consultation with the superintendent, the director will oversee the network. The purpose of the network is to focus on improving academic excellence, strengthening Catholic identity, sharing of resources, centralizing finances and purchases, and assisting with tuition.

### **THE ROLE OF THE PASTOR**

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

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

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

### **SCHOOL COUNCIL**

The local School Council, whose authority is derived from the pastor of the parish, is called into being by the pastor and given its mission to advise the principal and pastor in areas of school enhancement, policy, development and strategic planning.

The School Council consists of the Pastor, Principal, the P.T.C. president and ten members elected by the parish/school community or appointed by the Pastor and Principal. Members serve a three-year term.

### **PRINCIPAL**

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

### **DIRECTOR OF DISCIPLINE**

The Director of Discipline will serve as the disciplinarian of the **fourth through eighth grades**. He/She will work directly with the Principal and teachers to monitor student compliance with the St. Paul School Code of Conduct and uniform policy. In addition, he/she will be responsible for the fire/safety drills of the school.

### **FACULTY**

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

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

### **PARENT TEACHER CLUB**

All parents/guardians are members of the St. Paul Parent Teacher Club. The P.T.C. assists the Pastor, Principal and the School Council in the accomplishment of projects relative to the expansion, improvement, and maintenance of St. Paul School. Emphasis is placed on activities which encourage parent involvement and foster the building of community. Meetings are held four times a year.

The elected PTC executive board includes president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, and a teacher representative. Parliamentarian is an appointed position.

### **HOME SCHOOL RELATIONS**

Research has shown that Catholic schools do a consistently better job of preparing students academically than do our public counterparts. The studies have shown that there are two major reasons for this better performance: (1) the greater emphasis on homework required in our Catholic schools, and (2) the invaluable parental involvement in the life of the school.

Probably the greatest advantage Catholic schools have is the high degree of "shared values" (religious, academic, and moral) among the families who choose Catholic schools for their children and a staff who choose to teach and work here.

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

In matters of school discipline, the school, its staff, and its administration must be the final arbiters of student conduct that occurs during school hours or on school grounds.

In cases of anything other than routine classroom management, parents will be informed and in some cases directly involved in the disciplinary process. It is essential that the authority of both the school and its personnel be recognized and respected both by the children who attend classes here and by their parents.

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

### **PARENT COMMUNICATION WITH SCHOOL STAFF**

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

### **SCHOOL COMMUNICATION WITH PARENTS**

1. Parents are urged to attend the **"Meet and Greet" Open House** held prior to the opening of school. This is an opportunity for the Pastor, Principal, School Council and P.T.C. to welcome parents to the St. Paul School community. Parents have an opportunity to meet the teachers and learn classroom assignments.
2. Class nights, scheduled for the early part of September, allow for teachers to make a general presentation to parents concerning policies, procedures, and curriculum particular to each child's grade level and homeroom.

3. Formal Parent Teacher Conferences are scheduled at the end of the first quarter. Students may be asked to attend the conference. At this time report cards are distributed. Parents or teachers may request a parent teacher conference at any time throughout the year.
4. A calendar is published each year by the principal in conjunction with the Department of Catholic Schools of the Archdiocese and made available to parents during the summer preceding the school year.
5. Monthly newsletters and calendars are available on the school website at the beginning of each month. Additional memos and school information may be sent home with the oldest child in each family.
6. Announcements affecting a large portion of students will be made over the public address system by the school office staff. Those concerning a small group will be made directly to that group. Requests for prayers or any other announcements should be written or typed and brought to the office before school in the morning.
7. Weekly folders will be sent home with students in grade K through 5 containing work completed the previous week and any needed announcements. Parents are to review the work and sign the folder. Students are responsible to return the folder to school the following day. Students in grades six through eight will receive a progress report at mid-point of each reporting period. These must be signed and returned the following day.

## **GENERAL INFORMATION**

### **Admission Requirements**

1. In compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX of Education Amendment of 1972, St. Paul School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures.
2. Each student, Catholic or non-Catholic, will be expected to study our Catholic religion as an independent subject, to attend and participate in worship services, and to demonstrate a Christian attitude in all pursuits.
3. Parents who seek a Catholic education for their child at St. Paul Catholic School enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the parent/student handbook and various school communications.
4. Incoming Kindergarten students must celebrate their fifth birthday on or before September 1st.
5. Incoming First Grade students must celebrate their sixth birthday on or before September 1st. This is state law.
6. Certificates of birth and baptism (if received) must be presented at registration.
7. A health record is required indicating that the student has received the immunizations required by state law. Completion of the health questionnaire with signature for

permission to screen is also required. Only when all health records are in order is the registration process complete.

8. Acceptance of incoming First Grade students is dependent on satisfactory performance in kindergarten, and on a checklist of pre-first grade progress provided by their kindergarten teacher. Necessary academic, emotional, and social readiness skills are required for first grade. A conference with the principal to assess readiness may be required.
9. Acceptance of students in grade 2 through 7 is dependent on a satisfactory report from their previous school. The factors considered include academic progress and conduct and effort ratings as documented on report cards, standardized test scores, and often, a personal interview with the principal. Placement of students transferring from public and other state approved non-public schools is the decision of the Principal with the approval of the parents.
10. St. Paul School does not normally accept transfer students into the eighth grade. Exceptions may be granted for students moving into the area from out of state or outside of this region of the city. The Principal may grant such exception.
11. Each student entering St. Paul for an initial enrollment is considered to be on a probationary status for a period of at least one semester. Students are removed from probationary status after having proven that they can meet our academic and behavioral standards. The Principal may, at his/her discretion, place any student on probation, remove a student from probation, or extend the probationary period at any time. Failure to perform satisfactorily after having been placed on probation could result in removal from St. Paul School.
12. St. Paul School does not have the personnel or the facilities to provide for students who are in need of special education. Such students will be referred to other programs which have the ability to effectively educate the child with special needs.
13. St. Paul will accept home school students pending the successful completion of appropriate grade level assessment in reading and mathematics as outlined by Archdiocesan criteria. Chronological age and social and emotional development of the student, along with other criteria deemed appropriate by the principal will also be considered. Student placement will be determined by appropriate grade level instructors and administration. Progress will be reviewed at the end of nine weeks to ensure the student's success.

Parents who wish to withdraw their children from St. Paul to home school will be asked to submit their intention in writing.

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

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

civilly with the school, its administration and its staff in resolving problems which may arise between home and school. In March of each year, a letter of invitation to re- register will be sent to families eligible to re-register along with the appropriate re-registration forms.

### **ASBESTOS NOTIFICATION**

This is our annual notice of the presence of asbestos-containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office.

On October 26, 2010, we had our three-year re-inspection. In June, 2011, we had our periodic surveillance. St. Paul Catholic School is due for the three year re-inspection in 2013. All of which are conducted by Astex Environmental Services. The results of these inspections and surveillances are recorded in the Management Plan.

**SCHOOL DAY:** A normal school day extends from 7:45 A.M.- 3:00 P.M. for K-5th and 3:10 P.M. for 6th-8th. Students may be dropped off as early as 7:20 A.M. Teachers supervise these students in the school gym until 7:40 A.M. Students must be picked up by 3:15 P.M. (K-5<sup>th</sup>), and 3:25 P.M. (6<sup>th</sup> – 8<sup>th</sup>). All remaining students will be taken to the After School Care Program. Please note yearly and monthly calendars for early dismissal days.

**BEFORE SCHOOL SUPERVISION:** Students arriving between 6:30 A.M. and 7:20 A.M. will be supervised in the main entrance of the school.

**MORNING DROP OFF PROCEDURE:** There is only one supervised entrance point into the school in the morning.

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

**AFTER SCHOOL SUPERVISION:** (Phone 736-9510) Students who have not been picked up by 3:15 P.M. for K-5<sup>th</sup> and 3:25 P.M. for 6<sup>th</sup>-8<sup>th</sup> will proceed to the After School Care Program where they will be supervised. This program is offered on a full-time or part-time basis with tuition rates applied to the regular monthly statement. Students who use this service regularly or occasionally must be registered for the After School Care Program. The program offers students a snack as well as homework/ quiet study time and outdoor play. All students enrolled in the After School Care Program are to behave in accordance with the St. Paul School Code of Conduct and obey all rules set forth in the After School Care Program. Failure to do so will result in dismissal from the Program.

**AFTER SCHOOL PICK UP PROCEDURE FOR KINDER – 5<sup>TH</sup>:** This is the main supervised pick up location for Kinder – 5<sup>th</sup> grade with no middle school siblings.

- Kinder – 5<sup>th</sup> will be dismissed at 3:00 P.M. and will be picked up in front of the school through Williford Street by entering into the semi circle driveway. (Same procedure like the Morning Drop Off.)
- Parents will utilize color dashboard permits (2 per family) with the student first initial along with last name.
- Students will be seated by their grade level.
- The colors for the dashboard permit are: **Elementary (K-5) Blue, Hall of Scholars (6-8) Red.**
- Parents must have the colored coded dashboard permit with their child/children's name on the left hand side of their window.
- **Parents who have a need to conduct school business, may park in the John Adams parking lot.**
- **Parents may not congregate in the lobby or front porch of the school at dismissal time.**
- All cars must turn right towards the controlled intersection.

### **HALL OF SCHOLARS DISMISSAL PICK-UP PROCEDURE**

- **Hall of Scholars** in 6<sup>th</sup>-8<sup>th</sup> will be dismissed at 3:10 P.M. and will be picked up from the big yard and parents will drive into the church parking lot from St. Cloud and then exit the church parking lot to the right onto John Adams towards the controlled intersection.
- The first line of cars that enter the church parking lot will drive along the perimeters of the church side and drive up to the sidewalk of the school leading towards the exit out to John Adams.
- All students will enter their vehicle along the side of the sidewalk.
- Cones will be placed in the parking lot arranged like a funeral procession line for the overflow of cars waiting for the child/children.
- After the first line of cars have picked up their child/children, the designated person in charge of pick up will allow the second line of cars to approach the sidewalk pick up and so on. Car lines will alternate until pick up is complete.
- All cars will make a right towards the controlled intersection onto St. Cloud street.
- NO cars are allowed to park along the curb of John Adams.
- If a parent needs to come into the school for any reason during any of the dismissal times, they must park their car in the parking lot that is located on St. Cloud across from the church and use the cross walk.

### **SIBLING DISMISSAL PROCEDURE**

- Elementary students with middle school siblings will wait in Mrs. Berryman's classroom (4-6) and wait for their middle school sibling to pick him/her up.
- Siblings will be picked up at 3:10 P.M. by their older sibling from Mrs. Berryman's classroom.
- Younger siblings are not allowed to go looking for their older siblings at any time during dismissal.
- **ANY STUDENT INVOLVED IN ANY EXTRACURRICULAR ACTIVITY WILL REPORT TO THE CAFETERIA AND WILL BE PICKED UP BY THE SUPERVISING TEACHER, OR COACH. THIS PROCEDURE INCLUDES TUTORING SESSIONS.**

**SCHOOL OFFICE:** (Phone 732-2741) The School Office is open daily from 7:30 A.M. to 3:30 P.M. Appointments with school personnel may be scheduled through the Office.

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

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

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

**TELEPHONE:** In an emergency students may use the phone in the library with written permission from their teacher. Emergencies do not include forgotten homework, P. E. uniforms, early dismissals, or permission to go home with a friend. At the coaches' discretion, the phone in the coaches' office may be used to notify parents of changes in practice/game schedules. **Students are not to use the phone in the nurse's office. The office phone is not available to students.** Students will not be summoned to the office to answer any telephone calls nor can the office deliver any messages to students except in case of an emergency.

**CELL PHONES:** Students who participate in extra-curricular activities and who have a need to bring a cell phone to school must submit a permission slip to the Principal. Once permission is granted, cell phones must remain in the backpack or locker throughout the school day in the OFF position. The school will not be held responsible for damaged, missing, or lost cell phones. Students may not use cell phone in the building between the hours of 7:30 A.M. and 3:30 P.M. Confiscated cell phones will be returned to a parent/guardian **along with a Notice of Concern**, after a \$25.00 fine (1<sup>st</sup> offense), \$30.00 fine (2<sup>nd</sup> offense) **is collected. The third offense will result in a \$35.00 fine and a Disciplinary Referral.** Any deviations from this policy are at the discretion of the Principal.

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

**CAFETERIA:** (Phone 736-9510) St. Paul Cafeteria serves a hot lunch daily. Menus are available on the cafeteria website, [www.stpaulcafeteria.webs.com](http://www.stpaulcafeteria.webs.com). A link is also available on the school website at [www.stpaulroyals.org](http://www.stpaulroyals.org).

The Cafeteria meets the standards of and participates in the federal lunch program. Lunch tickets must be purchased from the cafeteria manager by parents or older students Monday through Friday 7:30 to 11:00 A.M. and 1:00 to 2:00 P.M.

**Lunch can be purchased in the following ways:**

Paper Tickets – Students are issued a paper ticket. The student’s name, grade and date of use are listed on the ticket at time of use. The ticket is presented to the cashier for each lunch. Students are allowed “Lost or Damaged” ticket waivers depending on the number of tickets purchased. Parents and students are RESPONSIBLE for their tickets.

Pre-Paid Lunch Account – The pre-paid lunch account is a credit based system. Each student is given an account number, the number of paid lunches are placed in the student’s account. A student enters the serving line, chooses their menu items, then at check-pit tells the cashier their name and/or Lunch Number. Parents of students can check on the account status at anytime by calling the cafeteria office or in person. The pre-paid system is a simple and reliable way to purchase a school meal. All credits remain in a student’s account until used and cannot be lost or forgotten.

Cash or Check – The cafeteria accepts cash at the lunch check-out line or the cafeteria office before the lunch period. Please make checks payable to ST. PAUL CAFETERIA. In memo line, PRINT the student’s name, grade or account number.

The cafeteria has an emergency only charge policy. Students in grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> who have forgotten or lost their “home lunch” or money can make an emergency lunch charge. Students will sign a charge sheet that states they understand the charge policy. It is the responsibility of the student to inform their parents. The charge is to be paid the next school day.

Students in lower grades Kinder, 1<sup>st</sup>, and 2<sup>nd</sup> will be given a charged meal as needed. Although younger students will be told to tell their parents of the charge, we feel they are still too young to understand the importance of the issue. Parents of younger students will be notified by phone of the charge. Payment is due the next school day.

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

Parents/Grandparents are invited to join students for lunch. Please notify the cafeteria 24 hours in advance so that adequate preparation can be made. All visitors should report to the school office, sign in, and receive a visitor pass.

The cafeteria will not sell or serve snack items at any time during the school day. Students in grades Kindergarten through third grade will bring their own snack to school daily.

**CLASS LISTS:** Each year, homeroom teachers prepare new class lists for the upcoming school year. Assignments are made based on teacher's awareness of particular needs and in such a way as to provide a heterogeneous grouping of students for each classroom. The principal makes necessary adjustments where required and adds new enrollment. Class lists are posted on “Meet and Greet” Open House. Once class lists are published, changes are not made for any reason. The school administration does not support parental or student requests for a particular teacher.

**INSURANCE:** A student accident insurance program is obligatory for all students. This program assists in medical expenses incurred due to bodily injury sustained by children while

attending school, while traveling to or from-school, or while participating in sponsored and supervised school activities. Cost for the program is included in school fees paid at the beginning of each school year. Accident report forms must be requested from the business office at the time of injury.

**PARTIES:** Room parents, with approval of the classroom teacher, coordinate two parties during the school year: Christmas and Valentine's Day. All plans should be kept simple and involve as many parents as possible. Gum chewing is not allowed on the school campus so please do not include gum of any kind in the treat bags.

Parents may send a simple treat to celebrate a child's birthday. Arrangements must be made with the teacher in advance and must be scheduled after the end of the class' lunch period. Pizza parties and other special lunch parties must be approved by the Administration of the school and must meet federal guidelines. Balloon bouquets, flowers, treats, etc. may be sent to the office and will be delivered to the child by the office staff at an appropriate time.

Invitations to birthday parties or other special parties may not be distributed at school. Our school directory provides addresses of all students. Please mail all invitations.

## **HEALTH SERVICES**

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

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

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

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

## **MEDICATION**

Only medication which is necessary for a student to remain in school (such as epileptics, diabetics, ADHD) will be given during school hours. Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal.

“Over-the counter” medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops) will only be given during school hours if accompanied by a signed permission form from the parent (responsible party) and a specific prescription of a physician indicating the medical reason for use.

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

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

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

**IN NO CASE SHALL CHILDREN CARRY THEIR MEDICATION FOR SELF-ADMINISTRATION WHILE ON SCHOOL PREMISES.** This includes asthma inhalers, cough drops, Tylenol, ointments, etc. By physician direction (written) a student may be allowed to carry and self-administer inhaler medication. Inhalers must have a pharmacy label with the student's name and instructions.

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

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

#### **MEDICATION EXEMPTION FROM IMMUNIZATION**

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

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

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

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

## **SAFETY**

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

1. For the purpose of safety, visitors to St. Paul School must secure in advance the approval of the Principal, or School Secretary and receive a visitor's pass before going into any classroom or corridor. Parents are not allowed to deliver items (lunch, books, etc.) to the classroom. All such items must be left in the school office. Any parent wishing to speak to a student or pick up a student must report to the office. Office personnel will get the student if necessary.
2. Students who are dropped off prior to 7:40 A.M. must proceed directly to the school gym and sit quietly until their classroom teacher arrives. General assembly will begin at 7:45 A.M.
3. Students must be off the grounds by 3:25 P.M. when normal faculty supervision duties cease. Students not picked up at that time will be taken to After School Care Program. All students enrolled in After School Care should report to the cafeteria immediately upon dismissal. Students must have written permission from their parents before leaving the school grounds with another parent.
4. Children staying for an after-school function will be required to stay in the After School Care Program until the designated time of the function. Any child not picked up at the end of a school-sponsored function will also be required to return to the After School Care Program. These students will be charged the part-time rate.
5. Motor scooters, motorbikes, or other motorized vehicles of this nature are not permissible as a means of transportation to and from school by students. Skate boards are not permitted on the school grounds nor are they permitted as a means of transportation to or from school.
6. Shooters (toy guns, sling shots, blowguns, fire crackers, matches, lasers, and lighters, etc.) and all forms of knives or other sharp-edged objects are absolutely forbidden.
7. Students bicycling to and from school should walk their bicycles onto and off the parking lot, and park and lock their bicycles in the assigned area. They should be completely familiar with the rudiments of bicycle safety. Riding bicycles on the playground, parking lots, or sidewalks is not permitted on school days or during extra curricular school activities.
8. For the safety of all children, glass bottles and aerosol cans are not allowed on the school grounds.
9. Students are asked not to bring extra money or valuable possessions to school as they can be lost or misplaced and the school cannot be responsible.

**WEAPON FREE ZONE:** St. Paul School follows the regulations as stated in Texas State Law regarding schools as weapon free zones. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school-sponsored, athletic, social or extracurricular activities. The person who does that will be immediately reported to the police. Such action by a student or the parent/legal guardian of a student will result in the student's removal from St. Paul School.

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

**SIGNAL** -- The sounding of the fire alarm signals fire drills.

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

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

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

**TORNADO PROCEDURES:** Students will be given periodic opportunities to practice safety procedures in the event of a tornado.

**DISMISSAL-WEATHER EMERGENCIES:** Should there be a need to close school due to weather or other emergencies, St. Paul School will follow the decision of the San Antonio Independent School District. Announcements will be made over local radio and TV channels. Parents may also check the school website at [www.stpaulroyals.org](http://www.stpaulroyals.org).

If a weather emergency arises during the school day, these same media stations will be contacted to make the announcement. Your own observation of weather conditions should alert you to dial a station.

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

Students will be released only to parent, guardian, or designated person. Such person should come by the office and sign the early dismissal sheet before picking up the child/children.

## **ATTENDANCE**

**ABSENCES:** There is a positive relationship between regular attendance, punctuality, and schoolwork. In accordance with the State Compulsory Attendance Law, every child enrolled at St. Paul School is required to be in attendance 90% of the instructional days. Therefore, students who incur 18 or more (excused or unexcused) per year may be required to make up the missed time, hour for hour, on Saturdays or after school. Frequent absenteeism, excused or unexcused, will be investigated and appropriate action taken by the Principal.

Acceptable reasons for granting excused absences include 1) personal illness, 2) sickness or death in the family, 3) quarantine, 4) weather or road conditions making travel dangerous, 5) any other cause acceptable to school administration. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

If a student is absent, the parents are to call the school office by 9:00 A.M. Absences extending beyond three days will require a written note from the doctor.

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

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

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

**TARDINESS:** Tardiness is very disruptive to the student as well as to the teacher and class members. The tardy bell rings at 7:50 A.M. each morning. A student arriving after the tardy bell has rung is considered tardy and must obtain a tardy slip from the office before entering the classroom. Any student who is two hours tardy is marked absent for half a day. A student who is tardy ten times or more is not eligible for perfect attendance award. Frequent tardiness **will** be investigated and appropriate disciplinary action taken.

**DISCIPLINARY ACTION FOR TARDINESS:** In an effort to deter the disruption caused by continued tardiness the following disciplinary action will be in place per quarter: After two (2) violations a Notice of Concern (warning) will be issued by the homeroom teacher. After four (4) violations a second Notice of Concern in addition to a thirty (30) minute detention with the homeroom teacher will be issued. After six (6) violations a student will be issued a Disciplinary Referral (Pink Slip) for excessive tardiness. Subsequent tardiness will be reviewed by the Administration for further Disciplinary action.

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

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

Students are not released from school without written parental permission.

Students may not leave campus and return home for books, homework, etc.

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

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

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

## **THE INSTRUCTIONAL PROGRAM**

### **THE CORE CURRICULUM**

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

St. Paul School maintains a balanced curriculum including religion, language arts (english, grammar, reading, spelling, and phonics), science, mathematics, social studies, fine arts, health, physical education, computer education and foreign languages.

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

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

**Religion:** The objective of the religion classes throughout the grades is the integration of the Gospel message into the lives of our children both by direct instruction and through our words and example. In addition to the class texts; videotapes, filmstrips, and recordings are used as a means of generating interest and discussion among the students. Special features of the program include weekly student liturgies, celebrations of the liturgical seasons, both group and individual prayer, class retreats, and community service activities.

Catholic students in grades two through eight who are preparing for the sacraments of Eucharist and Reconciliation will receive instructions by their religion teachers.

Catholic students in grade eight may prepare for the sacrament of Confirmation.

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

In connection with the religion curriculum, St. Paul School offers a program of education and catechesis in family living, human sexuality, AIDS education and sexual morality appropriate to the age and maturity of the students. To do this, the school uses the AIDS Education Curriculum published by the National Catholic Education Association and The Family life Program published by Benziger. Outside speakers are used as appropriate.

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

**Language Arts:** The language arts program consists of reading, spelling, language structure, and composition at all grade levels. Students are exposed to quality literature and build comprehension skills through their basal reading program and by reading selected novels. A strong phonics program is added in the primary grades to assist students in becoming independent readers. Writing and language experiences are integrated throughout the program.

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

**Science:** The science program is designed to involve students in hands-on science activities while teaching them basic science concepts. A fully equipped laboratory for the sixth, seventh, and eighth grades is used to teach General Science, Life Science, and Earth Science. Chemicals

and equipment are made available to teachers in kindergarten through grade five. A Science Fair is held in the spring of each year for the middle school students.

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

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

Homework is not usually assigned on weekends in an effort to promote family activities. Students, however, may have long-term assignments that extend over a weekend period.

The following time allotments are suggested for homework:

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

Additional time should be allotted for library reading.

At the beginning of the school year, each student in grades 2 – 8 is required to purchase an assignment **book or planner**. It is the student's responsibility to record assignments as assigned.

### **Copyright**

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

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

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

**Grading System:** St. Paul School adheres to the San Antonio Archdiocese grading scale. The following report scale has been adapted for Kindergarten and first grade:

V - Very good progress  
G - Good progress  
L - Limited progress

In all other grades "numeric grading" will be used; the following guidelines can be used in interpreting the quality of work:

94 - 100	Exceptionally high achievement
85-93	High achievement
75-84	Average achievement
74-70	Low achievement
Below 70	Failure to master material

In grades K-5 the following scale will be used to indicate progress in music, P.E., and computer literacy. Numeric grades may be given in sixth - eighth grades.

At all grade levels, conduct and effort are indicated using the following scale:

O - Outstanding

S – Satisfactory

I – Improvement needed

U - Unsatisfactory

N – Not observed

### **Grading (Online)**

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

### **Internet Access**

St. Paul Catholic School is pleased to offer employees and students access to a computer for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the Internet

form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, however it will mean that in some instances the student will need to be removed from the computer lab while Internet instruction is going on.

#### *What is possible?*

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material via the Internet may contain items that are legal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's rights to decide whether or not to apply for access.

#### *What is expected?*

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on a school playground. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below. The use of the Internet is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### *What are the rules?*

*Limited Access*-Students may access only those Web sites to which, according to school policy, they have been given permission. They may also access Web sites that have been specified by the teacher for a specific class activity. If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a sever clause infraction

and entered into the discipline program. Consequences will include but are not limited to: parental notification and the immediate suspension of Internet privileges for a period of no less than two weeks. If the behavior is repeated, Internet privileges will be suspended for the rest of the scholastic year.

*Privacy*-Computer storage areas may be treated like school lockers. Administrators and/or teachers may review activity to maintain system integrity and insure that employees and students are using the system responsibly.

*Storage capacity*-Employees and students are to store all materials as specified by the computer or classroom teachers.

*Illegal copying*-Students should never download or install any commercial software, shareware, or freeware onto a school computer unless they have written permission from the computer teacher. Nor should any students copy other people's work or intrude into other people's files.

### **Student Technology Guidelines**

Inappropriate materials or languages – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### **USE OF ELECTRONIC COMMUNICATION**

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

There are the guidelines to follow to prevent the loss of computer/Internet privileges at St. Paul Catholic School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer in any way.
3. Do not interfere with the operation of the computers by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view or display offensive messages or pictures.
6. If you have a password, do not use it at home or give it to others to see.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass into another's folders, work, files, or disk.
9. Do not access unauthorized sites.
10. Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
11. Be PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

### Photograph/Video Policy

The school has the right to use student photographs and/or videos, via the school website, for promotional purposes of the school. Student work may also be published on the school website or faculty webpages to promote the scholarly work of its students. Student name and/or grade may be blurred or removed for the safety of the students.

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

Progress Reports will be sent home midway through each quarter to any third through eighth grade student failing or in danger of failing any subject/subjects. Progress reports will be sent home for any other student at the teacher's discretion.

Parent Teacher Conferences are formally scheduled at the completion of the first reporting period. These conferences are held for the purpose of discussing the child's academic progress and personal development. The meetings are professional and confidential and are confined to the subject of the individual student's well being. Students are asked to attend these conferences with parents.

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

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

### **The Academic Honor Roll** (Grades 6-8)

The following are the requirements for the honor roll which is awarded at the end of each of the four grading periods.

High Honors                    94 or higher numeric average of Core Subjects\* with no grade below 90 in any subject. All S's (or better) in both conduct and effort

Honors                            85 - 93 numeric average of Core Subjects\* with no grade below 80 in any subject. All S's (or better) in both conduct and effort.

\*Religion, Reading, English, Spelling, Social Studies, Science, Mathematics

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

Students receiving Honors for each of the four marking periods will also be recognized. **Students receiving disciplinary referrals during any quarter are not eligible for honor roll recognition.**

### **End of the Year Awards**

An end of the year awards assembly recognizes students at each grade level for such accomplishments as perfect attendance, outstanding effort, outstanding scholarship and excellent penmanship, and exemplary citizenship and service.

### **Religion Award**

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

1. Demonstrate a good knowledge of Religion knowledge by answering correctly at least 85% of the questions on the ACRE Religion Test.
2. Document at least 35 hours of service according to the eighth grade service program at St. Paul School.
3. Demonstrate sound Christian attitudes on the Personal Profile Reflection Sheet.
4. Turn in a written report on "The Importance of Community Service."
5. Be recommended by the principal and two faculty members.

All service hours and the written report are due the first Monday in May. Service hours should be documented by the supervisor on a form provided. All service hours must be completed after school hours or on the weekends or school holidays. Service done on a school day when a student is absent from school will not be accepted.

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

### **Service Hours Requirement for Families**

Each family will be required to fulfill 15 service hours by May 1st. These service hours may be incurred by attending a PTC meeting, helping with Turkey Bingo, Fall Festival, etc. The Administration of the School approves all service hour opportunities. Families are responsible for submitting their own service hours. The service hour form is located on the School website ([www.stpaulroyals.org](http://www.stpaulroyals.org)). Families who do not fulfill the required service hours will be charged \$10.00 per hour and this amount will be added to the tuition statement.

### **Scholarships**

The Parent Teacher Club and several parish organizations offer scholarships to eighth grade students who will be attending a Catholic high school. Students may apply for these scholarships as announced in the April newsletter. The scholarships are awarded at the Graduation ceremony.

### **President's Academic Excellence Award**

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

### **Testing**

In accordance with diocesan policy, students in Kindergarten through eighth grade are administered the Iowa Test of Basic Skills (ITBS) in April of each year. Student scores are sent to parents as they are received and parents may request a conference with teachers if so desired. These tests give some insight into the strengths and weaknesses of each student and also serve to review the effectiveness of the total instructional program.

### **Academic Failure/Promotion**

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

- |            |  |
|------------|--|
| Grade 5K-1 | A student must have at least a "G" final average in reading and mathematics in order to advance to the next grade level. |
|------------|--|

- Grade 2-5                    A student must have at least a "70" in Religion, Language Arts (including a "70" in Reading), and Mathematics, and an overall "70" average.
- Grade 6-8                    A student must have a "70" in all major subjects - Religion, English and/or Reading/Literature, Mathematics, Science, and Social Studies. A student who fails two or more major subjects is not promoted. For each major subject below "70" a student must attend summer school. Eighth grade students failing any subject may not participate in the annual eighth grade field trip. Eighth grade students failing one or more major subjects may not participate in the eighth grade graduation activities.

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

Any child who fails one major subject for the year must attend summer school in order to be promoted. Proof that the failed subject has been successfully completed in an accredited summer program must be submitted to the school office before promotion is granted. Readmission may be granted in a probationary status by the principal. The student may be readmitted, but must maintain passing marks in every subject at each marking period. Failure to do so may result in disenrollment at the point at which the student receives a failing mark on his/her report card.

The failure of two major subjects for the year may result in the child's having to repeat that grade. A conference will be held with the parents/guardian and all of the child's teachers to determine whether the child should be retained, promoted, or recommended for "placement" in the next higher grade. We do not "place" students in the next grade at St. Paul's, but it is an option for a child who departs St. Paul's to attend public school.

The major subjects are reading, language arts, mathematics, science, and social studies. Religion, if failed, must be made up on an individual assignment basis.

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

All students, grades K-8, are required to participate in physical education classes on a regular basis, including "free dress" days.

Students in grades 6-8 will be required to suit out for class. The items needed for physical education classes are as follows:

- Royal blue athletic shorts with school logo
- Royal blue bike shorts or spandex shorts **worn under the athletic shorts** (optional)
- Plain white t-shirt
- White school blouse (girls)
- Plain white or black calf-high athletic socks (no commercial logos)
- Tennis shoes
- Hair ties (girls must have their hair tied back and out of their face during physical education classes)**
- Hand towel (optional)

Royal blue or ash colored athletic sweats (allowed November-February)

Blue P. E. shorts must be purchased from the athletic department. Students required to suit out for physical education classes will be required to provide their own sports bag to store their personal belongings. Failure to suit out for P. E. will result in non-participation and loss of P. E. points. Students unable to participate in physical education lessons must present a written explanation from the parents to the coach. The written explanation must specify the date, nature of the illness or injury, and the duration of the absence from class. If the absence is prolonged (that is, beyond three consecutive school days), a medical exemption from a physician is

required. If these requirements are not fulfilled, the student will have points deducted from his/her participation grade. Records on non-participation by students will be monitored closely by the coaching staff.

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

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

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

## **THE CO-CURRICULUM**

**Music/Drama:** A full time music/drama teacher meets with each class (grades K-6) weekly. Seventh and eighth grade students participate in the program as an elective class. The music/drama program allows each student to explore different forms of music and drama and to discover and develop his/her own musical and dramatic talent as well as to grow in knowledge of and appreciation for various music styles and musicians.

**Spanish:** Spanish is a part of the curriculum for **fifth through eighth grade students.**

**Technology Classroom:** St. Paul School has an up-to-date technology classroom. Students attend classes weekly and use the available programs to enrich and reinforce their basic curriculum. Students are taught basic computer skills as outlined in the TEKS and the Archdiocesan Technology Standards.

**Title I:** St. Paul School participates in the federal Title I program designed to provide computer assisted reinforcement in reading and math for students achieving below grade level.

**Library:** A central library staffed by a full time librarian houses more than 13,000 books and student references as well as audio visual aids. The library is fully computerized and students use the computer to search for needed materials.

The library is open throughout the school day as well as before and after school for student use.

The library also offers the Reading Counts Program to all students. This program is designed to encourage students' independent reading and comprehension skills.

**Field Trips:** School sponsored field trips may be taken only as a learning experience and must be related to material being taught in the class. Students will not be allowed to go on a field trip unless they have returned a valid, signed and dated consent form from parents or guardians. No permission over the telephone will be accepted. Parents who choose to not allow their children to attend a field trip must make other arrangements. The school cannot make accommodations for those not attending field trips.

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

Participation in field trips is a privilege and the student's behavior must be appropriate for such an activity. At the discretion of the teacher and the principal, the parent/guardian may be required to accompany the student in order to supervise a disruptive child on the field trip. A

nominal fee for bus transportation will be assessed for each field trip. Siblings will not be released from class to accompany another class on a field trip. Students receiving two disciplinary referrals (pink slips) during a semester will not be allowed to attend the field trip.

Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. Non-school approved trips that involve students will not be promoted or organized within the school.

## **THE EXTRA-CURRICULUM**

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

**Athletics/Cheerleading:** Athletics and cheerleading at St. Paul School are extra-curricular activities. The team sports that are currently offered are cross-country, football (grades 6-8), volleyball, basketball, track, baseball, and softball for boys and girls in grades 5-8. Cheerleading is also offered for students entering grades 6-8.

Athletes and cheerleaders are students who have indicated a desire to contribute time and energy for the good of themselves, their team, and their school. All student athletes are expected to be good representatives of St. Paul School wherever they may go. A student athlete is first a strong academic student who acts courteously as a Christian, and is an example of good conduct and grooming for those students who will follow. Student athletes are not granted special privileges and should refrain from seeking them. Student athletes are assuring themselves, through hard work and dedication, a more well balanced education through a variety of interests. Although student participation is limited in numbers, all students are encouraged to participate in the tryout process held prior to each sports season. A letter explaining the tryout process will be available from the athletic office.

The St. Paul Athletic Handbook is available on line by accessing the school website at [www.stpaulroyals.org](http://www.stpaulroyals.org).

**Athletic Eligibility:** St. Paul School is a member of the Archdiocesan Interscholastic Athletic League and follows the eligibility guidelines outlined in its constitution and handbook.

With an emphasis on academics, all student athletes and **cheerleaders** must be academically qualified both at **mid-quarter** (interim report) and at quarters (report card distribution).

At the end of any mid quarter (interim report) or quarter (report card) period, a student may not be failing more than one subject nor receive less than a 75% overall grade point average. An ineligibility caused by failure or low grade point average lasts until the deficiency is removed as indicated by the mid quarter or quarter report.

Ineligibility precludes participation in school and league competition; it does not however, preclude "tryout" for an athletic team for which an ineligible student might become eligible during a subsequent mid-quarter or quarter report.

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

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

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

**Environmental Club:** St. Paul Environmental Club (E-Club) is a student organization with membership for students in grades five through eight. The main purpose of this organization is to provide educational experience in conservation, preservation and care for our God-given natural resources including water, land and air. E-Club members are responsible for the important job of school-wide recycling. Members meet monthly and meetings include speakers who may bring in information to students in various scientific fields.

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

**Extra-Curricular:** In keeping with the philosophy that St. Paul Catholic School's involvement in education is a ministry aimed at developing in each child, a commitment to building community, students are prohibited from becoming members of any organization, club, or extra-curricular program within any other private or parochial school. This commitment to St. Paul School enables you to show your belief in the value of our school's educational process as part of the faith education of our Catholic community.

## **SCHOOL DISCIPLINE**

### **CODE OF CONDUCT**

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

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

- 2. We will care for all personal and school property.**
  - a) Students will care for the property of the parish and school as well as their own possessions and those of others.
  - b) Marking on or otherwise defacing or damaging walls, furniture, or other school/parish property is strictly prohibited.
  - c) Taking or damaging property of others is not permitted.
  - d) Students will not remove anything from a teacher's desk without instruction by the teacher to do so. Teacher materials are confidential and not available for student perusal.
  - e) Each student is expected to do his/her part to keep all areas of the school and school grounds clean and attractive.
  - f) Eating or drinking in the school building or on the grounds is prohibited except in designated areas or with permission.  
Chewing gum will not be permitted anywhere or at anytime.
  
- 3. We will create and maintain a positive and safe environment.**
  - a) Students will move from place to place in an orderly, quiet, and safe manner.
  - b) Students will not leave the school grounds or linger in unsupervised areas.
  - c) Students will not engage in the use or distribution to others of tobacco, alcohol, or other controlled substances (drugs).
  - d) Students will not have knives, guns, lighters, matches, or any object which could be used to harm others on campus.
  - e) Any materials, toys, or activities that are deemed offensive, inappropriate for learning or as having a negative influence will be prohibited. This may include but is not limited to note passing, gambling, electronic items (pagers, CD players, radios, laser pens, radio pens, ipods, mp3 players, game boys, personal digital assistant, psp), and occult or gang related paraphernalia).
  
- 4. We will come to school prepared for successful learning all daily activities.**
  - a) Students will have readily available and organized all the materials needed for each class and daily activity.
  - b) Students will report to school and to each class in a timely manner.
  - c) Students will contribute to creating a successful learning environment by remaining focused and participating positively in all class activities.
  - d) Students will exhibit a positive attitude toward learning and a pride in their work by preparing all homework/class work assignments neatly and on time.
  - e) Students will follow all oral and written directions the first time they are given.
  - f) Students will use appropriate methods for communicating with the teacher as outlined in the classroom rules.
  
- 5. We will act responsibly and accept consequences for our actions.**
  - a) Students will recognize the choices they have made and take responsibility for their actions. Thereby, they avoid blaming others and tattling.
  - b) Students will be honest and will refrain from lying, cheating, and copying.
  - c) Students will accept the consequences of their behavior in a mature fashion. Pouting, temper tantrums, etc., are not allowed.

## **MISCONDUCT AND DISCIPLINE**

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

Teachers make every effort to inspire and sustain the behaviors and attitudes included in The Code of Conduct by

- modeling these expectations in their relationships to parents, students, and staff.
- ensuring that students are familiar with expected behaviors and attitudes.
- recognizing and affirming students who display positive behaviors and attitudes and
- creating an environment in which it is possible to consistently practice these behaviors and attitudes.

## **HARASSMENT FREE ENVIRONMENT**

St. Paul School does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the school to:

1. Implement this policy through regular meetings with all administrators, including the Pastor in the case of a parish school, ensuring that they understand the policy and its importance.
2. Make all staff members, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct him or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;

3. Consider immediately informing anyone harassing him or her-that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal. If he/she are not available, report incidents to another school personnel;
5. If informed, he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcomed conduct, to discontinue that conduct immediately.

### COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the Principal, the person must report the incident to Pastor or the Superintendent of schools.
3. As soon as the verbal report has been given, the school personnel must report the incident to the parent and Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **SUBSTANCE ABUSE**

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug and related paraphernalia as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcohol beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

#### Definitions:

-“USE " means a students has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

-"UNDER THE INFLUENCE" means a student's faculties are noticeably impaired, but the students need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed medication must be administered by an authorized school personnel.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

## **PREGNANCY**

St. Paul School follows Archdiocesan policy with regard to pregnancy, abortion, marriage, and co-habitation.

## **CONSEQUENCE OF MISCONDUCT**

A first step in the development of self-discipline is a realization that misconduct has its consequences. Consequences, so far as possible, should be related to the nature of the misbehavior, the seriousness, and frequency of the offense and the child's age, grade level, and attitude.

There are a number of steps a teacher, supervisor, or administrator can take in maintaining appropriate classroom/school behavior and in remediating misconduct. These may include, but are not limited to; time out, loss of privileges, extra work, before/after school detention, etc.

Students are expected to contribute toward creating a positive and respectful learning environment by consistently adhering to the St. Paul School "Code of Conduct" as outlined in the Policy Handbook.

### GRADE K - 2

The students at the primary level (K-2) are in the beginning stages of learning self-discipline. A series of informal notes and parent conferences may be used by the primary teacher before sending home the more formal "Notice of Concern". A parent conference **will be** required after **issuing subsequent Notices of Concern**. **If the student's behavior has not improved after the issuing of the third notice, a Disciplinary Referral will be issued.**

### GRADE 3 - 5

**The students at the intermediate level (grades 3-5) have developed a better understanding towards the development of self-discipline. Students will be required to complete a series of informal notes (Alternate Solution Sheet) and parent conferences before sending home the more formal Notice of Concern. A parent conference will be required after issuing subsequent Notice of Concern. If the student's behavior has not improved after the issuing of the third notice, a Disciplinary Referral will be issued.**

### GRADE 6 – 8

To monitor a student's behavior, the **homeroom** teachers will maintain a monthly calendar for each student **in their respective homeroom**. If a student has received **two (2) signatures** on the calendar **from one or more teachers**, the homeroom teacher will make a phone call **to the parent/guardian and issue a Notice of Concern**. **Three (3) signatures on the calendar from one or more teachers** will result in a Code of Conduct, a **thirty (30) minute detention** and a conference with the Director of Discipline. **Any student who receives a fourth signature within a month**

from one or more teachers will receive a Disciplinary Referral and the student will incur a one (1) hour detention with the Director of Discipline or designated school faculty member. A new monthly calendar will be issued at the beginning of each month.

## INFRACTION SLIPS

**Uniform/Grooming:** A student who substitutes a part of the prescribed uniform or who is missing an article of the uniform is not in uniform and will be issued an infraction notice.

A student who fails to adhere to the St. Paul School grooming policy will be issued an infraction notice.

**Gum Chewing:** Any student in possession of chewing gum on school grounds/property (before, during, or after school) will receive an infraction slip along with a fine (\$5.00) for violation of school policy.

Any student receiving three (3) infraction notices in a semester will receive a Disciplinary Referral.

## DISCIPLINARY REFERRAL (Pink Slip)

A "Disciplinary Referral" is issued in any instance of serious misconduct, which can result in physical harm, significant classroom disruption, or property damage.

Disciplinary Referrals may be issued for (but are not limited to) such misconduct as

1. Repeated misconduct following the development of a Behavior Improvement Plan.
2. The accumulation of three (3) infraction notices within a semester.
3. The accumulation of three (3) Code of Conduct notices within a semester.
4. Being out of class without permission.
5. Direct disobedience toward any teacher, staff member and/or Administrator.
6. Disregard for school policy/property.
7. Any form of dishonesty, lying, cheating, stealing, and forgery.
8. Use of vulgarity or obscenity (written, spoken or gestured).
9. Fighting on school grounds (before, during, or after school).
10. Disrespect for any faculty or staff member (written, spoken or gestured).

Upon receipt of a first disciplinary referral, during any school year, the student will be assigned a one (1) hour after school detention to be planned by the Principal or Director of Discipline.

Upon receipt of a second disciplinary referral, during any school year, the student will be assigned a three (3) hour after school detention to be planned by the Principal or Director of Discipline.

Upon receipt of a third disciplinary referral, during any school year, the student will be suspended from school for a period of time to be determined by the Principal or Director of Discipline.

A student receiving four (4) disciplinary referrals during any school year may be removed from St. Paul School and may not be permitted to register for the subsequent school year.

Students may be issued an immediate "Suspension" along with a Disciplinary Referral for the following:

1. Leaving school grounds without permission.
2. Deliberate destruction of school property (**restitution** must be made by parents and their children).
3. Serious theft of school property or that of another student.
4. Threats of bodily injury or harm to student/school personnel.
5. Engaging in chronic or repeated behavior, which disrupts the learning environment.
6. Behavior resulting in physical harm or potential physical harm to another student.
7. Defiant or abusive behavior toward teacher or supervisor.
8. **Harassment of another student or staff member, either verbally, sexually or physically.**

## **EXPULSION**

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

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

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

## **SEARCH AND SEIZURE**

In order to ensure a disciplined and safe environment, the Principal and/or designee may search student desks, lockers, and belongings including but not limited to handbags, briefcases, backpacks, jackets, and other items in a student's possession.

In matters of school discipline, the staff, and its administration must be the final arbiters of student conduct that occurs during school hours or on school grounds. No parent or guardian may approach any student to correct and/or discipline.

## **FINES**

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

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

The fine will be assessed through the business office and will appear on the monthly tuition statement.

Students are required to care for the textbooks issued to them and to see that they are returned in good condition at the end of the year. Books must be covered and students are required to have a book satchel. Students may be fined for uncovered books. If books are lost or damaged, students will be fined according to the value of the book and the degree of damage.

We urge parents to make their children responsible for paying their own fines. It is only by taking responsibility for their own misconduct that children can develop self-discipline.

## **REWARDS**

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

## **PARENT SUPPORT**

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

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

## **UNIFORMS/GROOMING POLICY**

The purpose of the uniform dress code at St. Paul School is to encourage pride in personal appearance, self-respect, an air of professionalism and study, school pride, and self-discipline. The wearing of school uniforms serves the family in two ways -- it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term "uniform" connotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. The approved uniforms for St. Paul School must be purchased at Dennis Uniforms located at 431 Isom. (Please call 366-2003 for store hours.) Uniform shoes must be an approved style purchased from School Shoes Unlimited. Each morning prior to the beginning of classes a preliminary uniform check will be done. A child who substitutes a part of the prescribed uniform or who is missing an article of the uniform is not in uniform and will be issued a uniform infraction. If three infractions occur within a quarter, the student will receive a pink slip on the basis of disobedience to school rules.

Uniform Requirements: The prescribed uniform for St. Paul School is as follows:

### **BOYS- GRADES K-8**

Khaki pants

Khaki shorts (Except on days with School Mass)

(Cut-off khaki pants are not acceptable.)

Khaki cargo shorts (optional)

Royal blue polo shirt w/school logo (Long sleeve polo is optional.)

Black leather belt

White or black calf-high crew socks (no visible commercial logos)  
Royal blue cardigan sweater  
Royal blue windbreaker w/school logo  
Royal blue V-neck sweater w/school logo  
Royal blue hooded lined jacket w/school logo

### **GIRLS -GRADES K-8**

Blue/green plaid center box pleat skirt (optional for sixth through eighth grade only)  
Blue/green plaid pleated skirt or skort (Length – **no shorter than knee length**)  
Navy blue long pants  
Navy blue shorts (Length - **no shorter than knee length**)  
White overblouse w/short sleeves and plaid tie  
Plain white calf-high crew socks (no visible commercial logos)  
Plain white tights  
Royal blue cardigan sweater  
Royal blue windbreaker w/school logo  
Royal blue V-neck sweater w/school logo  
**Black** cardigan with school logo (hooded – zip)  
Black, hooded knit sweater with school logo  
Royal blue hooded lined jacket w/school logo

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

All boys' uniform shirts must remain neatly tucked in at all times. This means that the waistband of shorts or pants is clearly visible. Pants must be worn at the waist. Infractions will be issued to students who do not follow this policy at any time during the day. The belt must be worn at the waist.

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

St. Paul Royals letter jackets for students representing St. Paul School (Grades 6, 7, 8) may be worn in the following areas: sports, cheerleaders, academics, and clubs. Students must meet the requirements within the specific area in order to qualify for a letter jacket.

Letter jackets may only display the following items:

Embroidered name, chenille letter with or without sports/clubs inserts and participation bars.

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

Students are expected to remain in full uniform during the study portion of the After School Care Program. With the permission of the director, they may change for outside play.

In keeping with a uniform dress code, students should be advised that make-up (including but not limited to eyeliners, eye shadows, lipsticks, lip gloss, nail polishes, fake nails and blushes) is not appropriate for classroom wear. Students who come to school in make-up will be required to remove it. Students may wear a watch on either wrist. Small stud earring (**solid in color and** one per ear lobe) may be worn by the girls. Cartilage earrings are not allowed. Ear jewelry is not permitted for boys. Body piercing is not allowed for boys or girls. **Bracelets, rings, necklaces, and chains of any sort are not allowed.** Students may wear the official pin designating membership in a St. Paul extracurricular organization (i.e., NJHS, E-Club, and Student Council).

At the discretion of the principal, other jewelry may be worn on certain occasions (i.e., eighth grade retreat pins/bracelets/necklaces).

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

Girls' hair should be styled so that the hair is out of the face at all times.

Students who receive an infraction notice for haircut/hairstyle related issues will be granted (3) school days to correct the infraction. Failure to comply by the designated day will result in the issuing of another infraction notice.

Containers of hair spray, spray deodorant and spray cologne are not allowed at school.

Children should come to school in clean clothing and should bathe or shower regularly.

Proper attire for non-uniform days (photo days, free dress days, etc.) will be made known to students through the public address system or school newsletter.

**The final determination of dress and grooming rests with the principal and cannot be appealed.**

## **FEES AND TUITION**

School fees and tuition rates are established by the St. Paul School Council and made known to parents prior to registration for the upcoming school year.

**2011-2012 REGISTRATION FEES:** A **\$100.00** per student registration fee is required at the time of registration or re-registration to hold a place for the student. **This fee is non-refundable.**

**2011-2012 COMBINED SCHOOL FEES:** Combined school fees are assessed at **\$400.00 per child.**

These yearly fees include book fees, administrative fees, testing fees, library and science fees, and accident insurance. School fees are not refundable after the first day of school.

P. T. C. dues are **\$25.00 per family.**

**TUITION RATES:** Tuition is payable over a period of ten months, August through May, **due on the 15<sup>th</sup> of each month.** ***All returned check fees incurred by the school will be passed through to the responsible party. For late payments, the school will charge \$20 per month per late payment.***

The **2011-2012** tuition rates are as follows:

1 child	\$3,500	2 children	\$6,000	3 children	\$8,000
4 children	\$9,000	5 children	\$10,000		

## **FACTS ENROLLMENT**

Families are required to enroll in the FACTS Tuition Management Program. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a nominal, annual,

nonrefundable FACTS Enrollment Fee. You may budget your tuition and fees in the following ways: New families must enroll in the FACTS program within 10 days of enrollment to St. Paul School.

**Automatic Bank Payment (ACH)** ACH payments are those payments you have authorized FACTS to process directly through financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account on the 15th of each month.

**Credit Card** If you elect to use this option, your monthly payment, along with a convenience fee (2.50%), will be automatically charged each month to your credit card (AMEX, MasterCard, or Discover are accepted). The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee. Paying with your credit card gives you the option of taking advantage of various bonus program offered by your credit card company.

Parents can enroll in the FACTS Payment Plan online by linking from the school's website at [www.stpaulroyals.org](http://www.stpaulroyals.org). Enrolling online is simple and secure. The FACTS website address is [www.factsmgt.com](http://www.factsmgt.com). The FACTS phone number is 800-624-7092.

If financial accounts are past due, report cards will be held in the Principal's office and students will become ineligible to participate in any and all extracurricular activities, to include both academic and athletic activities. Students will resume eligibility once the account is settled. Families who are habitually behind in tuition payments throughout the school year will be required to settle all outstanding accounts before registration for the next school year will be accepted. Eighth grade accounts must be settled by May 1st to allow for student participation in the eighth grade field trip, eighth grade dance and graduation exercises. The Activity Fee for eighth graders is non-refundable.

**DELINQUENT TUITION POLICY:** If a family is late thirty (30) days on their tuition payment, they will receive a written notice from the school administration stating they have five (5) days from the date of receipt to come current.

If the family goes to forty-five (45) days delinquent and does not make alternative arrangements in writing with the principal, the family will be asked to leave the school effective immediately. A family will then have ten (10) days to come current with all payments, past and future. If still not able to meet the obligations under the tuition contract, they will not be able to return to the school, nor transfer to another Catholic school in the system.

Partial payments or exceptions to this policy are at the discretion of the principal, and only by written agreement. All accounts must be paid in full by June 30 of current school year, or the family will not be allowed to return.

**TUITION ASSISTANCE:** Families needing help with the cost of tuition may apply to the Hope for the Future Tuition Assistance Program through the Archdiocese. **The online application may be completed at [www.hopeforfuture.org](http://www.hopeforfuture.org).**

The St. Paul Education Foundation exists to help families with the cost of tuition in a crisis situation. Applications can be obtained in the principal's office.

**AFTER SCHOOL CARE FEES:** Any family who anticipates use of the After School Care Program at any time during the school year will be required to complete the registration form and pay the registration fee of \$25.00.

Monthly tuition for the After School Care Program will be as follows:

1 child	\$95.00	Part-time Rate:	1 child	\$40.00
2 children	\$135.00		2 children	\$60.00

3 children \$170.00  
4 children \$190.00

3 children \$80.00  
4 children \$190.00

Drop In Rate \$5.00 per hour

A late pick up fee of \$3.00 will be added to the monthly tuition for any child picked up after 6:00 P.M.

The A. M. After School Care Program is offered from 6:30 - 7:20 A. M.

Families will receive a monthly statement for any and all fees regarding the After School Care Program (A.M. and P.M.). Payment is due upon receipt. Your child/children will not be allowed to stay in the After School Care Program if the account is delinquent.

**TRANSFERS:** If students are transferring away from St. Paul School, one-week advance notice is required so that transfer records may be prepared. Outstanding tuition, fees and/or fines must be paid before the release of scholastic records. Students transferring after the 15th of the month are not eligible for refund in tuition.

### **GRIEVANCE PROCEDURE**

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

### **GRIEVANCE PROCEDURE FOR STUDENT EXPULSION**

This policy and procedure shall apply only to instance of student expulsion.

#### **PROCEDURE**

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

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the School Council secretary within three (3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The School Council secretary will, within 24 hours of filing, inform and forward the proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the **Director of The Good Shepherd Network** within three (3) school days of the decision of the Grievance Council. The **Director** will review all documentation of the grievance procedure and set a date for hearing the grievance with

all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the **Director's** receipt of such an appeal. The **Director** will then render his decision within five (5) school days.

4. If the aggrieved party remains unsatisfied with the decision of the **Director of The Good Shepherd Network**, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the **Director of The Good Shepherd Network's** decision.
5. Pending outcome of the formal grievance, only the principal and **Director of The Good Shepherd Network** may, with or without condition, abate the expulsion or the termination.

## **ST. PAUL SCHOOL COUNCIL**

Ten members, 50% elected by the school community and 50% appointed by the Pastor and the Principal, comprise the voting membership of the School Council. The principal, the pastor, and a P.T.C. liaison are ex officio and non-voting members of the Council. The Council establishes, reviews, and recommends change in school policy; the Council reviews the school budget as prepared by the Principal and recommends action on it; the Council, along with the Principal, establishes both short and long-term goals; and the Council acts in support of administrative decisions and actions that are taken by the Principal to implement previously established school policy. The Pastor retains the canonical responsibility of leadership in both parish and school.

The School Council meets monthly. Meeting dates, times and location are listed on the yearly school calendar. Parents are invited, if they wish, to observe regular Council meetings. Participation, however, is limited to the "Open Forum" which is described in more detail below.

The "Open Forum" is that part of the regular monthly meeting in which non-members may express their opinions, concerns, and suggestions to the School Council. Persons wishing to speak at the "Open Forum" must present their petitions in writing at least seven (7) days in advance of the regular meeting date and have it approved for the Agenda. Speakers will be heard in the order in which their petitions are received. Five minutes will be the maximum time allotted for any person to speak.

The Council may respond to requests for factual information and/or requests for information concerning existing School Council policy. However, the Council may not deliberate or make a decision at that time on any questions or discussion presented during the forum. After the "Open Forum", the Council members or guests may request that any forum topic be added to the next meeting's agenda by notifying the President or the Principal one week before the next meeting. Discussions concerning personnel and salary, which are matters for Executive Session only, are excluded from "Open Forum".

## **THE PARENT-TEACHER CLUB**

The St. Paul Parent-Teacher Club (P.T.C.) is a school organization whose membership consists of parents/guardians and teachers of children attending St. Paul.

The P.T.C.'s objectives are:

- 1) to assist the pastor and principal in the accomplishment of projects relative to the expansion and improvement of the parish school.
- 2) to assist the teachers of the school in the promotion of recreational and extra-curricular activities.
- 3) to promote unity between parents and teachers, and
- 4) to promote the best interest of the pupils of St. Paul School.

General meetings are held during the months of September, November, January, and May as scheduled each year.  
The Executive Board meets monthly.

### **THE ST. PAUL ROYALS BOOSTER CLUB**

The St. Paul Royals Booster Club is established to support the athletic program of St. Paul Catholic School. They show this support by raising funds and assisting with athletic events as scheduled. Parents and/or guardians of all athletes and cheerleaders are members of the Booster Club. Meetings are held three times during the school year in August, November and February.

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**The School reserves the right to change  
policies and procedures as outlined  
in this handbook. Parents will be notified of any changes.**