



*St. Paul Catholic School  
Deeply Rooted in Knowledge, Faith, and Family,  
Since 1930.*

*This on-line handbook was revised and updated for the 2021-2022 school year for the purpose of clearly communicating school policies and procedures.*

*Parents and guardians are required to review with their children those items that are appropriate for children's grade level. Parents with children in grades K-8 are expected to have an "age appropriate" conversation in regards to the contents of this handbook. All students are expected to understand the expectations for Uniforms and Personal Appearance, Behavior, Discipline, Respect for School Property, Attendance, Homework, and Arrival and Dismissal. Parents and students are responsible for signing and returning the Handbook Acknowledgement Form found on the last page of this Handbook.*

*Thank you for sending your children to St. Paul Catholic School. We are looking forward to another successful year as we celebrate ninety-two years of Catholic education. We are truly blessed!*

*Thank you for your continued support.  
Mrs. Genny Callier  
Principal*

St. Paul Catholic School  
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**Parent & Student Handbook  
2021-2022**

**SCHOOL HOURS**

School Office Hours: 7:30 a.m. - 3:30 p.m.

Arrival and Morning Supervision: 7:30 – 7:50 a.m.

School Begins: 7:50 a.m. School Ends: 2:50 p.m.

Extended Day Program: 2:50 p.m. - 5:30 p.m.

**MISSION STATEMENT OF ST.PAUL CATHOLIC SCHOOL**

Inspired by the charism of the Franciscan Sisters of Allegany,  
the mission of St. Paul Catholic School is to provide students with a foundation for life through  
faith, academics, and service  
and to assist students in developing their gifts and talents,  
so that they may fulfil the plan God has for their lives.

**PHILOSOPHY OF ST.PAUL CATHOLIC SCHOOL**

St. Paul Catholic School exists to provide students with an excellent academic education that implements the teachings of our Catholic faith throughout everything we do. We work with the Church, the family, and the community to nurture the whole child. We are committed to providing a high-quality, well-rounded education that includes religion, technology, athletics, music, art, foreign language, media, retreats, field trips, and daily recess. We attend weekly Mass together. We teach our students virtues and scripture verses to use as a source of strength throughout their lives. Our school is an educational ministry that is committed to guiding and empowering students to seek their full potential, prepared to live, work, and serve others in a global society. The Franciscan charism of caring for the environment, justice, and nonviolence has been evident at St. Paul Catholic School since its founding in 1930.

***Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14***

## **BELIEF STATEMENTS**

Developed by the Faculty and Staff of St. Paul Catholic School

1. We believe that the traditions and charism of the Franciscan Sisters of Allegany, namely those of justice, peace, hospitality, service and non-violence, are as alive in our school today as they were in 1930 when the Sisters founded the school.
2. We believe our primary role as a Catholic school is to provide all students with a holistic foundation for life through faith, academics, and service, and help all students learn how to use their gifts and talents to fulfil the plan God has for their lives.
3. We believe in providing a safe, disciplined, and prayerful environment that enhances teaching, learning, and respect for self and others.
4. We believe our actions are to reflect that every person is a valued child of God, worthy of love, dignity, and respect.
5. We believe students must be offered a variety of instructional strategies and differentiated activities to support their learning needs.
6. We believe that teaching Biblical Scripture, participating in liturgical celebrations, and practicing Catholic virtues provides our students, families, and faculty with a moral compass for their life journey.
7. We believe effective use of technology can improve teaching and learning and that we must continue to meet the challenges of integrating evolving technology into our classrooms.
8. We believe student learning is enhanced when clear goals, high expectations, and implementation of best practices guide classroom instruction, curriculum development, and authentic assessment.
9. We believe in commitment to academic excellence and school improvement, through continued professional development for teachers, high-quality curriculum and varied learning materials for students, and long-range planning for our school.
10. We believe the partnership between school and family is essential to the development of the whole child.

## **ACCREDITATION**

St. Paul Catholic School is fully accredited by the *Florida Catholic Conference*.

## **AFFILIATIONS**

NCEA – National Catholic Educational Association

FCC – Florida Catholic Conference

ASCD – Association for Supervision and Curriculum Development

IRA – International Reading Association

NSTA – National Science Teacher Association

NASSP - National Association of Secondary School Principals

NJHS – National Junior Honor Society

NASC – National Association of Student Councils

CYLC – Congressional Youth Leadership Council 8

***The Lord is good to those who hope in Him,  
to those who seek Him.  
Lamentations 3:25***

## ADMISSIONS AND REGISTRATION

St. Paul Catholic School is a parochial school sponsored by the Catholic people of St. Paul parish. Priority for admission into the school (and for re-registration for subsequent years) is given to Catholic children who are attending Sunday Mass weekly and whose parents or guardians are registered in our parish, are participating in weekly Sunday Mass, and supporting the parish through use of the Sunday envelopes. Enrollment in the school in a particular year does not guarantee the child a place in the school in the following year unless these requirements are met. Applications for registration for the following year are accepted in January. The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

The registration process includes:

1. To enter preschool Three, a child must be at least three years of age by September 1<sup>st</sup>.
2. To enter preschool Four, a child must be at least four years of age by September 1<sup>st</sup>.
3. To enter kindergarten, a child must be at least five years of age by September 1<sup>st</sup>.
4. Applications for entrance into 1<sup>st</sup> through 8<sup>th</sup> Grade can be obtained in the school office at any time.

Requirements for all include: Verification of active parish affiliations/stewardship

Health Records

Birth Certificate (Original)

Transcripts

Record of IEP or 504 Plan (if applicable)

\*All students entering St. Paul Catholic School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition such as, but not limited to leukemia must be presented prior to acceptance.

5. Children entering Kindergarten, 3<sup>rd</sup>, or 7<sup>th</sup> grade and all new students to St. Paul Catholic School must have a complete physical examination. A record of this examination must be submitted before the opening of school.
6. All new students will be given a trial period of not less than one Trimester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Paul Catholic School. The recommendation and decision of the School is final. St. Paul Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Paul Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Paul Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Paul Catholic School is made by the School, the student's tuition due would be prorated.

7. Non-Catholic students whose parents accept the philosophy of St. Paul Catholic School will be accepted on a space-available basis. Non-Catholic students are expected to attend all religion classes and religious observances during the school day.
8. St. Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and process fee for extra records sent to more than one home address.

**FINANCIAL OBLIGATIONS**

**KINDERGARTEN – GRADE 8 (Early Childhood is NOT included in the family rate)**

Tuition Charge, Books & Supplies per child:

<u>In Parish Rate</u>	<u>Tuition per Year</u>	<u>Books &amp; Supplies</u>	<u>Total Monthly Payment</u>
1 Child	\$ 5,657	\$235	\$ 491 /mo for 12 installments
2 Children	\$ 9,994	\$470	\$ 872 /mo for 12 installments
3 Children	\$14,151	\$705	\$1,238 /mo for 12 installments
4 Children	\$17,996	\$940	\$1,578 /mo for 12 installments
 <b><u>Out of Parish Rate Per Child</u></b>			
	\$6,809	\$235	\$ 587 /mo for 12 installments

**EARLY CHILDHOOD 3 & 4**

Tuition and Supplies:

<u>In Parish Rate</u>	<u>Tuition per Year</u>	<u>Supplies</u>	<u>Total Monthly Payment</u>
5 Full Days	\$5,657	\$235	\$491 /mo for 12 installments
5 Half Days	\$4,781	\$235	\$418 /mo for 12 installments
 <b><u>Out of Parish Rate Per Child</u></b>			
5 Full Days	\$6,809	\$235	\$587 /mo for 12 installments
5 Half Days	\$5,933	\$235	\$514 /mo for 12 installments

Once the registration process is completed and your child is accepted to St. Paul Catholic School, you are legally responsible for payment of the full year tuition. In the event that you choose to withdraw your child before the end of the school year, you remain obligated for the tuition.

\*Tuition assistance for students in grades K-8, whose families are in need of assistance, is available through St. Paul parish, Diocesan Catholic Schools Foundation (FACTS), Mary C Forbes Foundation

and the Kremer Foundation. For information regarding the FACTS on line application go to <http://online.factsmtg.com>.

**NON-DISCRIMINATION POLICY ON ADMISSIONS AND HIRING FOR THE  
DIOCESE OF ST. PETERSBURG**

The Catholic Schools of the Diocese of St. Petersburg restate their open admission policy; namely, that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them, nor do they hire or assign staff on the basis of race, color, national or ethnic origin of either the staff or the students.

**ST. PAUL CATHOLIC SCHOOL, ST. PETERSBURG  
ASBESTOS MANAGEMENT PLAN**

The Facilities/Maintenance Department maintains the St. Paul Catholic School, St. Petersburg Asbestos Management Plan, which is available in the Maintenance Office for review upon request.

**UNIVERSAL PRECAUTIONS**

To comply with federal law attempting to control the spread of disease by exposure to blood and other bodily fluids, the staff, faculty, and students receive training on a yearly basis in the use of those health practices of good hygiene and protection that significantly reduce or eliminate the exposure to blood-borne pathogens. These practices are called “universal precautions.”

**POLICY REGARDING THE REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT**

The welfare of children is important to the staff at St. Paul Catholic School, as well as to the parents. Under Florida law, anyone who has reasonable cause to suspect child abuse or neglect is legally obligated to report that abuse to the Department of Children and Families, even if there is no definite proof. (Florida Statutes 415.504)

***There are in the end three things that last: faith, hope, and love,  
and the greatest of these is love.***

***1 Corinthians 13:13***

**DIOCESE OF ST. PETERSBURG**  
**OFFICE OF CATHOLIC SCHOOLS AND CENTERS**  
**ANTI-BULLYING POLICY**

The office of Catholic Schools and Centers of the Diocese of St. Petersburg and each school within the DOSP are committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The DOSP and each School is committed to protecting its students from bullying and/ or harassment. As such, bullying and/ or harassment is strictly prohibited, will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Damaging, exhorting or taking a student's personal property;
3. Placing a student in reasonable fear of emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
6. Disrupting the orderly operation of a School.

**DEFINITIONS**

- **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is **repeated**, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/ or actions, including, but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber –stalking.
- **Harassment** means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.
- **Cyber-stalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.
- **Cyber-bullying** is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, e-mail, blogs, and texting on cell phones, social websites (e.g. Facebook, Twitter, Instagram, etc) chat rooms and instant messaging. Cyber-bullying includes the following misuses of digital and/ or electronic technology: teasing, intimidating,

or making false accusations about another student by way of any technological tool.

- **Course of conduct** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.
- The definitions hereunder apply to any student who either directly engage in an act of bullying and/ or harassment, or who, by their behavior, actions and/ or conduct, support another student's act of bullying and/ or harassment.

### **Scope/ Expectations**

The DOSP and each School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and each School prohibits bullying and/ or harassment of any student:

- That occurs on school premises at any time;
- During any educational program or activity conducted by the DOSP or the School;
- During any school-related or school-sponsored program or activity;
- That occurs on any bus or vehicle as part of any school activity; or
- Through threats and/ or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program;
- Though an incident of alleged bullying and/ or harassment may occur off of the School's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a School's ability to provide an education is significantly impaired as determined by the School and/ or the DOSP, disciplinary sanctions may be issued.

### **Reporting Complaints**

- Each student, parent and/ or any other members of the School's community has a duty to immediately report any incident of bullying and/ or harassment to the School administrator. The administrator will provide the reporting party with the Bullying Complaint Form which must be completed, dated, and signed by the reporting party so that the School may initiate further inquiry and investigation, when appropriate.

### **Disciplinary Action**

Concluding whether a student's actions, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions. Any student found to have

violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/ or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the School's and/ or DOSP's sole discretion. False reports or accusations of bullying and/ or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

### **Department of Children and Families**

St. Paul Catholic School will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

### **MANDATED SAFE ENVIRONMENT TRAINING**

The US Council of Catholic Bishops met in Dallas in November of 2002, to deal directly with the topic of protecting children, youth, and vulnerable adults in our communities. From this meeting, the Bishops issued The Charter for Protection of Children and Young People, which mandates training for individuals who come into contact with children and youth. This training helps individuals recognize, prevent, and report child abuse, including sexual abuse.

Our Diocese has chosen to present the Girls and Boys Town Center for Adolescence and Family Spirituality program as a vehicle to deliver this training. Attendance at Safe Environment Training is mandated for anyone in ministry – priests, deacons, religious, educators, parents, volunteers, and church staff... anyone who will have a supervisory role with youth.

The Safe Environment curriculum for students at St. Paul Catholic School is based on the standards and benchmarks of the student program. In EC 3 through grade 2, classes are taught through developmentally appropriate whole-group lessons with the School Counselor, and teachers. In grades 3 – 5, the school counselor offers regular lessons that cover the Safe Environment Standards. Middle School students will have one additional planned Day of Reflection.

***Children are a gift from the Lord, the fruit of the womb, a reward.***

***Psalm 127:3***

### **SCHOOL MASSES**

Students in grades K-8 attend the 8:15 a.m. Mass each Wednesday (EC3 and EC4 will attend Mass on Special Occasions) Masses on Holy Days will be at 8:30 a.m. Students in grades 3-8 rotate by class, planning the Mass and leading the student participation. The students' prayers, responses, and hymns are a vibrant part of each Mass. The Catholic Church must always be a place to feel and experience God. Everyone is expected to participate with enthusiasm, reverence, and respect.

### **Sacrament of Reconciliation**

Second grade students prepare for and receive the Sacrament of Reconciliation in the winter. Parents are expected to help their children prepare and to attend a parent meeting prior to reception of the sacrament by the children.

### **First Communion**

Second graders usually receive First Communion after Easter. Any exception to this is noted in the school calendar. While formal preparation is given in the classroom, it is expected that parents will share in this preparation through instruction and example and by attendance at the parent meeting which precedes the sacrament.

### **Confirmation**

Students in grade 8 are offered the opportunity to be confirmed in the spring. The date for Confirmation is set by the bishop. Parent and sponsor involvement are an important part of the preparation. Parents and sponsors are asked to attend a meeting. Students will participate in a Day of Recollection.

### **VISITORS**

For the safety of students and staff, all visitors must enter through the front door, sign in at the front office, and wear a visitor badge.

### **VOLUNTEERS**

In accordance with the updated directives of the Diocese of St. Petersburg, all volunteers who work with students must adhere to the following requirements:

Complete an electronic Level II Background Check

Complete the Diocesan Safe Environment Training through a local parish or school

Enter through the front door of the school, sign in at the school office, and receive a volunteer badge.

- Volunteers who appear without an appointment with the teacher will not be permitted to visit the classroom.
- Volunteers are expected to be dressed appropriately and modestly.

### **EMERGENCY CONTACT INFORMATION**

For the safety of all students, it is important that the school administration be able to contact parents in case of an emergency. Each parent must provide the school, in writing, the following information:

- **Home Phone Number -Cell Phone Number**
- **E-mail Address / Alternate Contact Information**
- **Custody Agreements**

The school must be given written notification as soon as possible when there are changes in the above emergency contact information. St. Paul Catholic School cannot prevent a parent from picking up his/her child without a court ordered custody agreement. All custody agreements are kept in a confidential file in the school office.

### **BEHAVIOR AND DISCIPLINE**

**Because it is impossible to foresee all problems that may arise, the Principal reserves the right, as she deems necessary, to take disciplinary action for any behavior which violates the spirit and philosophy of our school, even though not specified in this Handbook.**

The following rules must be observed at all times - in all classrooms, church and school grounds, field trips, lunchroom and gymnasium, during sports activities, general assemblies, and Extended Day.

#### ***RESPECT FOR OTHERS***

Students are required to show respect towards faculty, staff, administration, and classmates at all times. Behavior that disrupts classroom instruction, such as disrespect, excessive talking, not following teacher directions, making noises, or distracting other students, is cause for disciplinary action.

Poor attitudes, poor behavior, or any conduct detrimental to the reputation of the school, whether inside or outside the school, may result in detention, suspension, or expulsion.

#### ***RESPECT FOR SCHOOL PROPERTY***

Students are expected to respect school property both inside and outside the school building. Students are expected to report any damage to school grounds, such as bathrooms and locker rooms, or items assigned for their personal use, such as textbooks, chrome books, lockers, and desks, to their teacher immediately. Students who do not report damage immediately could be held responsible for covering the cost of repairing or replacing the damaged item. Damaging or defacing school property is a major offense and is cause for serious punishment, suspension, or expulsion.

### **ILLEGAL AND HARMFUL OBJECTS**

Alcohol, tobacco, and drugs may not be carried or used at any time. Matches, fireworks, knives, guns, slingshots, chemicals and objectionable materials or objects are not to be brought to the school at any time. Use of any of the above may result in immediate expulsion. Smoking of any type is not allowed on campus. This includes the use of e-cigarettes and vaping.

### **SOCIAL MEDIA & TECHNOLOGY**

Engagement in online social media such as, but not limited to, Instagram, Twitter®, Facebook®, Blogs, etc. may result in disciplinary actions (including expulsion) if the content of the Parent or student's account includes negative or defamatory comments regarding the school, the faculty, other students or the parish.

Parents should refrain from creating a class/grade Facebook page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending after school activities, sport practices or games, he/she should leave the cell phone in their backpack or bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. At no time during the school day should a cell phone be with the student. Phones taken away from students will be returned to the parent(s)/guardian(s) for the first offense. If there are any further offenses, parents must meet with the principal before the phone is returned. The administration reserves the right to search the contents of a confiscated cell phone.

If a teacher plans a lesson(s) with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day or period. Teacher lesson plans should also include cell phone assisted instruction.

**Cyberbullying:** St. Paul School attempts to provide a safe environment for all individuals. Threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest online) face suspension and/or expulsion.

**Instagram:** Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face suspension and/or expulsion.

**Acceptable Use Policy:** All students and parents will sign the St. Paul School Acceptable Use Policy in order to use the computers while attending St. Paul School.

### **PERSONAL ITEMS**

Electronic devices such as ipads and laptops, are not permitted in school without permission from a teacher. In addition, toys, special watches with distracting sounds, music devices, recording devices, computerized pens, skateboards, and similar items must be left at home unless permission to bring them is granted in advance by the teacher. If such items are brought to school, the school will not be held responsible for damaged or lost items.

Students in grades 4-8 are permitted to bring e-readers to school. Students and parents are required to sign the E-Reader Acceptable Use Policy form each year. The information below is part of the policy:

#### **E-Reader Acceptable Use Policy**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. Students will request the form from the school office. This Acceptable Use Agreement form, signed by both the parents and the student, is to be turned in to the student's homeroom teacher. The homeroom teacher will alert other teachers that the student is in compliance with the policy.
2. E-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of St. Paul Catholic School.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

6. E-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time.

7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

### ***STUDENT SAFETY***

Running is permitted only during physical education classes or on the playground during supervised activities. There is never a reason to run inside the school buildings, hallways, or stairwells.

- All students are expected to be orderly and quiet in the hallways. Loud, boisterous behavior is not necessary and will not be permitted.
- There are students in our school who are allergic to animal hair. We have a responsibility to protect those students. Animals are not allowed on the blacktop during morning opening or dismissal, unless previous arrangements have been made with the administration. Animals may be brought to the school only with the approval of both the teacher and the Principal.
- Chewing gum is not permitted on school grounds.

Parents are expected to support all school policies, as well as consequences for inappropriate student behavior.

### **Behavior Expectations**

The following is a list of behavior infractions that will not be tolerated at St. Paul Catholic School and may warrant immediate involvement of the school counselor or administration.

**The following rules must be observed at all times; in all classrooms, field trips, cafeteria, gymnasium, playground, sporting events, general assemblies and aftercare.**

Students will be respectful to other students at all times.

- Verbal or physical harassment of other students; Name calling, verbal intimidation, threats, continual teasing, etc. through personal interaction, media, or the use of an electronic device. (Students may be disciplined for harassment of other students outside of the school day, if there is reason to believe that the harassment has created an impaired learning opportunity for any student.)
- Physical aggression or physical harm, fighting and/ or physical violence
- Vulgar language or gestures, physically or through the use of media or an electronic device.
- Property damage or vandalizing students' possessions.
- Stealing, or using property without permission.

Students will be respectful to teachers at all times.

- Interrupting classroom instruction.
- Not following the classroom rules for direct instruction, collaboration, or independent work time.

- Not responding appropriately to redirected behavior from a teacher, such as arguing, disregarding, or disrespectful gestures/ attitude.
- Displaying a poor attitude.
- Arriving late for class.
- Cheating- copying- plagiarism- forgery

Students will be respectful of the school rules at all times.

- Possession and/ or use of cigarettes, matches, vaping, alcohol, illegal or prescription drugs, knives, weapons, (real or facsimile) or inappropriate pictures/ media.
- Possessing smartwatches, or any other non-approved electronic devices on school grounds.
- Disregard for uniform policy or dress code.
- Leaving any activity or learning environment, inside or outside, without permission.
- Violation of the Internet Use Agreement.
- Violation of the Technology Use Agreement.
- Damage or vandalism to school property.
- Running, yelling, throwing objects/ food, or any such disruptive or potentially harmful behavior.
- Public display of affection.
- Chewing gum.
- Eating or drinking in the classroom, other than bottled water, without teacher permission.
- Repeated violations of any rules of the School.

Because it is impossible to foresee all problems that may arise, the principal reserves the right, as deemed necessary, to take action for any behavior which violates the spirit and philosophy of our school, *even though not specified in this handbook.*

### **Discipline Policy**

One of our primary roles as a Catholic school is to partner with parents to teach children the importance of making good choices and treating others with respect. We understand that childhood is a time of learning and development, and during this time, children are going to make mistakes. When this happens, our job is to help children learn from their mistakes and make positive changes to their behavior. Therefore, in most situations, the first step is to work in partnership with parents to help children change their behavior. This often involves, but is not limited to, the following behavior interventions or disciplinary actions:

### **Teacher Intervention**

The student who is not following behavior expectations will be given a verbal warning by the teacher. After the first verbal warning, the teacher will follow his or her own classroom procedures for minor infractions. After repeated disruptions, at the teacher's discretion, the teacher will call or e-mail the parents to inform them of their student's disruptive behavior and

to enlist their help and support. The teacher may also administer disciplinary action such as, but not limited to;

- Lunch detention
- Recess detention
- Loss of privileges, such as attending field trips or special events
- Referral to the administration.
- A behavioral notice will be sent home and signed by Parent/Guardian and returned to school the next day.

### **Meeting with the School Counselor:**

The role of the counselor is to provide an additional level of support by helping students to achieve in the areas of social, emotional, or academic growth. Students of all ages may meet with the school counselor for support, not discipline. This support often gives students the tools they need to improve behavior. Students in EC3- Grade 2 often benefit from an opportunity to meet with the counselor to learn new skills for improving behaviors. For this reason, students in EC3-Grade 2 will usually be referred to the school counselor if the teacher interventions are unsuccessful. Like the teacher, the school counselor will continue to communicate with parents.

### **Administered by teacher after consultation with administration.**

- Overnight Assignment
  - Overnight assignments are given by the teacher, with support from the administration. These assignments take precedence over other assignments and must be turned in upon entering the classroom on the next school day.
  - The teacher and the administration work together to create a developmentally appropriate assignment that will allow the student time to reflect on his/ her behavior, and understand the importance of making changes. Students are often required to read a short story that teaches a lesson, followed by reflective questions that relate specifically to their situation.
  - Students who fail to complete an overnight assignment to the satisfaction of the teacher will receive an immediate Student Academic Referral.

### **Administered by the Administration**

- In-School Suspension
  - In-school suspensions are given after a student exhibits behavior that results in the loss of the privilege to return to class.
  - Students are assigned an area where they will be supervised by a staff member and work alone to complete their assignments.
- Out of School Suspension
  - Students may be given an out of school suspension at any time their behavior is unacceptable. Out of school suspensions are typically issued for 1, 2, or 3 days. All out of school suspensions are accompanied by a project that must be completed by the child during their time out of school. Students are provided

with a project that has been intentionally developed to align to their developmental level and specific needs. The goal of each project is to give students an opportunity to reflect on their choices and understand the importance of making positive changes upon their return to school. Suspension projects are designed to be an opportunity for students to view their behavior from a different perspective and provide the time that is needed outside of school to stop, think, and refocus on positive changes. With parent support, the results can be positive and successful.

- Each project includes a specific list of criteria that must be met. Failure to meet all of the criteria will result in the child not being permitted to return to class until all the criteria has met the satisfaction of the administration. Students are prohibited from taking part in any school activity/ function while on suspension.
- Removal from the National Junior Honor Society and extra-curricular activities, such as sports, performing arts, Student Council, etc.

### **Expulsion**

Expulsion usually occurs when the above behavior interventions have not resulted in a positive and continual change in a student's behavior. However, expulsion may also be the first punishment issued, if the serious nature of the behavior, in the sole judgment of the school administration, warrants expulsion. The decision made by the Pastor and Principal shall be final.

**The above behavior interventions are not steps and not necessarily issued in the order they are listed.** Each child and each situation is completely different. We believe, as a Catholic school, we are called to see the uniqueness of each child, each situation, and the details of the circumstances surrounding each event. It is only after all of these important components are given thoughtful consideration that a disciplinary decision is made.

### **Expectations for Parents and Guardians**

Enrollment in St. Paul Catholic School implies the willingness of parents to comply with the policies and regulations of the school. Parents are expected to be respectful of the school rules and disciplinary actions. The school reserves the right to dismiss a student based on a parent's lack of support for the staff or administration.

We believe early intervention and positive working relationships are keys to helping students succeed. For this reason, the school administration often gets involved early on in the process of working with children who need assistance. When early partnerships of respect, support, and trust are created, there is a much higher opportunity for the outcomes to be positive for everyone involved.

***Give thanks to the Lord, who is good, whose love endures forever.***

***Psalm 118:1***

### **DISCIPLINARY REFERRALS TO THE ADMINISTRATION**

It is important for parents to understand that the teachers and school administration carefully look at each individual disciplinary situation. Decisions for disciplinary consequences are not given without thought and consideration to what is best for each student. A student will receive a written disciplinary referral when he/she has not successfully responded to his/her teacher's attempt to correct inappropriate behavior. When a disciplinary referral is given, students take the referral to the office and meet with an administrator. Parents are notified, and an appropriate consequence is given by the teacher or administrator. This action can include, but is not limited to, a phone call home from the student, teacher, or administrator, after school detention, a written assignment, in-school suspension, out of school suspension, probation, or expulsion. Each disciplinary referral must be signed by a parent and returned on the next school day, to the school office. Failure to do so will result in an immediate in-school suspension.

### **ACADEMIC REFERAL TO THE ADMINISTRATION**

Students may receive written academic referrals to the school administration for missing or incomplete work or poor grades. The first academic referral is always handled by the administrator with encouragement and help for the student. Time is taken to talk with the student and set goals. On the second referral, parents are notified and if necessary, consequences are given. These consequences can include, but are not limited to suspension from athletic games or other school events, such as field trips.

The written referral is sent home for a parent signature. Referrals must be returned on the following school day with a parent signature. Students who fail to return the signed referrals will serve an in-school suspension upon returning to school. All referrals are kept in the school office.

### **EARLY CHILDHOOD PROGRAM: EC 3 and 4**

***St. Paul Catholic School is licensed as a pre-school with the Pinellas County License Board.***

Children must be completely toilet trained to be enrolled in the program. Teachers and staff are not licensed to change clothing. In the event of an accident, the parent is called to come to school and change the child's clothing. Aggressive behavior which causes harm to other children or serious classroom distractions, such as hitting, biting, or continual yelling/crying, will result in the child going home the remainder of the day. Parents will be required to meet with administration should behavior become chronic.

### **COMMUNICATION**

The success of St. Paul Catholic School relies upon good communication and parental involvement. Our school attempts to keep families informed and involved in a variety of ways, including the following:

**SCHOOL WEBSITE**  
**[www.stpaul1930.org](http://www.stpaul1930.org)**

This website is updated regularly to help keep you informed of school and classroom news.

### **CONSTANT CONTACT**

The Eagle News (parent newsletter) is e-mailed to parents via Constant Contact and posted to the school website every Friday. Please be sure to check it regularly. This is a valuable way of communicating important information to our families. The weekly newsletter, in addition to updates, flyers, and other important messages are sent to parent e-mail accounts.

### **RenWeb ParentsWeb/ StudentsWeb**

Parents and students can check grades and continued progress online through RenWeb. Parents may also receive phone calls, text messages or e-mail from the Administration through RenWeb.

### **THE BROWN ENVELOPE**

The "Brown Envelope" is used periodically throughout the school year as a means of communication to parents. When there is information to send home, the envelope is sent home on Fridays with the youngest child in the family. It is used only to communicate school information that cannot be put on the website. Parents must sign and date the Brown Envelope and return it to school on the following Monday. If the Brown Envelope is not returned by Thursday morning, it will not be sent home that week.

### **STUDENT AGENDA BOOKS**

Students in grades 2 - 5 use daily assignment books to communicate between the classroom and home each day. Students are expected to have all homework assignments, test and quiz dates, and project due dates written in their assignment books. (An assignment book is recommended in middle school, but not required.)

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. This could include written assignments, study, reading, and/or working on a project over a span of several days. Archdiocesan Guidelines for time spent on homework are as follows:

Grades 1 and 2: 15-20 minutes

Grades 3 and 4: 30-45 minutes

Grades 5 and 6: 45-60 minutes

Grades 7 and 8: 60-90 minutes

***As for me, I will look to the Lord,  
I will put my trust in God my savior. Micah 7:7***

## REPORT CARDS

Report cards are released electronically on Ren Web every twelve weeks in Grades 1-8. Tuition must be current before students receive report cards. EC3, EC4 and Kindergarten students receive an assessment report in January and another at the end of the school year.

Best Grading Practices (K-8)  
Office of Catholic Schools and Centers  
Diocese of St. Petersburg

### A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives.
- Our system of grading should be timely, specific, fair and accurate.
- Grades should be based on a well-defined set of standards.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade.
- Assessments are critical to the teaching and learning process.

### B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

***Whatever you do, do everything for the glory of God.***

***1 Corinthians 10:31***

### C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

#### **Formative**

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

#### **Summative**

After a student has had instruction and practice on a topic, including assessments of a formative nature, it is then necessary to evaluate mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material.

### D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts.

### E. The Grade Composition

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 80% of the trimester grade. Formative assessments will account for no more than 20% of the trimester grade.

- 1.

- 2.
- 3.
4. All grading is done using the 100-point scale.
5. The lowest “earned” grade is 50.
  - a. An “earned” grade is derived from any assessment that is attempted and handed in.
  - b. An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
6. Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning. Non-academic attributes will be reported separately. Please see *Section G: Reporting Conduct and Approaches to Learning*.

#### **F. Grading Scale**

<b>Letter Grade</b>	<b>% Score</b>
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	50-59

#### **G. Reporting Conduct and Approaches to Learning**

Our Catholic schools recognize that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

## Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

### Respect

- Demonstrates a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer, and school property

### Responsibility

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*:

Conduct Code	Respect	Responsibility
<b>4</b> <b>Exceeds</b>	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
<b>3</b> <b>Meets</b>	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
<b>2</b> <b>Developing</b>	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.

<b>1</b> <b>Rarely</b>	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.
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### **Approaches to Learning (ATL)**

While schools may create their own rubric for ATL, the principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking.

#### **Organization**

- Prepared for class
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

#### **Collaboration & Communication**

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

#### **Reflection & Personal Initiative**

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

<b>ATL Code</b>	<b>Organization</b>	<b>Collaboration &amp; Communication</b>	<b>Reflective Thinking</b>
<b>4</b> <b>Exceeds</b>	Consistently displays readiness to learn through preparedness, punctuality and task	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal

	completion.		study and improvement.
<b>3</b> <b>Meets</b>	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>2</b> <b>Developing</b>	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>1</b> <b>Rarely</b>	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

## H. Other Matters on Assessment and Grades

### 1. Honor Roll

Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success.

Honor Roll eligibility is determined by:

- a. Grades in all subject areas
- b. Approaches to Learning (ATL) in all classes
- c. Conduct in all classes

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

#### Principal's Honors

- No grade lower than an A
- 3 or 4 in ATL
- 3 or 4 in Conduct

#### Honors

All grades are a B or higher

- 3 or 4 in ATL
- 3 or 4 in Conduct

## **2. Make-Up of Academic Work during Absence**

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a zero.

In the case of prolonged absence, three or more days, parents should call the office before 8:30 a.m. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 9:00 a.m. to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

## **3. Make-Up of a Scheduled Summative Assessment during Absence**

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

## **4. Retakes**

The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.\*

The following retake policy is designed to encourage relearning on the part of the student.

### **Criteria for Retakes**

Grades K-5

1. The retake process is initiated by the teacher. The teacher will communicate

with the parent when a retake is necessary. (Students who score below a 70 may be eligible to retake a summative exam)

2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

#### Grades 6-8

1. The retake process **must** be initiated by the student, if the student scored below a 70%.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student (with parent, if needed), signed by student and parent, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
5. Students may be required to participate in additional practice in order to qualify for a retake.

#### Limitations and Deadlines

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Semester/Trimester exams and summative that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

#### Teacher Facilitations

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
3. Students are not eligible for a re-take unless there are no missing assignments correlated to the deficiencies before the retake is administered.

4. Teachers have discretion over the format of the retake assessment.

\*Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

Due to teaching schedules requests may take up to twenty-four hours to be completed.

### **SPECIAL NEEDS**

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students special needs and their own capabilities of addressing those needs. The goal of all efforts to address students special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments\*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

\*The term "adjustments" is used rather than "accommodations" or "modifications" throughout the policies related to special needs. The laws that apply to non-public schools use the term "adjustments", whereas the laws that apply to public school use the terms "accommodations" and "modifications". Therefore, the term "adjustments" is preferred terminology for change made to curriculum, instruction, and/or assessment for the purpose of addressing a student's special needs.

### **Resource Program Guidelines**

St. Paul Catholic School is fortunate to have two full time Resource Teachers. The teachers in EC3 through 2<sup>nd</sup> grade have 2 part time teacher assistants, one in the morning and one in the

afternoon devoted to meeting the academic needs of our students. Our 3<sup>rd</sup> through 5<sup>th</sup> grade teachers share a teacher assistant and our 6<sup>th</sup> through 8<sup>th</sup> grade teachers share a teacher assistant as well. The Resource teacher is the first contact when a parent or teacher feels that a child may have need for additional interventions (behavioral or educational) to ensure academic success. The policy for referring students for any type of intervention is as follows:

- Teacher (or parent) brings concern to the Resource Teacher (Ms. Bauer)
- Ms. Bauer reviews academic records, consults with the teacher/ parent and assesses the apparent student needs.
- Ms. Bauer and teacher review & discuss assessment.
- If interventions are recommended, the teacher will contact the parent to schedule a meeting with Ms. Bauer, the teacher and the parent to discuss their concerns.
- If the parent requests names of professionals for further evaluation, or for additional tutoring, therapy or other services, the parent will be provided with a list of several local resources. St. Paul Catholic School personnel do not provide a diagnosis for any learning difficulty; a professional evaluation is needed.
- Ms. Bauer will keep administration advised of students programs and progress.

#### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The NJHS was founded to recognize and encourage academic achievement while developing other characteristics essential to citizens of a global society. St. Paul Catholic School is a charter member of the NJHS. After the second trimester, 7<sup>th</sup> grade students may be selected for membership in the NJHS. Selection is based upon scholarship (a minimum 3.6 grade point average) as well as leadership, service, character, and citizenship as judged by the faculty council. Students are not eligible due to grade point average alone. Service hours are required. Students must have a 3 or 4 in their Approaches to Learning grade in order to be eligible. Detailed information on NJHS is given to 7<sup>th</sup> grade students and parents at the beginning of the year.

#### **MID-TERMS, FINAL EXAMS, and MID-YEAR REVIEWS**

Comprehensive mid-term and final exams are given in grades 7-8. Reviews are a simple review of fundamental information in each subject. Exams cover more material and are given for the purpose of reviewing important fundamental skills, in core subject areas, prior to moving forward to the next level of instruction. Exams grades weigh more than a typical test.

#### **PARENT-TEACHER CONFERENCES**

Days are set aside during the school year for Parent-Teacher conferences. The conferences will be on November 4<sup>th</sup> from 3:30pm until 8:00pm and November 5<sup>th</sup> from 8:00am until 11:00am. You will be given an opportunity to sign-up for the conference. We would love 100% participation.

### **APPOINTMENTS WITH THE PRINCIPAL**

The Principal strives for a positive relationship with all parents. Parent opinions and concerns are very important to the administration. Parents are always welcome to call or e-mail the principal to schedule an appointment. When parents have questions or concerns in regards to a classroom situation, the school policy is to discuss the situation with the classroom teacher prior to contacting the principal. This often brings clarity or a better understanding to an existing problem or concern. The principal also understands that there are topics that need to be addressed directly with her first. If parents are not sure where to begin the process of communication with the school, they are asked to e-mail the principal or assistant principal for direction and advice. After meeting with the school administration, if there is no resolution to parent concerns, parents may also contact the pastor.

### **MORNING ARRIVAL**

Students may arrive at school by car, bicycle, or by walking beginning at 7:30 a.m. when there is adult supervision.

#### **Arrival by car: Arrival by car:**

Entering from 17th Avenue North, on the blacktop behind the church, parents follow the directions for drop off only, entering the parking lot by the gate closest to the playground (following the lane on the left, or along the fence). Parents who are parking and walking students to the plaza for morning opening will follow the lane on the right to an open parking spot.

#### **Arrival by bicycle:**

Students must walk bicycles while on school property.

Students must be in fourth grade or older to ride a bicycle to school, unless accompanied by an adult.

Bicycles must be placed in the bike racks provided. All bicycles must be securely locked at all times. The school will not be responsible for stolen or damaged bicycles while in the racks.

Florida law requires all students to wear helmets when riding their bicycles.

#### **Walking to school:**

Students should enter the parking lot by the cafeteria or cross 17<sup>th</sup> Ave. No. by the church and follow the sidewalk to the plaza.

Students must be in fourth grade or older, or accompanied by someone in fourth grade or older, to walk to school.

**Rainy Days: Parent must remain in their cars.** For students in grades K – 8, there are two areas for drop off:

The front of the school, on 12th Street, in the area marked with cones and patrols for students in grades 2-8 with no younger siblings.

Entering from 17th Avenue No. behind the church, parents may drop off on the blacktop by the cafeteria. Students in grades K-8 will be supervised as they walk directly to their classrooms on rainy days.

#### **Rainy Day Drop Off For Early Childhood**

Early Childhood children are to be dropped off in the back of the cafeteria where they will remain with their teachers.

#### **DAILY MORNING OPENING**

Students should be in line on the plaza at 7:50 a.m. Each child is expected to be present as we begin our day with a welcome, prayer, and Pledge of Allegiance. Children who are not present at this time are considered **late**. Students arriving after prayer has begun should wait in the back of the Plaza and join their line after morning opening is over. Children who are not present miss out on a special ceremony in which we begin our day as a St. Paul Catholic School family. It is a solemn ceremony with a great feeling of unity that is unique to our school.

Birthdays are celebrated every Thursday at Morning Opening. Special awards and honors ceremonies are also scheduled throughout the school year. Every attempt will be made to notify parents via e-mail, phone call, or through RenWeb in advance of a special ceremony so they may be included during Morning Opening.

Parents may not enter the school through the back doors with their children. Parents entering the building after morning opening must enter through the front door of the school, sign in at the front office, and receive a volunteer sticker.

#### **AFTER SCHOOL DISMISSAL**

Students are dismissed to car line beginning at 2:50 p.m.

**Leaving by car:** There are two car lines:

**EC 3 – grade 2** line up on the playground side of the blacktop. Older siblings line up on this side as well.

**Grades 3 – 8** line up on the side of the blacktop in front of the bell tower.  
All students picked up by car must use the carline. Picking students up in other areas is prohibited.

Students must be picked up NO LATER than 3:05 p.m. At that time the car line is closed and students who were not picked up will be sent to the Extended Day program until their parents arrive. Three late car-line pick-ups are allowed with no penalty. The fourth late car-line pick-up will result in a \$15.00 late car- line pick-up charge each time thereafter.

\*\*If lightning is spotted in the area in the course of regular dismissal, students will immediately be moved to the cafeteria and Rainy Day Dismissal procedures will begin.

#### **Rainy Day Car Line**

All students will be dismissed from the cafeteria on rainy days, including walkers.

#### **PARENT RESPONSIBILITIES IN CAR LINE**

To prevent the need to cross in front of other cars when approaching the blacktop, parents are expected to be in the proper lane for car line. Parents picking up students in EC – 2 grade line up in front of the playground area. Parents picking up students in grades 3-8 line up on the side of the bell tower.

Cars enter the school grounds from 17th Avenue No. and form a line behind the traffic cones on the school blacktop. The traffic cones will be removed after the last physical education class.

Parents of children in EC 3 through grade 2 should place their family name sign in clear view on the left side of the dashboard.

Cell phone use and/or texting while in car line, is not permitted. Please respect the school's efforts to maintain a safe environment and adhere to this rule.

Parents are not to socialize with staff members who are supervising the safety of the students.

Be cautious exiting onto 20th Avenue No.

Parents must stay in their cars at all times.

Students should never walk between vehicles. This includes going to the trunk of the car in car-line.

Parents of very young children will be asked to pull over to the side area near the Parish Center to buckle their child into the car seat.

#### **WALKERS DISMISSAL**

Parents who give permission for their children to walk home from school must complete a Walker Release Form at the start of the school year. This form can be found on the school website under the parent link. Students must be in fourth grade or above to walk home unless accompanied by someone in fourth grade or older. Students who walk home sign out with the designated teacher and are dismissed to 20th Avenue No. Walkers are expected to leave the school grounds following the sidewalk on 20th Avenue No. unless authorized by the administration to take a different route. Walkers are to walk directly home when dismissed. Permission forms for all students who walk home must be filled out and returned no later than the first week of school.

#### **RETURNING TO THE BUILDING AFTER DISMISSAL**

Once students are dismissed, they are not permitted on the school grounds unless they are in a supervised activity. Students may not re-enter the school building once they are dismissed.

#### **DISMISSAL TO AFTER SCHOOL ACTIVITIES**

Students participating in Extended Day and school-sponsored activities are released at standard locations in the school buildings. Students participating in other approved, supervised programs will be dismissed into the care of an adult sponsor. Sponsored activities include Girl Scouts, Brownies, Tiger Cubs, gymnastics, art club, drama, and after school sports.

#### **STUDENTS STAYING TO WATCH SPORTING EVENTS**

Students in grades 5-8, who are not in the sports program, and are staying to attend home games, must have a signed permission slip on file in the office. The permission form gives parental consent for middle school students to attend games without staff supervision. Parents who wish for their child to be supervised may indicate this on the permission form. Supervised students will be checked into the extended day program before and after attending the game.

#### **STAYING AFTER SCHOOL**

Students who stay after school for extra help or to work in the computer lab, must be picked up promptly at 3:30 p.m. at the front door to the school. After that time, pick up is at Extended Day. To avoid last minute calls to the office, parents are asked to make pick up arrangements before their child leaves home in the morning.

#### **SCHOOL CLOSINGS DUE TO HAZARDOUS WEATHER**

**Whenever possible parents will be notified by text or e-mail, time permitting.**

### **Pre-Hurricane Procedures**

St. Paul Catholic School will follow the decision of the Diocese of St. Petersburg in regards to school closings in preparation for a hurricane.

### **Post-Hurricane Procedures**

St. Paul will assess our situation and make a decision by 3:00 p.m. for the following day. Parent should check the school website and voicemail, and watch BAY NEWS 9 or other local newscast for more information.

### **Tornado Warning**

We will keep children at school beyond regular hours if threatening weather is expected; such as a tornado warning. Children are safer deep within a school than in a bus or car. Students should not be sent home early if severe weather is approaching, because they may still be out on the roads when it hits.

### **SCHOOL EVACUATIONS**

In the event that St. Paul Catholic School has to be evacuated, due to toxic or hazardous materials on the premises or in the area, students will be walked to either St. Paul Catholic Church or St. Paul Parish Center, depending on the location of the hazardous materials. The church address is 1800 12th Street No. The Parish Center address is 1358 20th Avenue No. The fire department will determine when it is safe for students and staff to return to the building. If further distance from the property is required, students will be escorted to the far corner of the soccer field. The Family Dollar parking lot on the corner of 16<sup>th</sup> Street and 17<sup>th</sup> Ave would be another possible location should students and faculty need to evacuate the school property.

### **ATTENDANCE**

Regular attendance and punctuality have a marked influence upon scholastic achievement. These are essential elements to good progress in school. Being absent means missing out on important classroom instruction, and can be a factor in promotion to the next grade. A student's presence each day is an important responsibility for both the student and their family. Good attendance is required in order to receive a good grade in each class. Please do not disregard attendance on noon dismissal days, as important instruction and assessments also take place on these days.

Parents are encouraged to schedule their children's medical and dental appointments after school hours. Parents are also asked to please honor the school calendar and plan vacations to coincide with the school holidays.

Students must have a written note with a parent signature upon returning after an absence.

To report an absence, call the school office before 8:15 a.m. As a safety precaution, parents of absent students will be called if the office has not been informed by 8:15 a.m. In addition to phoning the school office, students must bring a written excuse signed by a parent when they return to school. The excuse should include the reason for the child's absence.

### **TARDY POLICY**

Students are late if they arrive after the start of the morning opening (7:50 a.m.). Late records appear on report cards and become a part of each student's permanent record. Students who arrive late must report to the school office. Students are required to be present each morning for Opening Ceremony. Students who do not walk into school with their class are required to enter through the front of the school with a parent or guardian. Entering through the front door after morning opening ceremony will be counted as tardy.

Each student will receive ten "free" un-excused tardies to use during the year. Students who are tardy with a doctor/dentist note will be excused, and the tardy will not count as one of the ten free tardies. Students with ten un-excused tardies have reached their limit and will serve an in-school suspension on the morning of their eleventh tardy. Parents of students who have more than 5 tardy days will receive a gentle reminder of this school policy. The principal is very willing to assist parents who are having a problem getting their child to school on time, if it is the child's preparedness is the root cause. Sometimes, having the principal simply talk with the child, offer encouragement, and set goals, can help greatly. The parent should not wait until the ninth or tenth un-excused tardy to contact the principal for help. Communication should begin as soon as the parent realizes that school intervention would be helpful. However, if the problem is the fault of the parent, the parent, as the adult, is expected to make adjustments to their routines and comply with school policies.

### **LEAVING DURING SCHOOL HOURS**

When students leave during school hours, they must bring notes signed by a parent to their homeroom teachers. The note should state when the child will be picked up and the reason for their release. They will be called to the school office upon the arrival of their parents. Parents must sign out their children before leaving. When returning to the school before regular dismissal, parents must sign children back into school.

### **SAFETY PATROLS**

Safety Patrols are on duty before and after school. Safety Patrols have volunteered their time to help with school safety. They provide a service to students and the school administration. All students should respect the patrols and follow school rules at all times. Students accepted as patrols must report for duty at the appointed time and be responsible for wearing their orange patrol belt and badge. Patrols who do not have their belt and badge should not serve their duty until they are prepared to do so properly. Patrols are expected to focus on their job of keeping students safe and refrain from socializing while on duty.

**Extracurricular Eligibility (K-8)**  
Office of Catholic Schools and Centers  
Diocese of St. Petersburg

It is up to the school to determine the process of checking eligibility for students.

Participation in a school sponsored extracurricular, i.e. sports, junior varsity, varsity, drama, robotics, etc. is a privilege that requires a student to balance participation times, games and their academic responsibilities. Students must maintain a 70 percent or above in all subject areas. Students with a Student Support Plan may have alternative criteria and will be assessed by teachers for consistent academic effort. Grades will be checked on Fridays for the next week of extracurricular eligibility. It is the responsibility of the student to let the athletic director or advisor know that they brought the grade up to eligibility. If a student does not meet these requirements, they will be ineligible for the first game that week and/or meeting of the week.

The student must have a 3 or above in both Conduct and Approaches To Learning (ATL) for all subject areas. If a student is serving a detention the day of an extracurricular activity, he/she will not be able to participate in the event until after the detention is served. Students may not participate in an extra-curricular activity on the day he/she serves an in/out of school suspension.

Students must be present for a minimum of 4 hours of the school day in order to be considered eligible for an extracurricular activity. If a student is absent from school or leaves school early due to illness (even if they meet the 4 hour minimum), the student cannot participate. If the activity is on a Saturday, the student must be at school on the Friday before.

If a student is shadowing at a high school, it is the student's responsibility to get a shadowing form signed by the high school office, at the end of the day, to ensure they are present. The shadowing form needs to be turned in to the athletic director or school office to ensure eligibility for their game or other after school activity.

The athletic director, adviser, or coach, in consultation with the principal, reserves the right to suspend or remove any student from the school sponsored activity. The principal does have the discretion to adjust the consequences as needed.

#### **EXTENDED DAY**

The St. Paul Extended Day Program is available to meet the needs of families with children enrolled at St. Paul Catholic School. The Program is available from school dismissal until 5:30 p.m. from Monday through Friday. All students must be registered for the Extended Day Program in the event that the parent is late for car line. Parents may choose to register their child until 4:30 each day, for the cost of \$25.00 per week, or until 5:30 each day for the cost of \$35.00 per week. For full time attendance, a discount of \$5.00 will be taken off the total weekly bill for families with more than one child enrolled. The one day drop-in cost is \$10.00 per child (\$12.00 on noon dismissal days) and must be paid at the time of pick up. Parents are required to sign out their child each day. Students in Extended Day are to be picked up before 5:40 P.M. Families who do not pick up by 5:30 will be charged an additional \$15 for each 10 minutes they

are late. Habitual lateness may result in you being asked to find another means of after care for your child/ children. Students who are not involved in extracurricular activities or after school programs **MUST NOT** remain on the school grounds or in the school building. Any student who is present after regular school hours will be placed in the St. Paul Extended Day Program.

#### **IN LIEU OF THE EXTENDED DAY PROGRAM**

Parents who cannot pick up students before 3:05 p.m. must make alternate arrangements with someone to pick up their children and must notify the school office.

#### **PHYSICAL EDUCATION (P.E.)**

All students should wear tennis shoes to school on P.E. days.

Students in grades 6-8 will change into their gym uniforms on their P.E. days. It is not acceptable for students to continually forget their P.E. uniform. Doing so will result in a reduction of the P.E. Approaches to Learning grade. A small towel, soap, and deodorant should be brought to P.E. class in a separate gym bag, small enough to fit in their lockers. Older students should take a few minutes to freshen up or wash their face before returning to class. To prevent loss and confusion, the bag and all clothing, towels, etc. should be clearly labeled. Students should not wear expensive rings, crosses, chains, etc. during P.E. or at school. **Any injury, no matter how minor, must be immediately reported to the P.E. Teacher, administration, and homeroom teacher.**

A note written and signed by a physician or parent is required before the administration or P.E. Teacher will excuse any student from participating in P.E.

#### **GRADUATION REQUIREMENTS**

In order to satisfactorily complete the course of study prescribed for elementary/middle schools by the Department of Education of the Diocese of St. Petersburg, all eighth grade students must receive a final passing grade of a "D" or higher in the following major subject areas: Religion, Math, Language Arts, Science, and Social Studies

Eighth grade students who receive a failing grade in one core subject will receive a blank diploma at graduation. An official diploma will be received upon the documented completion of required summer coursework. Eighth grade students who receive a failing grade in two or more core subjects will be subject to retention. The High School and College Prep Middle School class is a graduation requirement, and will be taught during regularly scheduled Guidance classes.

#### **REMEDICATION GUIDELINES**

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Writing/Composition, Science, and Social Studies. A student enrolled in St. Paul

Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in retention.

The following criteria must be met with regard to the remediation process: Elementary students;

1. Two (2) hours per subject / per week of remediation for 11 weeks of vacation. Remediation must take place in one of the following: a remediation program in a Catholic School within the Diocese of St. Petersburg by a teacher certified in the subject area contracted by the parent and approved by the Principal
2. Completion of the course via Florida Virtual School ([www.flvs.org](http://www.flvs.org))

Neither a student's current teacher nor any teacher who presumably will be the subject teacher in the future may tutor/provide remediation for a student. The student's current teacher will provide a packet of information to assist the tutor during summer instruction.

Prior to the beginning of the next school year, the principal must receive:

- validation of attendance in a remedial program
- proof of proficiency in the subject area(s), including work samples and test

The following documentation guidelines will be followed after meeting remediation guidelines: The original failing grade is recorded on the permanent record card and may not be altered proof of proficiency in the subject area must be recorded separately on the permanent record card

#### **Middle School Remediation Guidelines:**

1. Completion of the course via Florida Virtual School ([www.flvs.org](http://www.flvs.org))
2. Failure to pass Religion for the school year will require an individualized course of instruction approved by administration.

**Transfer Rule** Any student who is transferring to St. Paul Catholic School, and has failed one or more core subjects, must meet the remediation guidelines of the originating school.

After these criteria are met, further assessment may be administered by the school principal to ensure proper placement.

#### **TRANSFER OF SCHOOL INFORMATION**

All information transferred from St. Paul Catholic School must be sent directly to the receiving agency. This includes, but is not limited to, academic records, health records, and information

requested by physicians. Parents must complete a Consent to Exchange Confidential Information form which is available in the school office or on the website under forms. Families must notify the school in writing if a student is withdrawn from the school. The school will not forward records for students who withdraw with an outstanding balance.

### **HEALTH POLICIES**

**Do not** send students to school when ill or when exhibiting any of the following symptoms:

Flu-like Symptoms, Fever, Skin Rash, Vomiting, Severe Sore Throat, Diarrhea, Bad Cough

After an illness, students may return to school if the above symptoms have not been present **for at least 36 hours**. Parents must send a written explanation to the school for their student's absence. Parents of children with a contagious condition such as chicken pox, strep throat, MRSA infections, or lice must notify the St. Paul Catholic School office. Parents are not permitted to send students to school if they have lice or nits. If a child is sent home for having lice or nits, the school will immediately implement the written policy for lice treatment and prevention. A copy of this policy is given to all parents of students who are sent home with lice or nits. A copy is available in the school office for parent's information.

Absence due to illness is excusable. However, parents must understand a pattern of irregular absences may negatively impact their child's grades. This is up to the teacher's discretion.

#### **General Guidelines for Sending an Ill Child Home:**

Child requires more care than staff can provide.

Fever (100.5) or 1 - 2 degrees above child's normal temperature.

Rash with Fever.

Rash that has not been evaluated by a physician and note stating rash is not contagious.

Difficulty breathing (Especially Asthmatic not relieved with medication)

Sore throat with fever or difficulty swallowing.

Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking.

Vomiting at school or stomach cramping with history of vomiting in prior 24 hours.

Diarrhea, lethargy, and abdominal cramping.

Mouth sores with inability to control saliva.

Chicken Pox or other communicable diseases (see specific disease guidelines for school attendance restrictions).

Any child that the staff is worried about medically.

The parent or guardian must make arrangements for the child to be picked up within 45 minutes. This is in all fairness to the child who is ill as well as the other children in the classroom as well as the infirmary.

\*\*\*In case of serious injury, if parents cannot be reached, the child will be taken to the hospital according to your directives on the emergency card. \*\*\*

For these reasons, it is vitally important that each family complete an emergency card for each child in school. If the illness is serious enough to warrant parental attention, the personnel on duty will call according to the directions you have given on the emergency card. Please keep your emergency card up-to-date. The parent will be expected to see that a sick child is picked up. (Note: Please add at the bottom of your emergency card the hospital you wish to have your child taken to should the need arise.)

### **IMMUNIZATION**

The state of Florida requires that a current record of immunization be on file in the school office. A health exam by a physician, within one year prior to admission, is also required. The Florida State Health Department requires that all children be immunized against diphtheria, tetanus, polio, measles, and rubella. Immunizations are to be documented on FORM 680 – the Florida Certificate of Immunization (blue form).

**A STUDENT WILL BE TEMPORARILY EXCLUDED FROM SCHOOL IF HE/SHE HAS NOT RECEIVED THE VACCINES INDICATED AND PRESENTED PROPER DOCUMENTATION TO THE SCHOOL OFFICE NO LATER THAN THE FIRST DAY OF SCHOOL. THERE WILL BE NO GRACE PERIOD.**

### **MEDICATION**

When possible, give medication at home. Teachers cannot give medication. All medication will be dispensed by the Principal or her delegate only when the following conditions are met:

There is a serious health need, such as chronic illness, or failure to take prescribed medication could jeopardize the student's health. All prescription medications and over-the-counter medications dispensed in school require by law a written prescription by a doctor or dentist.

Written permission for medication to be given must be on file in the school office. Notes must include the medication to be given and the time it is given. All medication must be in the original container and sent to the office. Students bringing cough drops must have written permission from parents. Cough drops must be kept in the office and dispensed by office personnel. Please insure that medication is reliably and safely delivered directly to the school office with written permission and the reason the medication is needed.

### **HEAD LICE POLICY**

Lice can become a problem in any school. Sticking to a strictly enforced policy, which includes providing parents with written directions for lice prevention and treatment, is very important. St. Paul Catholic School does not allow students with lice or nits to remain in school. Parents

are not to send children to school if they suspect they may have lice or nits. If even one nit is found, the child is sent home for the remainder of the day, and the parent is provided with helpful literature on how to effectively treat the lice. Upon returning to school, the child is checked before being permitted to enter the classroom. This may occur for several days or weeks in cases with repeated lice infestation. In addition, all the students in a class are checked when one child is sent home, as well as the classmates of any siblings of the child who was sent home, and the classrooms are treated. An unresolved lice problem with a specific child will result in social service intervention.

### **FIELD TRIPS**

Field trips are a privilege. They are educational in nature and an extension of the curriculum and regular classroom experience. All school rules apply when students are on field trips. Parent signatures are required on a field trip form in order for students to participate. The field trip form indicates an acknowledgment by parents of the nature of the trip and the time supervision of the students will end. All appropriate documentation must be on file.

Drivers for field trips **MUST** follow the teacher's directives. **NO** side trips or unscheduled stops are permitted. Since school field trips are an extension of the class curriculum, **ONLY** students enrolled in St. Paul Catholic School are allowed on the field trip. Siblings are **NOT** permitted on field trips. Parent chaperones who have completed the Diocesan Level II Background Screening and Safe Environment Training, and who have been designated as a chaperone by the teacher, will accompany the class on field trips. At no time during the field trip are chaperones permitted to make any changes to the group of students assigned to their care. Parents, not designated as chaperones, are not permitted on field trips without the written consent of the Administration prior to the day of the field trip.

### **FIELDTRIP DRIVERS**

Anyone providing transportation must have a valid Florida Driver's License and automobile liability insurance. The vehicle used must be in safe operating condition, and the number of passengers must not exceed the maximum occupancy for that vehicle. Seat belts and/ or booster seats are a must at all times.

### **FIELDTRIP DRIVER GUIDELINES**

Field Trip Drivers must meet all of the previously stated volunteer requirements for background checks and Safe Environment Training.

No alcohol consumption prior to or during the volunteer driving event  
No smoking at any time during the fieldtrip  
Drivers are expected to arrive on time and dress appropriately.  
Drivers must keep in their possession for the duration of the field trip, permission forms for the students they are transporting.

No volunteer driver should ever transport a youth alone.

### **LOCKERS**

Lockers are the property of the school. Locks on the lockers are not allowed.

### **Search and Seizure**

Lockers, desks, etc. are school property and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, etc. The school may choose to use specially trained dogs to insure we are free of contraband in order to maintain a safe school environment. This method may be used without prior notice to parents or students.

### **LOST AND FOUND**

Any items found on school property must be turned into the school office. The items are then kept in the Lost and Found container in the school clinic. Students who lose items should check with the office for permission to look in the Lost and Found container. It is important to label your child's name on everything brought to school. Labeling belongings greatly helps to identify misplaced items.

### **BIRTHDAYS**

Parents wishing to send a treat in for their child's birthday are asked to send in something simple such as cookies, popsicles, or cupcakes. Please be conscious of potential class allergies. The treat will be shared with the class during lunchtime only. EC3 and EC4 share their birthday treats at snack time due to half-day students. Please keep in mind that gifts such as balloons and flowers are very distracting and will not be delivered to classrooms or Extended Day. These items are best saved for after the school day.

### **INVITATIONS TO OUT-OF-SCHOOL PARTIES**

Invitations to parties held in a private location may not be distributed at school.

### **SCHOOL ASSEMBLIES**

St. Paul Catholic School uses a variety of school assemblies, such as pep rallies and the school Talent Show, to build school spirit and a sense of community. Parents are welcome and encouraged to attend. School performances that are pertinent to a particular grade, however,

often reflect current, specific curriculum that is being taught. Parents are welcome and encouraged to attend these performances as well, however it is our policy that siblings in the school remain in their assigned classes so as not to interrupt or disrupt their class/ subject matter being taught.

### **EMERGENCY DRILLS**

St. Paul Catholic School conducts one emergency drill each month. The specific drills practiced are listed below.

### **FIRE DRILLS**

Students are taught where and how to exit the building in case of fire. For fire drill or fire emergencies, the fire alarm will signal to evacuate the building. Teachers regularly instruct students regarding specific procedures.

### **TORNADO**

Students are taught the duck and cover procedure for hazardous weather drills and emergencies. For both drills and emergencies, students will be notified through the intercom system. Teachers regularly instruct students regarding specific procedures.

### **LOCKDOWN / LOCK-IN**

Students are taught the proper procedures for locking down or locking in the building in the event of a potentially dangerous person or weapon on campus. Students are also taught the procedures for modified lockdowns in the event of a dangerous situation or person in close proximity to the school. Teachers regularly instruct students regarding specific procedures.

**\*\*The school will NOT release students to ANYONE if the school is in a lock down/lock in. Parents will be notified via RenWeb as soon as possible after the lock down/lock in has been called.**

### **CAFETERIA**

Hot lunch is available each day. Updated menus with prices are posted on the school website. Parents may pre-pay for lunch by using the [Lunch Payment Here](#) link on the school website

Each class has a specific time set aside for lunch period. As in all areas of school, courtesy is expected in the cafeteria. Proper table manners are expected and required. When students finish eating, tables and chairs should be clean and neat.

The entire lunch (including drink and dessert) will be eaten in the cafeteria under supervision. The 40 minute lunch period includes a supervised recess time on the playground. Students who forget their lunch may phone for a lunch to be brought in. This should be a very rare occasion. Classroom teaching will not be interrupted to call a student down for his/her lunch. Lunches will be placed on a bench outside the office and students may check the bench on their way to the cafeteria. **Neither fast foods nor candy may be brought to school for lunch or snacks. Soda and Coffee are not allowed in school lunches.**

As a courtesy to the classroom teacher, parents who visit their children during lunch must notify the teacher before visiting. Parents must enter through the front door of the school, sign in, and wear a visitor badge. Parents are not permitted to bring fast food, with the exception of Catholic Schools Week, or to join the children for recess, unless special arrangements have been made with the teacher.

#### **PLAYGROUND**

St. Paul Catholic School has a well equipped playground. The same rules of safety and conduct used in the classroom and buildings apply to the playground area. Personal playground equipment may not be brought to school. The school cannot be held responsible in case of loss.

#### **TEXTBOOKS**

Students are responsible for the textbooks and workbooks issued to them. They are expected to protect their books by covering them and keeping them clean. Students will label textbooks and workbooks with their name. Books that are lost or damaged must be paid for at full replacement cost.

#### **MEDIA CENTER/MAKER SPACE**

The media center is an area of the school that must be respected. Students are responsible for the materials they use and check out. Reference materials may not be removed from the Media Center. There is a daily fee charged for books returned after the due date. If lost or damaged, books or materials borrowed from the Media Center must be paid for at the replacement price. This includes material used in the Maker Space.

#### **STUDENT COUNCIL**

Students have a voice in their school through their representative to the Student Council. Each grade elects its own representative. The President (an 8th grader) and Vice-President (a 7th grader) are elected by the students. The Student Council is in charge of school spirit as well as service projects and fundraising. Guidelines for nominations and campaigning will be strictly monitored by faculty moderator and administration. Students and parents will be given a copy of the guidelines and will be posted on the website. Elections will be held yearly for officers in May and grade level representatives in August.

#### **YEARBOOK**

St. Paul Catholic School publishes an annual yearbook in which all students will be included. The yearbook is sold exclusively to St. Paul Catholic school students and families.

#### **SCHOOL COUNSELOR**

A part time school counselor is available to students to assist them in the development of healthy self-esteem, problem solving, peer relations, and other matters. Teachers may refer

students to the counselor. Students and/or parents may request an appointment. Parents are notified if the situation warrants. Parents who do not want their children to be seen by the school counselor must submit a written request to the school administration. Such request does not prevent the school counselor from addressing the entire class.

### **ST. PAUL CATHOLIC SCHOOL ATHLETIC PROGRAM**

In order to foster the overall development of students attending St. Paul Catholic School, opportunities to participate on various athletic teams are provided.

Diocesan regulation requires that any student participating in league sports must complete the school Sports Physical and Emergency Medical Release Form each year. Students must have a sports physical on file in our office before trying out for any sport.

#### **The following policy points should be followed with regard to athletic participation:**

- Open tryouts will be held for positions on all athletic teams. While it is desirable to foster the participation of as many students as possible, the number of positions available for each team shall be at the discretion of the team coach.
- An athlete who is selected for a team after a try-out will be committed to that team until the conclusion of that sport season. Athletes are required to attend all practices and games. Removal of an athlete from a team by the parents during a sport season MUST be preceded by a discussion with the coach. Failure to adhere to this rule may lead to the exclusion of that student from future participation in the athletic program.
- Final selection of all team roster spots will be the responsibility of the team coach.
- St. Paul Catholic School has a head coach who oversees all sporting events.
- Parents may become involved by assisting the head coach if help is needed.
- Parents may never be head coach for a team in which their own child is involved.
- If a student does not attend the first day of tryouts, the student will not be permitted to tryout unless there is an extenuating circumstance that the head coach has approved or there is a note from a doctor excusing absence. Any request for an exception must be put in writing and addressed to the head coach for consideration.
- Each of the above points shall be followed in order to maintain St. Paul Catholic School involvement in leagues with other Catholic schools.
- Sensitivity should be exhibited by all coaches in dealing with students who are not selected for participation on a particular team and in determining the mix of grade levels on all teams.
- Grades 6-8 shall be considered Varsity.
- Grades 5-6 shall be considered Junior Varsity.
- When additional students are needed to field a team, great care and consideration must be given to the social and emotional maturity along with the skill level of a 4th grade child before they are chosen.
- At all times, however, the ultimate decision for student selection to athletic teams will be the responsibility of the coach.

St. Paul Catholic School is a member of the Lower Pinellas Catholic Conference (L.P.C.C.). This league consists of six Catholic Schools and one Christian school in lower Pinellas County. The L.P.C.C. offers opportunities for varsity level boys and girls to participate in soccer, basketball and track & field, boys flag football and girls volleyball. The L.P.C.C also offers opportunities for Junior Varsity girls and boys to participate in basketball and track & field.

Representing St. Paul Catholic School as an athlete is a privilege, which may be revoked if athlete's actions are in violation of the spirit and philosophy of our school. Athletes are also expected to maintain at least a "C" average in all classes, and must have a "3" or better in Approaches to Learning (ATL) and Behavior. Exceptions can be made for students with documented learning difficulties and a Student Support Plan, who are working to their potential.

### **Student Athlete Eligibility**

- A student must have a 3 or above in both Approaches to Learning and in Citizenship (Behavior)
- If a student receives a detention the day of a game, he/she will not be able to play that game day.
- If a student receives a detention the week of a game he/she will not be able to play that game day.
- If a student receives a detention the week of a game, he/ she will sit out for ½ of one of the games
- If a student receives an in or out of school suspension he/ she will be ineligible to play 1 game that week.
- Students must be in school a minimum of 4 hours to participate in athletic events on any given game day.

Student Athletes who receive an **academic** referral will automatically be ineligible to play in future games until the reason for the referral is corrected. For instance, if the referral was received due to missing assignments, the student will not be eligible to play until the assignments are turned in. Student athlete's grades, ATL, and Behavior will be checked weekly.

Student athletes who receive two behavior referrals, per trimester, will be ineligible to play in the game following their second referral. Upon the third behavior referral in one trimester, the student will be ineligible to play any sport for the remainder of the trimester.

### **VARSIITY**

Open tryouts will be held for seventh and eighth grade students for positions on the varsity squad. The number of positions available on the squad will be at the discretion of the coach

and/or coordinator. Final selection of all roster spots will be the responsibility of the coach and/or coordinator. If a student does not attend the first day of tryouts, the student will not be permitted to tryout unless there is a note from the doctor excusing absence. Any request for an exception must be put in writing and addressed to the head coach for consideration.

#### **JUNIOR VARSITY**

Participation will be open to all sixth graders who wish to participate on the Junior varsity squad. To the extent practical and determined by the coach and/or coordinator, participation on the junior varsity squad will not be limited to a specific number of roster spots, tryouts/cuts, or other factors.

#### **PARTICIPATION IN AFTER SCHOOL SPORTS**

Students who are absent or unable to participate in P.E. during the school day may not participate in after school sports, extracurricular activities, or tryouts on that day. Any student who arrives after 11:00 a.m. will not be permitted to participate in any extracurricular activity except for doctor/dentist visits (note from office visit required).

#### **TRANSPORTATION TO AND FROM ATHLETIC EVENTS**

St. Paul Catholic School does not provide transportation to away games. Parents are responsible for transportation to and from all away games.

#### **ATHLETES' CODE OF CONDUCT**

As an athlete for St. Paul Catholic School and the Lower Pinellas Catholic Conference, students must subscribe to the principles of good sportsmanship, fellowship, and youth development during athletic competition. Recognizing these principles, student-athletes understand that profanity and/or any unsportsmanlike conduct will not be permitted. For any such conduct, the student-athlete's continued participation on the team will be reviewed by the Principal and coach.

#### **SPECTATORS' CODE OF CONDUCT**

All who recognize the principles of good sportsmanship, fellowship, and youth development understand that profanity and/or unsportsmanlike conduct are not acceptable. Parents and all spectators must understand that failure to adhere to these principles could result in their being asked to leave an athletic event.

#### **UNIFORMS AND PERSONAL APPEARANCE**

All students must be in uniform every day, with the exception of "out-of-uniform" days throughout the year. If the prescribed uniform cannot, for some legitimate reason, be worn, a signed note from a parent must be sent in with the student. The school administration expects the problem to be resolved immediately.

#### **DRESS CODE**

Students are to be in full uniform each day. Students not in uniform will be given a letter to take home and have signed. The letter must be returned on the next school day to avoid and

in-school suspension. LandsEnd is St. Paul's authorized uniform vendor for the 2021-2022 school year. Our school code is: 900167446 and can be accessed by using the [www.LandsEnd.com](http://www.LandsEnd.com) web site then click on the school icon.

#### **GIRLS UNIFORM**

- EC 3 & EC4 : **Navy Blue jumper & white short/long sleeved shirt.** There is also a navy polo dress that is allowed on the LandsEnd website. Jumpers must be purchased by LandsEnd.
- K – 2: **Uniform plaid jumper & white short/ long sleeved blouse.** Jumpers and Khaki or Navy slacks may be worn in cold weather and slacks must be purchased by LandsEnd.
- Grades 3-5: **Plaid, classic navy or khaki skort.** Must be purchased through LandsEnd and must be no shorter than 2 inches above the knee cap. White or navy short/long sleeved interlock polo blouse with logo. Khaki or Navy slacks may be worn in winter. Skorts, slacks and blouses must be purchased by LandsEnd.
- White quarter cut socks. Low cut, no-show, or white knee-high socks are not permitted.
- Grades 6-8: Classic Navy, or Khaki skort, that must be no shorter than 2 inches above the knee cap, navy or khaki slacks, White or navy short/long sleeved interlock polo blouse with logo. Slacks may be worn in cool weather. Slacks should not be worn in warm weather.
- Grades K – 8: White quarter cut socks or white Bobby socks. Low cut, no-show socks are unacceptable. White or navy knee-high socks or tights are permitted from November through March only.  
Grades K-8: Girls who wear hair ribbons and headbands must choose designs and colors that are not distracting to others and compliment the school uniform. One item may be worn in the hair. Feathers, beads, and such fads are distracting and not permitted.

#### **BOYS UNIFORM**

- White or navy blue short/ long sleeve shirt with School logo. Shirts must be purchased from LandsEnd and must be tucked in.
- Uniform khaki or navy blue shorts or slacks. (A belt must be worn with shorts and slacks.)
- White or navy shirts may be worn with khaki shorts or slacks. Only white shirts may be worn with navy shorts or slacks.
- White quarter cut socks. Low cut, no-show, or white knee-high socks are not permitted.

#### **PE UNIFORMS (Boys and Girls Grades 4-8)**

- Girls navy Essential Tee or V-Neck Performance Tee with Girls mesh shorts in stone gray
- Boys Essential Tee or Performance Tee and gray Mesh shorts
- Uniforms must be purchased through LandsEnd

### **SHOE POLICY**

Certain athletic shoes/sneakers will now be an option for children in all grades.

#### **Option One:**

All leather dress shoes in black or brown.

Heel must be no higher than 1 ½ inch.

Slip on or tie shoes are permitted.

Girl's Mary Janes are permitted.

#### **Option Two:**

Athletic shoes/sneakers in black, dark grey or navy blue.

Logos, soles and shoelaces can be white, black, dark grey or navy blue. Velcro closures are also permitted.

(See examples of acceptable sneakers/athletic shoes on next page).

#### **Shoes *Not* Permitted**

No Boat Shoes/Top Siders/Sperry's.

No Vans or high tops.

No flats for girls (soft ballet type shoes with no heels).

No leather and suede combination shoes.

No light-up shoes, sparkles or wheels on the shoes.

#### **Socks**

Socks must be solid white and cover the ankles.





**Outerwear:** Only navy blue uniform sweaters, St. Paul Eagle sweatshirts or navy blue fleece with school logo are allowed. Additional outerwear such as coats may be worn to school on very cold days but must be removed when in the building.

Tennis shoes are worn for P.E. and on class t-shirt days.  
All clothing should be labeled with a first and last name.

**Please note: If a student's uniform is not the proper size, faded, or in poor condition, the purchase of a new uniform will be necessary.**

**SCHOOL ADMINISTRATION HAS FINAL DECISION**

The Principal reserves the right to judge appropriate grooming and personal appearance.

**BOYS:** Boys are expected to come to school each day with a neat and clean appearance, including clean clothes, tucked in shirts, belts, and combed hair. Conservative hairstyles are required. Hair may not touch the collar, eyebrows, or ears. In the event hair is too long, parents are notified. Boys have one calendar day to correct length of hair. Fad hairstyles, hair coloring, or highlighting is not permitted. Facial hair, pen marks on the skin, and tattoos (temporary or permanent) are not permitted. Boys may not wear earrings, bracelets, or decorative necklaces. Simple religious necklaces are permitted.

**GIRLS:** Conservative hairstyles are required. Hair coloring and hair extensions are not permitted. Makeup of any kind is not allowed. This includes lipstick, eye makeup, foundation, artificial nails, colored nail polish, etc. Clear nail polish is permitted. Girls may wear only one small earring in each ear. No large dangling or hoop earrings are permitted. Girls may not have tattoos, (temporary or permanent) write on their skin with ink, or wear bracelets, decorative necklaces or rings. Simple religious necklaces are permitted.

### **OUT-OF-UNIFORM DAYS**

**The administration reserves the right to judge appropriate attire.**

On out-of-uniform days, whether dressy or casual, clothing must adhere to the following standards:

All shirts must have a sleeve. All shirts must be long enough to cover the mid-section. There will be no exceptions. No inappropriate writing will be permitted on shirts or T-shirts. Administration always has the final say regarding whether something is appropriate or not.

No shoes without a back strap.

Girl's heels must be no higher than 1½ inches.

Parents will be called to bring in proper attire when an outfit is judged to be inappropriate.

### **JEANS DAY**

Students may wear jeans with their class t-shirt and tennis shoes.

### **CLASS T-SHIRT DAY**

Students must wear their Class T-shirt in place of their uniform shirt. Tennis shoes may be worn on class T-shirt days. Class T- Shirt days occur at least once a month.

### **GRADUATION BRUNCH and AWARDS**

Eighth grade students and their families participate in a Graduation Brunch at the end of the year. Students who have excelled in certain areas receive awards such as Christian Character, Valedictorian, Salutatorian, and the St. Francis of Assisi Award.

### **SCHOOL ADVISORY COUNCIL**

The St. Paul Catholic School, School Advisory Council (SAC), is a consultative board to the Pastor and Principal. Their mission is as follows:

“The Mission of St. Paul Catholic School SAC is to represent our school community’s concerns, policies, and other topics by listening, praying, evaluating, and advising our Pastors and principal in such a way as to work for continuous improvement, two-way communication, and fostering of our Christ-centered curriculum and community environment.”

The school advisory commission consists of nine members who hold three-year terms. Meetings are held several times a year on as needed basis. Members may be elected, appointed, or re-appointed by the Pastor or Principal.

### **HOME & SCHOOL ASSOCIATION**

Parental involvement through support groups is vital to the growth and development of the school. The St. Paul Home & School Association offers many opportunities to become involved in social and service activities.

Tuition alone does not cover the School's operating expenses. Each year in addition to providing fellowship opportunities, the Home and School Association raises funds for the school. These funds help to keep tuition affordable. This is accomplished by sponsoring and coordinating many enjoyable events such as the Annual Auction, and Grandparent’s Day.

Officers may be elected by a general vote of parents or appointed by the Principal. Offices may be held for up to two years. Members-at-Large positions may be held for up to three years.

### **TUITION POLICY**

All families must use the FACTS tuition program, with the exception of those who choose to pay once or twice per year. For those who participate in the FACTS program, payments are deducted on the 10th of each month. There are 12 installments- June through May. Parents are legally responsible for payment of tuition and all fees for the full year. For families paying tuition once or twice per year, the first and second installments are due and payable to St. Paul Catholic School on June 1 and January 1. Students whose accounts are not current will not be permitted to take final exams or re-register for the next school year. Tuition subsidy recipients who are delinquent in tuition payments may lose their tuition subsidy. Tuition matters must be settled with the bookkeeper prior to the opening day of school in order for students to attend.

### **CLASSROOM PARTNERSHIPS**

Parents and business owners are given the opportunity to adopt a class by becoming classroom partners and donate money to spend on classroom and instructional enhancements that enrich student learning. There are four levels of partnerships: Bronze - \$25.00, Silver - \$50.00, Gold - \$100.00 and Platinum - \$150.00.

### **H.O.P.E. (Hours Of Parent Energy)**

All two parent families are required to volunteer 25 hours during the course of the school year. Single parent families are required to volunteer 12 hours. Working on Home and School Association projects, driving for field trips, assisting teachers, and staffing the clinic are just a few ways to volunteer time and fulfill the 25 Hours of Parent Energy. There is a \$15.00 per hour fee for unfulfilled H.O.P.E hours. Families who do not complete or pay for the required hours for the previous year must pay this amount before the new school year. Please see the school website ([www.stpaul1930.org](http://www.stpaul1930.org)) for the form to record your hours. Click on the Parent link, then scroll and click on forms. Complete the form and turn it in to the school office. The office staff will record your hours. We will notify you of your hours periodically.

### **Right to Amend**

St. Paul Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Brown Envelope or through e-mail communication.

*The Lord measures our perfections neither by the multitude nor the magnitude  
of our deeds, but by the manner in which we perform them.*

*St. John of the Cross*

## Handbook Acknowledgment Form

**I have read the 2021-2022 Parent and Student Handbook and agree to follow the school policies and procedures as stated.**

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

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

Students in Grades K – 8: I have discussed the Parent and Student Handbook with at least one of my parents. I understand what is expected of me in regards to my uniform and personal appearance, behavior, homework, and attendance.

\_\_\_\_\_  
Student Signature Grade

\_\_\_\_\_  
Student Signature Grade

\_\_\_\_\_  
Student Signature Grade

\_\_\_\_\_  
Student Signature Grade

(Amended 07/2021)GC