

TABLE OF CONTENTS
ARCHDIOCESAN WITNESS STATEMENTS

SECTION 1	04
School Mission Statement School Vision Statement	
SECTION 2 – Personnel	05
2.1 Principal’s Job Description 2.2 St. Paul Staff Member Responsibilities 2.3 School Staff Members 2.4 St. Paul School Board	
SECTION 3 – Calendar	09
SECTION 4 - General School Information	11
4.1 Criteria for Admission 4.2 Grade Levels 4.3 Promotion to Next Grade Level 4.4 Homework/Make-up work 4.5 Textbooks and Workbooks 4.6 Testing Program 4.7 Remedial and Accelerated Programs 4.8 Tuition 4.9 Uniform and Dress Code 4.10 Lost and Found Articles 4.11 Lunch	
SECTION 5 - School Arrival and Dismissal	26
5.1 Daily Schedule 5.2 Absence and Tardy 5.3 Release of Pupils from School 5.4 Closing of School	
SECTION 6 – DISMISSAL PROCEDURES	31

SECTION 7 – Communications 32

- 7.1 Telephone Messages
- 7.2 Parent/Teacher Conferences
- 7.3 Parental Visits to Classroom or with Teachers Before or After School
- 7.4 Parent Communication with Teachers
- 7.5 Newsletters
- 7.6 Cell Phones, Messaging and Wireless Devices
- 7.7 Media Policy
- 7.8 School Website Information

SECTION 8 - Behavior and Discipline 35

- 8.1 Disciplinary Guidelines and Procedures
- 8.2 School Wide Rules
- 8.3 Discipline Policy
- 8.4 In School/Out of School “Recovery Time”
- 8.5 Probation
- 8.6 Withdrawal for Cause
- 8.7 Safe Environment/Anti-Bullying Policy
- 8.8 Recess
- 8.9 Parties Outside of School

SECTION 9 – Health 45

- 9.1 Health Records
- 9.2 Health Services
- 9.3 Physical Education Guidelines and Information

SECTION 10 - Parent Participation 50

- 10.1 St. Paul Parent Organization
- 10.2 St. Paul Parent Organization Mission
- 10.3 Fundraisers

SECTION 11 - School Visitors 52

- 11.1 Class Interruptions by Visitors
- 11.2 Celebrations

SECTION 12 - Emergency Procedures, Security and Safety	53
12.1 Emergency Management (Fire, Tornado, Earthquake, Threat of Violence)	
12.2 Parent Notification of Violence	
12.3 Doors Locked	
SECTION 13 - Field Trips	54
SECTION 14 - Honors and Recognition	55
Academic Honor Roll	
SECTION 15 - Participation in Religious Activities	56
15.1 Sunday Mass	
15.2 Daily Mass	
15.3 Holy Communion	
15.4 First Reconciliation, First Communion, and Confirmation	
15.5 Servers	
SECTION 16 - Extracurricular Activities	58
16.1 Band Program	
16.2 Bellarmine Speech Program	
16.3 Student Council	
16.4 Student Ambassadors	
16.5 Service Hours	
16.6 Chess Program	

Student/Parent Handbook “Disclaimer”

This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

MISSION STATEMENT

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

VISION STATEMENT

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

SECTION 2 – PERSONNEL

2.1 PRINCIPAL'S JOB DESCRIPTION

Updated 2011-2012 School Year

To administer the school according to the general policies of the Archdiocese of St. Louis.

To work collaboratively with the Pastor, Faculty and School Board to achieve a climate and educational program that fosters Christian growth and formation within the total school community.

To provide spiritual leadership to the school community: faculty, parents, and students.

To direct the faculty in an ongoing evaluation of the philosophy, mission, total curriculum assessment and planning that will ensure instructional improvement.

To involve the faculty in the integration of Christian principles, Gospel values and global perspectives into the total curriculum.

To recommend to the Pastor qualified teachers whom she has recruited, interviewed and would like to hire, as well as, teachers not recommended for contract renewal.

To promote professional growth of teachers by planning professional and spiritual in-service opportunities, by helping teachers define goals, by informal and formal observation and supervision, and by following the Archdiocesan policy for evaluation of teachers.

To initiate and oversee educational improvement as well as implement the Plan for Growth as directed by the Archdiocese of St. Louis.

To maintain open channels of communication with students, parents, faculty, pastor, parish, the Archdiocesan School Office as well as the community at large.

To assist in planning a school budget annually and maintain an adequate supply of instructional materials.

To oversee the maintenance of the school building, as well as the cafeteria manager, so that the health, safety and well-being of the students and teachers are not endangered.

2.2 ST. PAUL STAFF MEMBER RESPONSIBILITIES

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

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

Teacher aides work under the direction of a professional teacher and are considered to be parish employees. They assist in helping small groups or individuals in doing clerical or supervisory tasks. Support Staff, including secretary, kitchen, maintenance workers, and volunteers provide assistance to the school in their respective roles and functions. They work under the direction of the Principal and/or Pastor of the parish, and are also considered to be parish employees.

2.3 SCHOOL PERSONNEL

STAFF

POSITION/GRADE

Msgr. John HICKEL	Pastor
Mrs. Sharon Woelbling	Principal
Mrs. Bonnie Loeffler	Pre-K
Mrs. Lori Sheehan	Pre-K Assistant
Mrs. Pam Tock	Pre-K Assistant (Part Time)
Mrs. Lindsay Burkemper	Kindergarten
Mrs. Kelly Cassinger	Grade 1
Mrs. Kelly Kaimann	Grade 2
Mrs. Suzanne Smith	Grade 3
Miss Lauren Lammert	Grade 4
Mrs. Jennifer Mullen	Grade 5 (Upper Grade Math)
Mrs. Karen Mueller	Grade 6 (Upper Grade Language Arts)
Mrs. Jessica Gerdeman	Grade 7(Grades 5, 6, 7 & 8 Accelerated Math)
Mrs. Jill Gould	Grade 8 (Upper Grade Social Studies, Middle School Coordinator)
Mrs. Kelly Faulkner	Learning Consultant
Mrs. Denise Rallo	Pre-K – 8 Phys. Ed./Teacher Assistant
Mrs. Jennifer Cox	Art/Pre-K - 3 Music/4 – 8 Speech & Drama
Mrs. Susan Perry	Grades 4 – 8 Music/Liturgy
Mrs. Jessica Kaimann	Computer/Technology Resource/ Grade 6 World History
Mrs. Sheri Haberberger	Grades 5, 6, 7 & 8 Science
Mr. Ralph Lambert	Technology Coordinator/Gr. 8 Advanced Science
Mrs. Laura Rothermich	School Secretary
Mrs. Mary Siemen	School Secretary
Mrs. Theresa Barry	Cafeteria Manager
Mr. Jerry Reynolds	Maintenance
Mrs. Debbie Hoff	Parent Organization President
Sr. John Mandeville	Pastoral Minister/Director of Religious Ed.
Mr. Bill Dineen	Band Director (St. Dominic)

2.4 ST. PAUL SCHOOL BOARD

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

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

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

The current School Board Members are:

Dyonne Dwyer
Paul Fowlie
Stella O'Brien
Jessica Neal
Tim Dyer
Laura Alterson

**TENTATIVE CALENDAR
St. Paul School Year
2011/2012**

AUGUST 2011

11 Teachers Inservice – 7:45 – 3:30
11 PK Parent Orientation – 6:30 p.m.
12 8th Grade Boat Trip
13 New Family Mass & BBQ
14 PK & K Open House 10:00 – 11:00 a.m.
16 Parent Orientation, Gr. 1 - 8 – 7:00 p.m.
18 K – 8 1st Day - 11:00 Dismissal
19 K – 8 – 1:00 Dismissal
22 PK – 8 Full Day

SEPTEMBER

02 Faculty Meeting - 1:00 Dismissal
04 Parish Picnic
05 Labor Day – **NO SCHOOL**
06 Picture Day
19 – 23 ITBS Testing– Grades 2-8
23 Progress Reports sent home

OCTOBER

07 Faculty Meeting - 1:00 Dismissal
14 Speech and Vision Screening (9:00)
21 End of Quarter
26 Report Cards sent home
27 Classes in Session till 1:00 – Parent/Teacher Conferences 1:30 - Finish
28 **No School**
31 – Nov. 4 Fall Break

***To be scheduled: 1st Reconciliation Parent Meeting**

NOVEMBER

07 Classes resume
23 - 25 Thanksgiving Break

DECEMBER

02 Faculty Meeting - 1:00 Dismissal/Progress Reports sent home
08 Feast of Immaculate Conception – **No School**
Christmas Program – 7:00 p.m.
20 Christmas Parties – 2:00
21 – Jan. 2 Christmas Break

JANUARY 2012

- 03 Classes Resume
- Exam Review
- Exams – Gr. 7 & 8
- 13 End of Quarter
- 16 Martin Luther King - **No School**
- 19 Report Cards sent home
- 29 – Feb. 4 **CATHOLIC SCHOOLS' WEEK**

FEBRUARY

- 03 Faculty meeting - 1:00 Dismissal
- 14 Valentine's Day Parties - 2:00
- 17 Progress Reports sent home
- 20 President's Day - **No School**
- 23 PK/K Open House/Registration – 6:30

***To be scheduled: Parent meeting for 1st Holy Communion**

MARCH

- 02 Faculty Meeting - 1:00 Dismissal
- 04 Parish Breakfast
- 16 Grandparent's Day
- 16 End of Quarter
- 22 Report Cards sent home

APRIL

- 01 – 09 Easter Break
- 10 Classes resume
- 27 Progress Reports sent home

MAY

- 04 Faculty Meeting – 1:00 Dismissal
- 04 Jack & Jill Tournament
- 10 Field Day
- 11 Last Day for Grade 8
- 17 8th Grade Graduation & Dinner
- 23 PK Last Day & Celebration
- 24 Kindergarten Mass & Graduation
- 25 Last day for Grades 1 – 7 - 11:00 Dismissal
- 28 Memorial Day
- 29 - 31 Teacher Records/Work Day

Calendar is subject to change. Please watch for changes in the Weekly Newsletter.

SECTION 4 - GENERAL SCHOOL INFORMATION

(4101) All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

(4102) Parents/guardians wishing to enroll their children in a Catholic elementary school must apply for admission at the local school.

(4102.1) Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools.

Admission to a Catholic elementary school at any point of entry is contingent upon:

1. the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
 - a. participation in the spiritual and social life of the parish or religious congregation;
 - b. support of the concepts upheld in the Witness Statement (Appendix 1: **Witness Statement for Those Whose Children Attend Catholic Education Programs** and Appendix 2: **Witness Statement: Called to Be Catholic For Students Who Attend Catholic Schools and Parish Schools of Religion**);
 - c. agreement to follow the policies and procedures of the school;
 - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. the child's fulfillment of the age requirements listed below:
 - a. for admission to kindergarten, the child should be five years of age before August 1;
 - b. for admission to first grade, the child should be six years of age before August 1.

Children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one, need not be admitted. In

these cases the principal should recommend readiness activities or some program for the further development of the child.

For those children who do not fulfill the age requirement for kindergarten or grade one see **Admission of Students Not Meeting the Age Requirement**.

3. the school's ability to meet the student's educational needs; Determination of this ability is based upon:
 - a. the student's performance in another educational setting;
 - b. successful completion of the previous grade level;
 - c. successful completion of the entrance evaluation process.

The decision to admit a child should be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any. Parents should be required to sign the "exchange of information" form (Appendix 3: **Authorization to Exchange Information Regarding Special Needs**) to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child provide complete information, the school may need to postpone any further consideration of admission.

Students with Special Needs (5204)

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

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. Before admitting students with special needs, schools should consider their capability to make the adjustments necessary to meet the student's needs and to provide him/her with an appropriate education. Schools must obtain complete information from the student's parents and from all prior schools before determining what steps are necessary and feasible to meet the student's educational needs and whether the school can do so without undue risk to the student seeking admission or to other students or staff. When a special need

becomes evident only after a student has already been admitted, schools must likewise obtain appropriate information related to the special need. School should then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. Failure of parents/guardians to supply pertinent information may result in denial of admission or discontinuation of enrollment.

Special Needs Records (5204.1)

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

In order for school to implement the policies concerning the admission and education of students with special needs, school personnel must have access to the most complete and current information about the nature and extent of the special need and the adjustments recommended or required. Having this information prior to admitting a student known to have a special need will enable the principal to consider the capability of the school to provide the resources necessary to make adjustments for the students, as well as the ability to provide the student with an appropriate education. For students whose special need is identified and diagnosed after initial enrollment, it is similarly necessary for the school to have access to current diagnostic evaluations and recommended or required adjustments.

In order to obtain this information, principals should have parents/guardians sign a statement that authorizes the school to:

1. receive diagnostic evaluations from specialists or agencies involved with the student
2. provide information to specialists or agencies for purposes of diagnosis or monitoring;
3. exchange information with the specialists or agencies as necessary.
4. the parents willingness to accept the financial responsibilities of attending the school.

(4103) The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish board of education, the Archdiocesan Board of Education and accepted educational procedures.

The registration process includes:

1. completion of a registration form;
2. verification of the date of birth by a review of the birth certificate or baptismal certificate;
3. verification of the dates of other sacramental celebrations;

4. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

(4102.64)If a school is willing to do so, students not meeting the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. The following criteria are determining factors:

1. **Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided on by the principal and the primary coordinator or kindergarten teacher;**
2. **observations of the student in a learning situation;**
3. **recommendations of pre-school or kindergarten teacher;**
4. **sufficient room in the school for this student;**
5. **approval by the pastor to accept this student.**

4.1 CRITERIA FOR ADMISSION

- The family must be registered as a member of the St. Paul Parish, or must have the permission of the Pastor of the Parish in which they are registered, in addition to that of the St. Paul Pastor and Principal. The parents are expected, as best they are able, to practice their Catholic Faith, i.e. to receive the sacraments regularly and attend Holy Mass on Sunday. All parents are requested to support the parish's various organizations and to contribute their talent, time and treasure.
- Parents are asked to sign a Parent Witness Statement that details their commitment and acceptance of school responsibilities.
- The Principal will place the student in a class according to his/her level of achievement. Grade placement will be assisted by the results of a standardized achievement test and/or the report card from the previous school. This placement may not necessarily agree with the grade placement of the school previously attended, if special circumstances warrant this action. The student will be admitted to the school under a probationary 6-month period, before final acceptance. This means if for any reason whatsoever, the parents or the school administration feels this will not be a positive working relationship, either party may opt to have the child leave the school.
- Students entering St. Paul School from a home school environment will follow the recommendation outlined by the Archdiocese regarding placement of the student.
- The student will be expected to comply with school regulations and to conduct himself or herself in a manner which is conducive to good learning. The Principal and Pastor will determine the continued acceptance of the student to the school, if there is not compliance with school regulations.

- The parents will be expected to show an interest in the education of their children by cooperation with the administration, faculty and the Parent Organization in school matters. The Principal and Pastor will determine the continued acceptance of the student to the school, if circumstances show a lack of parent cooperation.
- A child who is 5 years of age on or before August 1, may be admitted to the Kindergarten Grade. Any exceptions to this rule will be dealt with on an individual basis according to recommendations of the Principal and following St. Paul Policy.
- St. Paul School will accept Catholic students from other parishes or those who are not Catholic, only if numbers in the grade level will allow.
- Each child, new to our school must present current health records and Baptismal Certificate. After the date of Baptism is verified, the certificate will be returned. All health records must be verified and necessary shots given to individual students before entering our school.
- We are required to report to the Missouri Department of Family Services any case where we have reasonable cause to believe a child may be abused or neglected. This is in adherence to the Missouri Child Protection and Reformation Act (RSMO 200).
- **The School Administration, (Pastor and Principal), based on the above criteria, retains the right to dismiss from school any student who disregards school mission and vision, goals and objectives, and Catholic School Education guidelines.**

4.2 GRADE LEVELS

Grades PRE-K thru 4 are self-contained classrooms.

Grades 5, 6, 7 and 8 will follow a Departmental concept where students move from room to room. There will be specific blocks of time for Language Arts (Reading, English, Spelling), Math, Religion, etc. The teachers will be teaching subjects in their areas of expertise.

4.3 PROMOTIONS TO NEXT GRADE LEVEL

Promotions to the next grade will be conditioned upon a passing grade in **ALL MAJOR SUBJECTS**, as indicated on a final report card.

If any student has a failing grade (F) in any Major Subject during any three quarters of the year, promotion will be conditional.

A student will not be promoted if he or she has a failing grade (F) in the final average in any three major subjects.

Children who are working at their potential and have an inability to achieve at grade level performance will be handled individually. Our Learning Consultant will evaluate, along with the guidance of the Teachers and Administration, the proper services necessary to have each student recognize their abilities.

GRADUATION

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

4.4 HOMEWORK/MAKE-UP WORK

(5203.6) It is expected that students will receive assignments to be completed outside of class time appropriate to their learning needs. Assignments given should supplement the in-class activities. Expectations and requirements should be clearly stated, and the work should be challenging within the ability of the students. "Busy work" should not be assigned. Outside of class assignments should provide opportunities for self-directed learning. Hence such work should be more than teacher assigned readings and written assignments. It should include independent review of curriculum content, application of content, and additional ways of engaging students with content. It should also include long-term projects and research at appropriate levels of challenge.

The children ordinarily have homework. This may be written work or study relevant to classroom experiences. Our purpose in giving homework is to reinforce what is taught in the classroom and to instill the concept of self-learning. In addition, it gives the child some responsibility and the parents an idea of what the child is learning.

The approximate time that should be devoted to homework is as follows:

Grades K, 1, 215 to 30 minutes

Grades 3 and 430 to 60 minutes

Grades 5 - 860 to 90 minutes

Grade levels K – 8 should be reading every evening.

(Please note there may be some homework over the weekends.)

It is the parents' responsibility to see that the homework is done in an atmosphere conducive to learning. We suggest a regular time and place for homework.

Ordinarily no homework will be assigned on school vacation, unless the student is working on an extended project. Students taken out of school for vacations and for other situations will make up work at the time left to each teacher's

preference. Parents, as well as students, are responsible for completion of assignments. If further assistance is needed for successful completion, parents should contact the teacher. Students who miss for illness are expected to get their daily work through family members or friends. **For absences due to illness, the student has as many days to complete the assignment as the number of sick days out of school. Students who are out of school because of vacation will need to speak with each teacher for completion date. This must be done in order for grades to count.**

Notebooks for homework assignments will be used in Grades 1- 8. These must be bought through the school. Everyone having the same type of homework assignment book insures that it can be used as a teaching tool.

4.5 TEXTBOOKS AND WORKBOOKS

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

4.6 TESTING PROGRAM

The complete testing program for St. Paul School children consists of the following:

4.6.1 Kindergarten students will be given a screening to determine admittance.

4.6.2 First grade students are given a comprehensive test of basic skills at the beginning of their school year.

4.6.3 The IOWA TEST of BASIC SKILLS (ITBS) is administered in grades 2–8 in the fall of each year. The times and dates are set by the Catholic Education Office.

4.6.4 A Test of Cognitive Skills is given in conjunction with the achievement test to determine basic mental ability.

4.6.5 At St. Paul School additional testing other than the above may be given as deemed helpful for the children's progress. Students in Grades 5 & 8 are given an ACRE test in January. This test assesses their knowledge of Religion facts and their attitudes toward Religion.

4.6.6 Testing for students who have a possible learning problem is done through the local public school district. Arrangements for testing will be made through St. Paul School and the child's parents. This is a free service. Special Service Testing can also be given through the Archdiocese or a private counseling service, but with an added charge to the family. Interested parents should be in contact with the child's teacher or school administration.

4.7 REMEDIAL AND ACCELERATED PROGRAMS

Students who have been diagnosed with specific learning problems, and those students who are in need of remedial skills, will attend remedial classes as their needs exhibit and time permits. A Learning Consultant will teach these classes. Students with diagnosed learning problems should take advantage of public school services as well to better meet their academic performances. Students with diagnosed learning problems will need to have a current Service Plan for testing purposes in September.

If a student exhibits a need for reinforcement, developmental, or accelerated learning, the classroom teacher will provide to the best of his/her ability (with remedial teacher, enrichment teachers & Principal input) the learning strategies needed in order to allow the student to feel success in learning. The availability of accelerated or enrichment courses will be a function of available personnel. For some students, an aide or tutor can be helpful and is utilized. Whenever it is felt that the school can no longer meet the academic needs of a particular student, it will be determined through parent, teacher and administrative communication to seek another avenue of education.

4.8 TUITION AND FEES

St. Paul School has a tuition policy. The St. Paul Parish Finance Council establishes the amount of tuition on a yearly schedule based upon the projected school budget and the expected number of students.

4.8.1 Tuition Payments – All St. Paul School students are eligible to receive a subsidized tuition. For the current school year, the subsidized tuition rates are as follows.

Students in Family	Parent’s Investment per Year	Annual Payment (2% discount)	Semi-Annual Payments (1% discount)	Monthly Payments
1	3,475.00	3,405.50	1,720.13	347.50
2	5,215.00	5,110.70	2,581.43	521.50
3+	5,565.00	5,453.70	2,754.68	556.50

Families using FACTS = \$35 service charge
 Registration Fee = \$75 per student due upon registration
 TWB Pledge = \$250 profit per family
 Book Fee = None

4.8.2 Payment Plans - At Registration, parents may elect to choose one of three payment plans.

ANNUAL PAYMENT

If you choose to pay the entire amount in one payment, this must be done by July 10. Families will receive a 2% discount of their total tuition, if this payment plan is chosen.

SEMESTER PAYMENT

If you choose to pay the tuition twice a year, in two equal installments, the first payment must be paid by July 10, and the second payment by December 20. Families will receive a 1% discount on each payment if this method of payment is chosen.

MONTHLY PAYMENT

A family may choose to make ten equal monthly installments from July through April. The F.A.C.T.S. Tuition Management Company is used to collect tuition payments. These installments will be automatic bank drafts directly from your bank account. You may choose either the 5th or the 20th of each month for your draft.

4.8.3 Late Payment - Families have the responsibility of notifying the Parish Office of their need to change a tuition payment. The F.A.C.T.S. Tuition Management Company needs 4 banking days with which to comply with a request to change a payment schedule. Without this information, the following policy will apply to late payments:

ANNUAL PAYMENTS

If the annual payment is not received by July 10, the discount applied to the annual payments will be lost. In addition, if payment is not received by July 25, the family must choose the monthly payment plan through F.A.C.T.S. Tuition Management Company.

SEMESTER PAYMENTS

If the semester payments have not been received by July 10 and by December 20, the discount applied to the semester payment will be lost. In addition, if payment is not received by July 25 or December 30, the family must choose the monthly payment plan through F.A.C.T.S. Tuition Management Company.

MONTHLY PAYMENTS

Monthly payments are handled through the F.A.C.T.S. Tuition Management Company. If monthly payments have not been received by the chosen

monthly date, a \$25 late fee will be assessed and retained by F.A.C.T.S. for each missed payment, plus any other fee your bank charges for insufficient funds.

4.8.4 Tuition credit through new student referral St. Paul School will have a new student referral program rewarding current school families (through tuition credits) for bringing new families into the school. Details of the program will be determined annually.

4.8.5 Tuition Assistance Policy - In order to make the possibility of Catholic School Education available to family members of active registered members of St. Paul Parish, tuition assistance may be considered for those parishioners meeting the procedural guidelines. All tuition assistance is subject to the approval of the Pastor.

Tuition assistance may be considered for up to \$900 for the first child and \$900 for the second child, for a maximum of \$1800 per family. This assistance is for the school year in which the application is made. This assistance does not include registration and incidental fees. Families that apply are ranked according to financial need and the amount of tuition assistance will reflect this need.

If need for additional assistance is required, further arrangements may be considered by the Pastor upon request by the applicant.

In order to effectively provide tuition assistance to parish members, families must meet the following guidelines:

1. A confidential application, acquired from the Parish Office, must be completed by the family. Include a \$10 processing fee. Make check payable to the Catholic Education Office.
2. The family must be an active and supporting member of the parish to whatever means available and show good faith that they are active members of the parish community.
3. Parishioners return the application to the Parish Office in a sealed envelope with a return address by April 15, in order to be eligible to receive assistance. The applications will be sent to the Archdiocese and can normally be processed within two or three weeks.
4. If the need for tuition assistance arises during the school year, please inform the Parish Office at that time.

4.8.6 Non-Admission due to Tuition Delinquency - School families whose tuition payments are delinquent and who have not made suitable arrangements

with the Pastor will be informed that their child/ren will not be re-admitted according to the following schedule:

All families not current in tuition payments by the first day of school, students will not be admitted.

All families not current in tuition payments by January 1st, students will not be readmitted on the first day of class in January and not be eligible for semester exams.

All families not current in tuition payments by May 1st, students will not receive their report cards and all necessary record information will not be released at any time until all payments are current.

4.8.7 Tuition Refunds - Families withdrawing students prior to the first day of classes shall be refunded the entire amount of tuition prepaid for the current school year. After the first day of school, tuition refunds shall be prorated according to the schedule on file in the parish office.

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

4.9 UNIFORMS AND DRESS CODE

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

- Uniforms are required for all students in K-8 at St. Paul School. The full uniform is to be worn from the first day until the end of the school year. If there are any exceptions it will be announced. On school picture day uniforms are not required. Dress up clothing is appropriate, no blue jeans.
- Parents are asked to cooperate by seeing that their child(ren) always wear only the regulation dress. It is the parent's responsibility to be certain that the proper dress code is followed. This is important to the overall discipline and spirit of our school.

In the event of an emergency, parents are requested to write a note of explanation if the uniform is not being worn. If there is difficulty getting the uniform on time, allowances may be made.

4.9.1 School Uniform Committee – Please call the school office (978-1900, ext. 2) if you would like to serve on the school uniform committee.

4.9.2 Uniform Jumpers - Green and blue plaid Style #8: Grades K-4.

4.9.3 Uniform Skirts – They are green and blue plaid: Grades 5, 6,7, 8. Both the jumper and skirts are to be no more than 2 inches above the knee. Skirts and jumpers are sold only through Fischer’s School Uniforms, 626 Jungermann Rd., St. Peters, MO 63376, 636-939-3344.

4.9.4 Uniform Shirts - White, uniform type with pointed or rounded collar, long or short sleeves; oxford shirts (button-down collars) are permitted. Knit uniform blouses/shirts with pointed or round collar are to be all white without decorations or monograms. Turtleneck knit tops may be worn, but must have fold down collar; no mock turtle necks may be worn. Blouses/shirts should be tucked in while at school. No student may wear colored shirts/blouses or T shirts with writing on them under the uniform shirt at any time.

4.9.5 Sweaters - If a sweater is worn in the classroom, it must be white or dark navy blue.

4.9.6 Uniform Sweatshirts - “St. Paul School” logo Grey or Navy blue sweatshirts and St. Paul Knight logo sweatshirt with the small logo may be purchased from Fischer’s. Sweatshirts with the approved embroidered logo are also acceptable. These are sold at registration or at Open House. No hooded sweatshirts will be allowed in the classroom.

4.9.7 Slacks/Pants – These should be solid, navy blue material (no knit) without decorative stitching and/or accessories. Jeans of denim material and color, those with rivets or “look alike” jeans are not permitted. Black, brown, or navy blue belts MUST be worn (grades 1 - 8) and belt loops must be intact. Uniform slacks should be modeled after the “Uniform Style Pants” which Fischer’s School Uniforms offers. For the girls, slightly flared Khaki pants from Fischer’s only are allowed. Grades 5 – 8 boys khaki colored slacks purchased from Fischer’s only may be worn. No cargo type pants or shorts are allowed.

4.9.8 Uniform Shorts - In addition to the regular school uniform, shorts can be worn from the time school starts through the month of October and again during the months of April and May. Uniform shorts of navy blue, no more than 4 inches above the knee or worn lower than the kneecap will be allowed. They must have pockets, a zipper, and with or without cuff for both boys and girls. Belts must be worn and belt loops must be intact. Girls in grades K – 4 may

wear an all navy blue skort purchased from Fischer's Uniforms. The skort may be worn all year long. Navy blue shorts should be worn underneath jumpers or skirts.

4.9.9 Socks - Boys and girls plain white or dark navy blue or black socks are allowed. Girls in Grades K-3 may wear white or navy blue tights. Socks may be crew, roll down, or ankle socks and **must be visible.** **Socks worn below the ankle are not uniform socks.**

4.9.10 Shoes - SHOES ARE TO HAVE NON-MARKING HEELS AND SOLES, OR THEY DAMAGE AND MARK UP THE FLOORS. Shoes must be kept tied. No sandals or clogs are permitted. Open-backed shoes are NEVER allowed.

4.9.11 PE Uniforms for Grades 3 – 8: A regulation school PE uniform will be needed for PE classes for Grades 3 - 8. PE uniforms include: Gray T-shirt with the St. Paul Knights logo and navy blue shorts – available from Fisher's School Uniforms. Navy blue or gray sweat pants may be purchased anywhere (only small decoration/monogram allowed).

4.9.12 Uniforms: Scout/Brownie: Full and/or partial uniforms may be worn on meeting day(s) or during Scout week.

4.9.13 Cold Weather Clothes: Coats should not be worn in the classroom. They are to be removed while inside. In below-freezing weather, or wind-chill below freezing, both boys and girls should have coats, gloves and a hat or other suitable head covering for outdoor wear while at school. If boots are worn to school they will need to be changed once the student is in the classroom.

4.9.14 Non-Uniform Dress - Whenever students have free dress, appropriate clothing must be worn. This includes nice jeans (when allowed) or cords and T-shirts and tops. (No excessive baggy type pants or below hips pants; no short shorts; no tank tops; no bare midriffs. **NO T-SHIRTS OR TOPS WITH INAPPROPRIATE PRINTING WILL BE PERMITTED.** Sweats may be worn only on specified occasions. All dress-down days must be approved by the administration. They are not to be used as incentives to single out certain students. Individuals may dress out of uniform for their birthdays. St. Paul shirts/sweatshirts must be worn on Spirit Days.

4.9.15 Personal Grooming – Makeup, fingernail polish, and fake nails are not part of the uniform. Clear nail polish is allowed for girls in Grades 6 – 8. Girls with pierced ears may wear post earrings in the lower lobe only. There will be no large or dangling earrings. There will be only one earring in each ear. Boys are not allowed to wear earrings. There will be no body piercings or tattoos for either boys or girls. Only small religious necklaces or watches may be worn.

No unusual hairstyle or unnatural color will be permitted. Unnatural hair colors will not be allowed, even for holidays. Students will be sent home. No partial or complete shaving of the head will be acceptable. Hair is to be kept out of the eyes and neatly brushed and groomed. Boys' hair should not be touching the shirt collar.

We cannot over stress the importance of daily baths or showers as well as the need for clean undergarments and outerwear daily. No spray or aerosol deodorant is allowed at school. Only stick or roll-on deodorant will be allowed.

4.10 LOST AND FOUND ARTICLES

Articles that have been found anywhere on the premises will be kept in a Lost and Found Box in the school office. Several times a year all unclaimed articles will be put on display. Those articles that are still unclaimed at the end of the year will be given away.

PLEASE MARK ALL STUDENTS' PERSONAL ITEMS WITH THE CHILD'S NAME.

4.11 LUNCH

Our school participates in the Government Child Nutrition Lunch Program. Each year a family size and income scale form is sent home to all families, giving them the opportunity to choose their participation in the Free or Reduced Lunch Program, if they are eligible for this benefit. The government will reimburse the school lunch program for those students who are eligible and elect to participate. A copy of the W-2 form or statement of monthly earnings will be needed to show verification of eligibility. This information (including who participates in the program and income verification) is kept strictly confidential.

A lunch program is available to all students who wish to buy lunch at school. However, those who wish to bring their own lunch may do so. Menus are sent home regularly. **PLEASE DO NOT SEND SODAS IN THE CHILD'S LUNCH.** Our lunch program must continue to be self-funding. To do this the price of lunch (which also includes price of milk or juice) will be as follows:

Weekly.....\$8.75
Daily.....\$1.75
Adults\$2.00
 Salad Bar only - \$.1.40
Extra milk or juice.....\$.35
Main dish second.....\$.60
Pizza lunch parties are limited to 8th grade only.

Please let us know if any student has food allergies or specific nutritional dietary needs. We must have a physician's signature on file with the school, along with

the required needs specifically stated on a form, which will be sent to those families with this particular need. Please let us know if you need this form.

If parents and other siblings wish to eat lunch with their child at school, they will need to send a note or call that morning in order for preparation of extra food.

You will be receiving information about our payment system and computer accounting program on the first day of school. All students' accounts **MUST** be finalized by the last day of the school year. Our accounts must be balanced in order to continue to receive state funding for our cafeteria program.

SECTION 5 - SCHOOL ARRIVAL AND DISMISSAL

5.1 DAILY SCHEDULE

7:00 A.M. - School Doors Open. Students should not arrive at school before 7:00 a.m. or after 7:40 a.m. Any student arriving after 7:40 is considered tardy and needs a note from the office to be admitted to class.

7:38 A.M. - Quiet Bell

7:40 A.M. - Bell for Holy Mass

7:45 A.M. - School begins with Holy Mass

8:30 A.M. - Classes begin

DISMISSAL: 3:00 - 3:10 PRE-K followed by K,1, 2, etc.
Order to be announced

(4201) Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

(4201.1) Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

(4201.1) A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

5.2 ABSENCE AND TARDY

Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process and the benefit of the regular classroom instruction is lost and cannot be regained in its entirety - namely class discussion and interaction. It is recognized that absence from school is necessary under certain conditions; however, it is the obligation of the parent to keep absences to a minimum. We discourage vacation during school sessions and ask that parents notify the individual teachers in advance if this occurs.

- Frequent tardies, too, disrupt the continuity and our time together as one body attending daily Mass. It not only leads to undesirable traits of irregularity and delinquency, it also interrupts the priest and the members attending Holy Mass.

Since both of these areas have been a concern in the last few years, our School Board supports the following procedures regarding both absences and tardies to reiterate the importance of attending school regularly and to be there on time.

5.2.1 Absence Consequences - If your child is going to be absent from school, please call school (978-1900 X2) before 9:00 a.m.

If a parent has not called by 9:00 a.m., the office may call a parent at home or work to find out the reason for the absence.

A written excuse stating the date, reason for absence and signature of the parent or guardian of the child is required for all absences. Tardies along with absences are recorded on the student's permanent record.

If an absence occurs more than ten days within the quarter, a letter will be sent from the Principal detailing expectations. **FIFTEEN DAYS FOR THE YEAR IS CONSIDERED EXCESSIVE. PLEASE REMEMBER THAT EXCESSIVE ABSENCES MAY RESULT IN RETENTION OR FAILING GRADES.**

If an absence occurs because of vacation, the student is responsible for all previous deadlines for projects or assignments. It would be to the student's benefit to complete and turn in all assignments prior to the due date. It is left to the teacher's discretion to schedule make-up tests and dates of completed work. It is the student's responsibility to obtain all assignments. Teachers are not obligated to collect assignments for students before a student leaves for an extra vacation.

5.2.2 Tardy Consequences - A child who is not present at the start of school at 7:40 a.m. is marked tardy.

A written excuse stating the day and reason for tardiness must be recorded on a tardy slip and picked up at the office in order for a student to enter class.

If a child arrives after the students have left the school building for church at 7:40, he/she should go directly to church and if he/she arrives in church after Mass has started, he/she must go to the office after Mass for a tardy slip.

5.3 RELEASE OF PUPILS FROM SCHOOL

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

5.3.2 Release Procedures -

- **No child may leave the school grounds without parental permission:**
 - after arriving in the morning,
 - during the lunch period,
 - before dismissal in the afternoon, or
 - while waiting for their bus/car after dismissal.

The school is not responsible for students who leave the grounds without permission. Students are to go directly home/or scheduled place after completion of each school day.

- **PARENTS MUST SEND A NOTE OR CALL THE SCHOOL IF THERE IS A CHANGE IN THEIR CHILD'S DISMISSAL FROM SCHOOL. PLEASE CALL THE OFFICE BEFORE 2:45 PM FOR ANY CHANGE IN DISMISSAL INSTRUCTIONS. NOTE THAT THIS PERMISSION EXTENDS TO ALL GRADE LEVELS PRE-K - 8. OLDER STUDENTS MAY NOT CHANGE THEIR FORM OF TRANSPORTATION UNLESS THEY HAVE PARENTAL WRITTEN CONSENT AT THAT TIME.**
- Students dismissed outside of regular times will meet parents in the school office, at which time, parents will be requested to sign-out the child. **NO CHILD WILL BE DISMISSED DIRECTLY FROM THE CLASSROOM. DO NOT** get children from their classroom.
- If for an emergency the school day is terminated earlier than the usual dismissal time, parents will be notified through radio communication, telephone call/or the use of the emergency telephone numbers. No student will be allowed to leave unless he/she has a designated place to go.
- If a child becomes ill, we will call the parents and/or the persons on the emergency information card as is necessary. **PLEASE REMEMBER TO KEEP EMERGENCY PHONE NUMBERS UP TO DATE. PARENTS MUST**

INCLUDE WORK NUMBERS, CELL PHONE NUMBERS AND E-MAIL ADDRESSES.

5.3.3 Acceptable Excused Absences - A child is tardy or absent any time he/she is away from the school with the exception of the following guidelines.

Excused Absences: An excused absence is one in which the child is absent but does not count against their attendance record. Appropriate classroom work must be completed.

- If a child attends a Parent Work Day in cooperation with a business that officially allows the experience, the student will be granted an excused absence for the day. **ONLY WITH A NOTE FROM THE PARENT PRIOR TO THE DAY ITSELF.**
- 8th Grade Pro-Life Trip to Washington D.C.
- Student is released for special service testing at another school.
- Student attends special class sessions at the public school.
- 8th grade students are allowed 2 days only to visit high schools before February 1.

5.3.4 Early Dismissal - A written request from parent(s)/guardian is required for a student to leave school before time of dismissal. The request must state the reason for early dismissal and should be brought to the teacher in the morning. Parent(s)/or a designated person must pick up the child in the office and sign the child out. Students leaving before 2:00 p.m. will have an excused absence for one-half day. Parents should try to arrange for all dental and doctor appointments on free days or during holiday vacation. **Please note that if a child, regardless of age and grade level, goes home with someone other than the regularly scheduled choice, the teacher or office must be notified, preferably in writing.**

Dual Enrollment (4204)

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

Guidelines for Applying the Policy:

1. Dual enrollment is possible only in another accredited school.
2. The Catholic school is the primary educational provider. The other school is a supplemental provider.

3. The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
4. A student is not considered absent from the Catholic school when in attendance at the other school.
5. In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.
6. A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 - a. the educational purpose the dual enrollment arrangement is intended to achieve;
 - b. the amount of time the student will be away from the Catholic school;
 - c. the mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences;
 - d. transportation to and from the Catholic school.

5.4 CLOSING OF SCHOOL

5.4.1 Closing of School (before the start of the school day) - Sometimes it is necessary to cancel school entirely because of ice or snow. Parents will need to watch television channels 2, 4, or 5, for this information. Announcements are also made on AM radio stations KMOX 1120 and KTRS 550. You may also access this information on the internet.

5.4.2 Closing of School during School Day - If for an emergency reason the school day is terminated earlier than the usual dismissal time, parents will be notified through radio communication, telephone call/or the use of the emergency telephone numbers as well as the internet. No student will be allowed to leave unless he/she has a designated place to go. Parents may pick up their children if they feel it is necessary. This will not affect their attendance record. On questionable days, tardies will not be marked.

SECTION 6 – DISMISSAL PROCEDURES

Parents are asked to adhere to the following dismissal procedures. Failure to do so will result in a consequence!

Drivers picking up Pre-Kindergarten, Kindergarten, and 1st grade students, their sibling, and other passengers.

You will be lining up in the **SCHOOL PARKING LOT** in TWO rows facing Church Road. Please pull up to the car in front of you and put your car in "park". If you are the first to arrive you will need to pull up to the cones. There will be two cones designating the placement of the two rows. NOTE: If you need to turn right out of the school parking lot (toward the K.C. Hall) please be sure to get in the line closest to the school. Otherwise both lines will be turning left out of the school parking lot.

Drivers picking up 2nd through 8th grade students

You will be lining up in the **CHURCH PARKING LOT** directly across from the school AND in the **GRAVEL PARKING LOT**. If you park on the black top you need to face Church Road and we will dismiss the same as we have done in the past. No one is to leave by the south side (cemetery side) of the church. Parents parking in the gravel lot MUST face north (toward the K.C. Hall) and MUST dismiss in that direction. You may not go south out of the gravel lot. PLEASE do not leave the gravel lot until the children are safely in their cars.

There will be NO dismissal from the Quilter's lot, the lot across from church by the baseball diamond, and directly in front of church. Please do NOT park in any of these areas. Also, please do not park in the back of school.

NO ONE SHOULD DRIVE BEHIND THE CHURCH TO PICK UP THEIR CHILDREN. There will be faculty members along with 8th grade patrol persons assisting with dismissal.

Children who are not placed safely into a vehicle upon the time of dismissal will be taken to the gym. Parents choosing to pick up students after dismissal of the two lots will need to park and go into the gym to get their child(ren).

SAFETY IS OUR MAIN FOCUS!!!!

SECTION 7 - COMMUNICATIONS

7.1 TELEPHONE MESSAGES

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

7.2 PARENT/TEACHER CONFERENCE

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

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

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

7.4 PARENT COMMUNICATION WITH TEACHERS

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

7.5 NEWSLETTERS

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

7.6 CELL PHONES, MESSAGING AND WIRELESS DEVICES

Cell phones, messaging devices, digital imaging and wireless devices are ubiquitous in our society. They provide a useful function when used for their intended purposes. Under normal circumstances, there should be no need for elementary school students to access the functions of these devices during the school day. However, there are circumstances in which these devices can provide a student with contact to parents and guardians and also offer a

measure of safety, however please keep the following points in mind. These devices:

- Should remain in the student's backpack and never be used during school hours or during after care.
- Parents should send a note to school explaining why their child may need to carry a cell phone or other electronic device.
- The school will not be responsible for any articles of this nature brought to school.
- If a child is caught using any inappropriate wireless devices during the school day they will be taken away immediately and returned at the end of the day.
- What is considered to be "appropriate" will be left to the discretion of the administration.

(4303.4) Internet and Electronic Communications Conduct

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

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

7.7 MEDIA POLICY

St. Paul School shall implement this policy in the following manner:

-St. Paul students and parents will be required to sign an acceptable use policy (AUP) to protect individual identity and safety when using the Internet or engaging in electronic or digital communication.

-St. Paul School will also follow the guidelines recommended by the Archdiocese when working with the media, releasing pictures of students and posting information on the school's website.

-Everything posted over the internet or per digital devices will be done in a manner that will be an appropriate form of communication which will maintain respect for an individual's privacy, dignity, safety and good name of others.

-The consequences of inappropriate actions or communication that affect the school, other students, their parents, and members of the school staff will be discussed thoroughly with the individuals involved. The pastor and principal will decide what actions are to be taken including “withdrawal with cause”.

-The Administration shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

-Students, parents, and members of the school staff should be expected to promptly report to a school administrator all suspected or observed instances of Inappropriate Electronic Conduct.

-Administrators will consider seriously all reported or observed violations and address them in a timely and appropriate manner according to school and Archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.

-When making decisions regarding the discipline of students who violate this policy, administrators will give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.

-Violations of the electronic and digital communication policy shall be subject to the full range of disciplinary consequences up to and including “withdrawal with cause.”

7.8 SCHOOL WEBSITE INFORMATION

Our school website can be accessed by going to www.stpaulknights.org. Information to add to this site can be approved by the principal. Many thanks to Paul Fowlie who has volunteered to be our webmaster.

SECTION 8 - BEHAVIOR AND DISCIPLINE

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

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

8.1 DISCIPLINARY GUIDELINES AND PROCEDURES

Behavior Objectives

The students and staff of St. Paul School are expected to show respect for others and to act in a manner that demands the respect of others and to accept the responsibilities and consequences for their actions. This outcome starts with the demonstration of proper moral and social behavior in both supervised and unsupervised settings.

St. Paul School will facilitate the achievement of these Catholic attitudes by teaching the need for and benefits of such behavior and by re-enforcement of that teaching by way of a set of consistently applied disciplinary procedures. The administration is expected to tailor the disciplinary procedures to the expected maturity level of the individual.

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

1. Parents **FIRST** contact the child's teacher. The teacher will then notify the Principal of the problem.

The parent and the teacher will discuss the problem and resolve it. The Principal will be notified by the teacher of the problem resolution.

2. If for some reason the problem cannot be resolved by the teacher and the parent, the Principal will be notified by the parent. A meeting will then be scheduled with the Principal, teacher and the parents. They will discuss the problem and resolve it.

If the problem cannot be resolved, the Principal will discuss the problem with the Pastor. A plan of action will be formulated with parents and teacher notification.

8.2 SCHOOL WIDE RULES

- Listen carefully.
- Follow directions.
- Work quietly. Do not disturb others who are working.
- Respect others.
- Respect school and personal property.
- Work and play safely.
- Follow the dress code.
- Quiet in the hallways, **NO RUNNING.**

To encourage students to follow these school wide rules, St Paul Staff will recognize appropriate behavior. The teachers may develop a workable system within their own classroom, as long as it doesn't conflict with general rules.

The teacher will attempt to redirect students back on task before any disciplinary action is taken. These techniques include, but are not limited to the following:

- Redirect a student's misbehavior while teaching continues.
- Give students a 'look' that says you are aware of and disapprove of his/her behavior.
- Stand by an off-task student's side while teaching.
- As soon as the student is back on task, take the first opportunity to "notice" his/her appropriate behavior, and comment on it. Be sure to always say "thank you".

8.3 DISCIPLINE POLICY

The key to having a discipline policy that works is consistency.

ALL DISCIPLINE ACTIONS AND CONSEQUENCES WILL BE DOCUMENTED AND KEPT ON FILE.

ALL TEACHERS WILL MAINTAIN ANECDOTAL RECORDS FOR EACH STUDENT. THE PURPOSE OF THESE RECORDS IS TWO FOLD:

- a) To determine patterns of behavior. When patterns are recognized, the teacher may develop an Action Plan that describes the behavior and identifies encouragement techniques that will help build self-esteem, which strengthens the motivation to cooperate and learn. This plan will also be discussed with the Principal. It is our intention to assist the student in developing habits of good behavior.
- b) To use as a communication tool with parents. The parents may receive a note detailing their child's behavior that must be signed and returned to school the next day. Special behavioral plans will be discussed with all parties involved before implementation.

ALL STUDENTS' BEHAVIORAL CONCERNS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS.

8.3.1 GRADES K – 4 (Suggested Guidelines)

First consequence: Warning

Second consequence: 5 minutes away from the group/or loss of recess

Third consequence: Student makes plan, in writing, for how to avoid behavior in the future

Fourth consequence: Disciplinary note sent home, signed by parent and returned the next day or phone call will be made

A parent conference may be necessary.

GRADES 5 – 8

STRIKES AND DISCIPLINE NOTICES

Strike cards

A strike card will be written up and signed by both student and teacher for any student showing deliberate disrespect, for being out of uniform, being disruptive, uncooperative, tardy, or unprepared for class. All of these are considered to be forms of disrespect. A "strike" card is nothing more than a warning and must be initialed by the student. These strikes will accumulate during each quarter. Three (3) strikes will result in a discipline report to be sent home. If any teacher feels that the student is completely out of line and if the situation warrants it, a disciplinary slip, in triplicate, will be written out immediately.

A. The administration and faculty of St. Paul School believe that respect for teachers and peers is of the utmost importance. At no time should a student "challenge" or "talk back" to an adult. If a student disagrees with something they should learn to discuss, not challenge, authority.

B. All Teachers reserve the right to request a parent teacher conference at any time.

C. Students in grades 5 – 8 with excessive notes home will have an after school conference with the principal, the teachers involved, and the parents. A consequence will be decided on, time away from class, "Recovery Time" may be assigned.

Suspensions may be enforced in extreme cases and arranged by the administration and the parents.

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

(4303.7) Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

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

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

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

8.3.2 HARASSMENT POLICY:

St. Paul School shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Consequences for violating this policy will be dealt with immediately.

8.3.3 VIOLENCE POLICY

Archdiocesan policy #4303.3

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

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

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

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

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

In accordance with the Archdiocesan recommendations, threats of violence by a student will be handled with the following in mind:

- a. threats of violence will be taken seriously
- b. the child will be removed from any contact with the school
- c. the school will contact the Catholic Education Office and inform them of the incident
- d. the child's parents will be contacted and informed that the child must remain at home until a mental health professional gives reasonable assurance in writing that the child is not a threat to himself/herself and to others; the parents will also be informed that the police will be notified of this incident
- e. the police will be contacted and informed of the threat of violence; the school will cooperate fully with any investigation that the police may conduct
- f. the school will communicate with any staff or child (and their parents) who may have been the target of the violent threat, inform them of the threat and the actions taken to deal with the threat, information on counseling or other needed support will be provided to assist these individuals in coping with the threat
- g. if necessary, the larger school community will be informed of the threatened violence
- h. The Principal reserves the right to question any student suspected to be in possession of any type of paraphernalia that could be considered harmful to the students or school in any way possible. This includes the right to examine any suspected student's belongings.

8.3.4 Certain offenses are considered especially serious and will have additional consequences beyond those associated with discipline notices.

(4303.2) The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of tobacco, alcohol, un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

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

8.3.4.1 Smoking, Drugs and Alcohol - Smoking - As an expression of the school's concern for the health of the students and as an inflexible rule of discipline, students are not permitted to smoke at any time on the school premises or at school sponsored events.

Matches, lighters, or smoking materials of any sort may not be kept in the possession of any student. If such objects are found in the possession of a

student, they will be confiscated and not returned. Chewing tobacco and snuff are also not permitted.

A student smoking, chewing tobacco, using snuff, or in possession of smoking material at any time during the school day, school sponsored events, subjects himself/herself to the following sanctions: Upon notification of these occurrences the student will be removed from the classroom until parents and other pertinent parties have met and discussed the situation.

The Principal reserves the right to question any student suspected to be in possession of any type of smoking material. This includes the right to examine any belongings.

Illicit drugs, including stimulants and suppressants, and alcohol are not permitted on school premises, or school sponsored events at any time. This is in accordance with Public Law 562 of the Statutes of Missouri and our own school policies. The school also reserves the right to question any student appearing to be under the influence of alcohol or drugs.

1st Offense - Any student found using, possessing, under the influence, or selling or distributing drugs or alcohol will be suspended immediately with parent notification. A conference will be held with all parties involved including the Pastor, to determine further action. Counseling and rehabilitation will be strongly suggested.

2nd Offense – Zero tolerance/withdrawal for cause.

REGARDLESS OF A FIRST OFFENSE OR LATER OFFENSE, PROPER JUVENILE AUTHORITIES WILL BE NOTIFIED.

The Principal reserves the right to question any student suspected to be in possession of any type of drugs and to examine the student's belongings. The Principal and the Pastor reserve the right to enforce withdrawal for cause from school at any time if the circumstances warrant this action.

8.3.4.2 Harmful Objects - The Principal reserves the right to determine the seriousness of this action, dependent upon the student's age level and the harmful object, in order to determine the consequences for this action.

No student can bring any type of potentially harmful object such as knives, darts, guns, etc. to the school premises. This is in accordance with Public Statutes of Missouri and our own school policies.

1st Offense - A student possessing, showing or using any type of harmful object at any time during the school day will be suspended immediately with parent notification. A conference will be held with parties involved,

including the Pastor, to determine further action, including a possible 3 to 5 day out of school suspension, or possible withdrawal for cause. Proper juvenile authorities will be notified.

2nd Offense - Automatic withdrawal for cause.

Proper Juvenile authorities will be notified in the event that any person's well being is threatened.

The Principal also reserves the right to question any student suspected to be in possession of a harmful object and to examine the student's belongings. The Principal and the Pastor reserve the right to enforce withdrawal for cause from school at any time the circumstances warrant this action.

8.3.4.3 Gang Activity - Gang related activity will not be tolerated on school premises or during school related activities at any time.

1st Offense - Any students found using, showing, writing, voicing any type of gang related activity, including using clothing, will be suspended immediately with parent notification. A conference will be held with all parties involved including the Pastor, to determine further action, including a possible 3 to 5 day out of school suspension, or possible withdrawal for cause.

2nd Offense – Withdrawal for cause.

Proper Juvenile Authorities will be notified.

The Principal reserves the right to question any student suspected of using gang signs or suspected to be in possession of gang related materials and to examine any student's belongings. The Principal and the Pastor reserve the right to enforce withdrawal for cause from school at any time if the circumstances warrant this action.

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

8.4 In-School/Out-of-School "Recovery Time"

If serious and/or consistent behavior impedes the learning of another student a "Recovery Time" may be served. "Recovery Time" may consist of isolation from peers, time spent in another classroom or with the principal. In extreme cases some recovery time may be spent at home. Parents will be informed

immediately if such behaviors warrant a “Recover Period” after school, or at home.

Upon returning to school the student is responsible for getting and completing all assignments missed. Assignments will be completed 2 days after return to school. Tests will be made up at the convenience of the teacher. If assigned work is not satisfactorily completed, the student will receive a zero. Re-admission conditions will be established in writing and signed by all parties involved. A meeting with the student, parent, and principal must take place before the student is readmitted to St. Paul School.

8.5 Probation

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

8.6 Withdrawal for Cause

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

8.7 Safe Environment/Anti-Bullying Policy

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

Our school defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone hurts, frightens, threatens, or leaves someone out on purpose. (These examples also pertain to cyber-bullying.)

Examples of bullying include:

- ✓ Hurting someone physically by hitting, kicking, tripping, pushing, and so on
- ✓ Stealing or damaging another person’s things
- ✓ Ganging up on someone
- ✓ Teasing someone in a hurtful way
- ✓ Using put-downs, such as insulting someone’s race or making fun of someone for being a boy or girl
- ✓ Touching or showing private body parts
- ✓ Spreading rumors about someone
- ✓ Leaving someone out on purpose of trying to get other students not to play with someone
- ✓ Being disrespectful to peers

Staff at our school will do the following things to prevent bullying and help children feel safe at school. Parents should do the same at home in regards to cyber-bullying.

- ✓ Closely supervise students in all areas of the school and playground.
- ✓ Watch for signs of bullying and stop it when it happens.
- ✓ Respond quickly and sensitively to bullying reports.
- ✓ Take seriously families' concerns about bullying.
- ✓ Look into all reported bullying incidents.
- ✓ Assign consequences for bullying based on the school discipline code.
- ✓ Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying at school and on-line.

- ✓ Treat each other respectfully.
- ✓ Refuse to bully others.
- ✓ Refuse to let others be bullied.
- ✓ Refuse to watch, laugh, or join in when someone is being bullied.
- ✓ Try to include everyone in play, especially those who are often left out.
- ✓ Report bullying to an adult.

ALL BULLYING INSTANCES WILL BE HANDLED ON AN INDIVIDUAL BASIS

8.8 RECESS

BLACK TOP

1. No kicking balls unless in an organized kickball game.
2. If ball goes into the street more than one time it is then taken away.
3. If duty person says it is time to go in, that means **NOW**, not finish a game or throw the ball again.

PLAYGROUND EQUIPMENT

1. No throwing the wood chips.
2. No climbing up the slide..
3. No jumping off the swings.
4. No hanging on basketball rims.
5. Limit tetherball games to 3 minutes each.

GRASSY FIELD

1. No tackling games.
2. No sliding in grass or on dirt.
3. Line up when called.

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

8.9 PARTIES OUTSIDE OF SCHOOL

We recommend that if big parties are given, each child in the classroom (boy and girl) be included on your invitation list. When one or a few are not included, it does affect the environment within the school.

MIXED PARTIES OUTSIDE OF SCHOOL, THAT MIGHT SUGGEST COUPLES OR DATING ARE STRONGLY DISCOURAGED. THIS MOST DEFINITELY PRESENTS A PROBLEM IN THE CLASSROOM AND ON THE PLAYGROUND.

SECTION 9 - HEALTH

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

9.1 HEALTH RECORDS

In compliance with the recommendations of the Missouri Department of Health, all children are expected to have a physical examination upon their entrance into school and immunizations to be kept current. If they have received a physical exam before Kindergarten, it is not required for Primary One. Current health records must be maintained by the school office. All students need to be current in health immunizations BEFORE the first day of the school year, according to statutes set by the Missouri Department of Health. (See Appendix B)

Please let us know if there is anything we need to be aware of regarding your child's health that should be recorded on the card. This is extremely important.

9.2 HEALTH SERVICES

Based upon the availability of proper medical assistance, each year we will try to conduct eye and ear screenings. Please watch for this information to be brought home by your child.

For minor injuries that may occur on the school grounds, the school office will administer basic first aid. This first aid will include washing the wound and applying a Band-Aid. If the injuries are of a serious nature, the parents will be called. **It is imperative that you keep the school office informed of your emergency telephone number.**

We are required to notify parents when your child receives any type of head injury, no matter how minor.

9.2.1 Medication Administration - ALL Prescription Medications and ALL Over the Counter Medications must have a written order from a doctor and a signed parental consent form in order for the school personnel to administer the medication.

The school will NOT administer the first dose of any medication.

For All Prescription Medications and All Over the Counter Medications, the following guidelines must be followed:

- An Emergency Authorization form must be on file in the school office with the physician's name and phone number. (See Appendix A - Physician Consent form.)
- Written orders from the physician should include:
 - Name of the student
 - Name of the medication
 - Dosage (in grams, ml)
 - Time interval the medication is to be given (if the medication is to be given as needed, a plan of when to give it is required.)
 - Diagnosis or reason for medication (A current prescription label on container may serve as a physician's order for prescription medicine.)
- Written permission must be provided by the parent or guardian requesting that the school comply with the physician's order (See appendix A)
- Both forms must be kept on file.
- Medication should be brought to school by the parent in a container appropriately labeled by the pharmacy. The parent **MUST** bring the medication into the office. The parent **MUST** also pick up the medication. This not only protects the student needing the medication but other students as well. Ideally the parent will have two containers, one for home and one for school. **For medications that will be given for the entire school year, the child needs a new prescription container and a new written order from the doctor each school year.**
- If there is ANY change in the dose or timing of medication, the physician must submit the change in writing. This note may be mailed or faxed (636-978-1944) to the school. A parent may not give permission to give the medication differently than the physician's order.

IF YOU SEND MEDICINE WITHOUT HAVING FOLLOWED THE ABOVE PROCEDURES, WE WILL NOT DISPENSE THE MEDICATION.

If you feel your child needs other types of medication during the school day, such as aspirin or cough medicine for which you do not have a doctor's written order, you may choose to come to the school office to dispense the medication to your child.

9.2.1 GUIDELINES FOR SPECIFIC COMMUNICABLE DISEASES –

When there is reasonable cause to believe that a student enrolled in our school has a communicable disease, the parent/guardians of the student should be notified, the student may be excused from school, and examination by their physician may be advised. The school utilizes the

guidelines from the booklet, **Prevention and Control of Communicable Diseases—A Guide for School Administrators, Nurses, Teacher, Secretaries, and Day Care Operators**, published by the Missouri Department of Health, which is include in this section.

Students with infectious diseases, and their families, have a right to privacy and confidentiality. Only staff members who have a reason to know the identity and condition of such students should be informed.

General Guidelines for Sending an Ill Child Home:

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

Reportable Diseases:

Any case of a disease designated “reportable” by state rule needs to be reported immediately to the local health authority. This is most likely done by the physician confirming the diagnosis. Appropriate outbreak control measures should be implemented after consultation with local health authority and medical care providers, in accordance with state laws and rules governing disease control. Schools should follow the guidelines of the Missouri Department of Health published in **Prevention and Control of Communicable Diseases, A guide for School Administrators, Nurses, Teachers, School Secretaries, and Child Care Providers** included in this manual. A current list of reportable diseases can be found at www.health.state.mo.us.

Children must be free of fever for 24 hours before returning to school.

9.2.2 Head Lice

- A. Students who are suspected of being infested with head lice shall be examined by the school personnel. If head lice are present in the opinion of school personnel, the parent will be notified and the student removed from the school immediately. This is necessary for the benefit of the entire school population.

- B. Students will not be readmitted to school until deemed nit-free (**NO EGGS PRESENT**). The principal or his/her designee will inspect the child. His/her judgment shall be final.

9.2.3 Lavatories - Bathroom breaks will be provided for the children as needed per individual classrooms. If a child has a health problem, please contact the Principal and/or the teacher so special arrangements can be made.

Students with Significant Medical Conditions

(4401.6) A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with healthy and safe environment.

9.3 PHYSICAL EDUCATION GUIDELINES AND INFORMATION

9.3.1 Uniforms:

1. Tennis shoes are required for all PE classes.
2. Girls, Grade K-2 must wear shorts under their uniform jumpers on PE days. Grades 3 - 8 will dress out on PE days. P.E. uniforms are to be kept in a small bag. Uniforms can be purchased through Fisher's Uniforms.

***We do go outside for PE classes. Dress accordingly for cold weather.**

3. REMINDERS:

Grades 5 - 8 will have 1 free oops pass per semester for PE clothes. After that each infraction will result in a strike.

9.3.2 Jewelry:

1. Stud earrings may be worn in class.
2. All watches, rings and necklaces will have to be removed for class. Exception - Religious medals may be worn and tucked inside the shirt. If jewelry cannot be removed, student should see PE teacher before class.

9.3.3 Medical - A student will need a parent's written permission note to be excluded from PE (or a teacher's note if health is impaired that day). If a student needs to refrain from PE classes for a period of more than 3 consecutive classes, a doctor's note will be required. In some circumstances, this student will be given some type of assignment to be completed as part of the class, i.e. keeping time, helping to referee, etc. **IT IS EXTREMELY IMPORTANT TO NOTIFY THE PE TEACHER IF A STUDENT HAS A CHRONIC MEDICAL CONDITION, i.e., ASTHMA.**

9.3.4 Grading - Grades are based on participation/effort, conduct, in grades K – 8, full PE uniform is required for Grades 3-8; tennis shoes are required. There will be occasional quizzes for students in Grades 6-8.

9.3.5 Conduct:

1. Students are given one warning about behavior.
2. Any additional warnings given to a student will receive a time-out or at teacher's discretion - a student will be sent to the Principal's office. The teacher will contact the parent by phone or written note.
3. Behavior that is inappropriate will affect the student's grade.

9.3.6 P.E. Class Expectations:

1. **BE RESPECTFUL, COURTEOUS AND RESPONSIBLE IN CLASS.**
2. **ALWAYS ACT IN A SAFE MANNER.**
3. **SIT QUIETLY AND FOLLOW DIRECTIONS THE FIRST TIME GIVEN.**
4. **TAKE CARE OF PE EQUIPMENT**
5. **NO PROFANITY, GUM, CANDY, SOFT DRINKS, OR FOOD ALLOWED IN CLASS. WATER DRINK BREAKS ARE GIVEN TO THE STUDENTS.**

9.3.7 Outdoor Play:

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

SECTION 10 - PARENT PARTICIPATION

10.1 ST. PAUL PARENT ORGANIZATION

Parents are expected to give support through time and effort, and various other ways, at certain times throughout the year. Sign-up sheets for various activities for the school year will be made available at the parent orientation in August.

The current officers are:

Debbie Hoff - President
– Vice President
Veronica Hill – Secretary
Jennifer Drier - Treasurer

10.2 ST. PAUL PARENT ORGANIZATION MISSION

Mission Statement:

To foster mutual support and communication among all members of the community, parish, and school. To provide a positive Christian spirit to all students of St. Paul School by focusing on social and educational activities.

Purpose:

It is our belief that a child's academic achievement is a direct result of a combined effort of faculty, staff and parents. With communication being a vital component of this effort, we wish to become a communication bridge between St. Paul School and all other members of St. Paul Parish. Another purpose of SPPO is to be an intricate part of supporting St. Paul School financially through fundraising efforts.

Objectives:

SPPO will act as an informational league, providing academic progress, extracurricular activities and youth related community projects which directly relate to the students at St. Paul School.

SPPO is primarily a fund raising organization. It will be determined by the officers and principal each year as to how many fundraising events will be held. Funds are allocated by a majority vote of those present at meetings. A plan for allocating funds raised by the SPPO will be presented to the school board in order to keep the monies spent in alignment with the strategic plan for the school.

According to our By-Laws, "Meetings will be of informal nature but must stay within agenda topics. Once an issue has been discussed at a meeting, that particular issue shall be tabled until next meeting for a vote. Any motion must have a second to be voted on and a vote must be taken." Under extenuating circumstances due to timing issues a written vote may be sent home to be returned to the school.

10.3 FUNDRAISERS

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

SECTION 11 - SCHOOL VISITORS

11.1 CLASS INTERRUPTIONS BY VISITORS

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

11.2 CELEBRATIONS

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

If students wish to have a party for a teacher, they must obtain permission from the Principal. No confetti will be allowed and no more than 3 edible treats. Decorating will be kept to a minimum and must be done on break time.

Birthday treats, which are optional, will be given out during morning snack in the primary grades and in the upper grades at the teacher's preference. If a child wishes to share birthday treats, only small packaged treats or store-bought items will be allowed. Students will be given water breaks. Pizza birthday lunches are an 8th grade privilege only.

SECTION 12 - EMERGENCY PROCEDURES, SECURITY AND SAFETY

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

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

12.2 PARENT NOTIFICATION OF VIOLENCE

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

12.3 DOORS LOCKED

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

SECTION 13 - FIELD TRIPS

FIELD TRIPS-SCHOOL AND/OR PARISH SPONSORED TRIPS

Field trips will be available for the children insofar as they are scheduled by the teacher and closely related to a field of study. **All field trips will be screened by the Principal.**

- Whenever possible, bus transportation by an insured carrier will be provided.
- Permission forms will be necessary for each trip.
- Parent assistance will also be necessary, but the teacher will be responsible for the group. School field trips will be chaperoned by teachers and parents of students before any other person is considered as a chaperone, except for the 8th grade trip to Trout Lodge. It is advisable that a member of the male sex accompany the group.
- Pre-school aged children or children that are not in the class are discouraged from accompanying a supervising parent. This would prevent any distraction to the parent and the class.
- For those times when parents are asked to drive (such as Speech Meets, Science Olympiads, Track and Field Meets, etc.) the parent needs to follow these guidelines for safety purposes: If a private passenger vehicle must be used the following criteria must be met:
 - Drivers must have a valid, non-probationary drivers license and have no physical disability that may impair their ability to drive safely.
 - The vehicle must be insured with liability limits no less than \$100/\$300 or \$300 single limit.
 - The vehicle must be in good condition and considered safe by reasonable and prudent standards.
 - Drivers should be experienced, over the age of 21, and responsible to provide for the safety of those they are transporting.
 - Every person in a private vehicle must wear a seatbelt.
 - No side trips are allowed for personal vehicles unless the entire group on the trip is making the extra stop.
 - Students must use the mode of transportation as previously determined unless the parent gives specific instructions otherwise, or in case of emergency as determined by the trip coordinator.
 - For parents driving their own vehicle, a copy of parents' driver's license and insurance coverage is kept on file at the school.
- Students who require medication will receive it at the appropriate time under direct supervision of the classroom teacher.

SECTION 14 - HONORS AND RECOGNITION

HONOR ROLL

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

SECTION 15 - PARTICIPATION IN RELIGIOUS ACTIVITIES

15.1 SUNDAY MASS

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

15.2 DAILY MASS

The spiritual life of the child is centered around the sacraments. Daily Mass is an important beginning of the school day for all the children. The children are encouraged to get the most out of this great source of spiritual strength by participating in prayer and song. Homilies are geared toward their level of understanding, and meaningful to them, and many times require their active participation.

On some days each week special Masses are prepared by the Religion/Music teachers together with the class and at that time we encourage parents to attend and show their interest.

The opportunity for confession is given to all students in grades 2 – 8 during Advent and Lent. Again parental encouragement is needed. The parents are obliged to instill love for the Sacraments, and to build up the habit of frequent reception of this Sacrament. The best role model for your child is the parent.

15.3 HOLY COMMUNION is a daily source of strength and grace. It should be received daily, if possible, and with reverence and due preparation.

15.4 FIRST RECONCILIATION, FIRST HOLY COMMUNION, AND CONFIRMATION

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

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

15.5 SERVERS

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

SECTION 16 - EXTRACURRICULAR ACTIVITIES

16.1 BAND PROGRAM

Students in Grades 5 - 8 are offered band lessons twice weekly for a small fee. A teacher from St. Dominic instructs our students, who become members of the St. Dominic Regional Elementary Band. Lessons are given after school at St. Dominic High School.

16.2 BELLARMINE SPEECH PROGRAMS

Students in Grades 5 - 8 are encouraged to participate in a program that allows them the opportunity to give a prepared speech before small audiences and a judge. This allows them the unique experience to develop public speaking skills. Opportunities are provided for these students to prepare with experienced and qualified coaches a couple days a week. Some Bellarmine Speech practices may occur after school from 3:15 to 3:45 p.m. on dates to be determined prior to each speech meet.

16.3 STUDENT COUNCIL

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

16.4 STUDENT AMBASSADORS

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

16.5 SERVICE HOURS

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

Confirmation Service Hours - Students in Grade 8 will complete 30 service hours prior to their Confirmation date. These will include 10 hours in each of these categories: school, parish, and community. The principal and the 8th grade teacher will determine when the students may start accumulating service hours and how to account for them.

16.6 CHESS PROGRAM

This program is held after school and is dependent on having volunteers to run the program. Dates and times are scheduled after the school year begins. This program provides instruction, practice time and tournaments.

See
Appendix A
For
**Parental Consent for Medication Administration
Physician Order/Consent For Medication Administration**

See
Appendix B
For
Immunization Requirements

See
Appendix C
For
The 2010/2011 School Supply List

See
Appendix 1
For
**Witness Statement for
Those Whose Children Attend Catholic Education Programs**

See
Appendix 2
For
**Witness Statement: For Students Who Attend Catholic Schools and
Parish Schools of Religion**

See
Appendix 3
For
**Authorization to Exchange Information
Regarding Special Needs**

See
Appendix 4
For
Acceptable Use Policy