

**THE NUMBERED HEADINGS CORRESPOND TO:
THE ARCHDIOCESE OF ST LOUIS POLICY MANUAL**

St. Paul School policies are subject to the Archdiocese of St. Louis Policies and Guidelines. Any policy not covered in this manual will be dealt with according to the Archdiocese of St. Louis Policy Manual.

CHRISTIAN WITNESS STATEMENT FOR PERSONNEL:

The St. Paul School Board agrees that there should be a Christian Witness Statement for personnel to be designed to follow the Archdiocesan Christian Witness Statement and administered appropriately.

3400 POLICIES FOR TEACHERS :

3401 CERTIFICATION :

3401.1 STATE CERTIFICATION :

Every teacher who teaches in core subject areas in St Paul School shall be certified by the State of Missouri, or possess a valid certificate from another State or be working toward such certification.

In the event a teacher is hired without State certification, a written plan of completion must be on file with the Parish. Said plan must detail how certification will be accomplished and an anticipated time of completion which shall be no longer than twelve months.

The responsibility for getting proper certification from the State Department of Education and filing this with the Parish rests with the person hired.

On the date that this policy is adopted :
Any teacher currently on staff who is grand-fathered by the Archdiocese or has been under contract at St. Paul School six years or more will be exempt from 3401.1. All teachers on staff are required to continue and further their education which will benefit not only themselves but the students as well.

3401.2 CATECHIST CERTIFICATION :

Everyone who teaches religion in St. Paul School shall be certified as a catechist by the Religious Education Department of the Catholic Education Office or be working toward such certification.

In the event a teacher is hired without this certification, a written plan for completion must be on file with the Parish. Said plan must detail how this certification will be accomplished and an anticipated time of completion which should be no longer than a period of four years.

This certification shall not apply to those whose theological background far exceeds the certification requirements. However, a course in methods of teaching religion to children is recommended.

3401.2a **ENRICHMENT BEYOND CERTIFICATION :**

After a catechist is certified, continued efforts to grow in faith, knowledge and skills are needed to better share faith with children. Lectures, in service prayer days and study groups are recommended as well as formal courses. Catechist certification must be renewed according to Archdiocesan guidelines.

3401.3 **CPR CERTIFICATION:**

Everyone who teaches in St. Paul School as well as Administrative Staff shall participate in and complete a recognized Cardio-Pulmonary Resuscitation Course and repeat as required.

3402: **HIRING, DISCHARGING AND REDUCTION OF TEACHERS**

St. Paul School shall follow the guidelines set forth in the Archdiocese of St. Louis Parish Teacher Manual for Personnel and the following local policy:

3402.1: **HIRING OF CATHOLIC TEACHERS**

In keeping with the Philosophy, Goals and Tradition of St. Paul School, the administration shall make every effort to hire teachers for St. Paul School who profess the Catholic faith.

In the event that non-Catholic teachers are hired, the administration shall be satisfied that those hired are faith filled, Christian people who will support the daily Catholic teaching of our children.

At no time should the number of non-Catholic teachers in St. Paul School be more than 20% of the total teaching staff.

3402.2: **DUTIES AND RULES OF CONDUCT**

When teachers sign a contract to teach at St. Paul School they agree to conduct their classes, extra curricular activities, administrative work and report filing in a professional and efficient manner to the satisfaction of the principal. Teachers are expected to observe basic rules of good conduct, dress appropriately and abide by the Christian Witness Statement they sign at the beginning of each year.

3402.3: **TEACHING ASSIGNMENTS**

At the time of contract issuance, the principal will discuss with each teacher the grade level assignment for the next contract year. If circumstances necessitate a change in the teacher's assignment after the contract is signed, the principal should engage in meaningful discussion with the teacher(s) involved in as timely a manner as possible.

3402.4: **DISCHARGE POLICY**

Discharge is the termination of employment by the employer from the legal duties of a contract.

No teacher at St. Paul School shall be discharged without good cause or without following the designated process. Documentation shall be kept by the principal pertaining to conferences and warnings. Teachers should receive copies of these documents at the time they occur.

3402.5: **NON-RENEWAL POLICY**

Non-renewal is when a new contract is not offered to a teacher for the next school year.

Teachers at St. Paul School are employed for the length of service specified in their current contract. If a teacher's contract is not renewed, sufficient discussion should have taken place between the principal and teacher to review unsatisfactory performance or attitude. These discussions should include, steps to correct the issues, an evaluation of progress after a period of time and an indication that continued unsatisfactory actions could lead to non-renewal of the teacher's contract.

Any teacher being non-renewed for cause must be notified of the decision by March, 15th.

3402.6: **REDUCTION IN FORCE**

Reduction in force occurs when teacher's contracts are non-renewed because of declining enrollment or financial constraints.

No teacher contracts at St. Paul School will ever be non-renewed because of a reduction in force based solely on his/her position on the salary scale. Some factors to be considered, but not limited to, are; qualification to teach assigned grade level, past evaluations and work history, and length of service at St. Paul School and length of service at other parishes in the Archdiocese.

No discussion prior to notification is necessary nor is the March 15th deadline applicable.

3402.7: **APPEALS PROCESS**

There shall be an appeals process for teachers who are discharged or non-renewed. This procedure is spelled out in the Parish Teacher Manual of the Archdiocese of St. Louis and must followed accordingly.

3402.8: **EVALUATION OF TEACHERS**

There shall be regular written evaluations of all full and part time teachers employed at St. Paul School. A copy of this review shall be given to the teacher, a copy placed in the teacher's employment file and a copy sent to the Catholic Education Office.

Section 3400 approved by Board on August 19, 2002

**Section 3401.2 revised 10-15-01 to suspend 4 year requirement
For one year to try to work out class locations with Paul VI.**

3403: **POSTING OF JOB OPPORTINITIES**

St. Paul School shall post job opportunities in the parish bulletin for vacancies in the "non-contracted" teacher positions so that associates and parishioners will be aware of current job opportunities within the school. Non-contracted teacher positions shall be defined as any position other than contracted teachers hired through the Archdiocese.

4100 : ADMISSIONS

4101: CRITERIA FOR ACCEPTANCE:

1. Families not registered in the Parish must make arrangements with the Pastor for enrollment.
2. A child may be admitted to Kindergarten who is 5 (five) years old before August 1st and has successfully achieved the required levels of readiness.

A child may be admitted to First Grade who is 6 (six) years old before August 1st. The only exception to this rule that might be considered is one in which the student is arriving from another school district and the student has satisfactorily completed Kindergarten. No special testing of children with later birth dates will be considered. This is in adherence to the Guidelines of the St. Louis Archdiocese and the Fort Zumwalt Public School District.

3. The PRINCIPAL will place the student in a class which best satisfies his/her individuality and needs.
4. The STUDENT will be expected to comply with all school regulations and to behave in a manner which is conducive to good learning.
5. The PARENTS will be expected to show an interest in the education of their children by cooperating with the Principal and Faculty in school matters.
6. If a STUDENT is unable to progress in a regular school curriculum by reason of physical, emotional or learning disability, a conference will be held with the parents to explore the educational resources of the area which might better meet the child's individual needs.
7. Each child new to the School must present current Health records, Birth Certificate and Baptismal certificate. After copies are made all records will be returned.
8. The School Administration (Pastor and Principal) based on the above criteria retain the right to dismiss from school any student who disregards school philosophy, goals, objectives or Catholic School Education Guidelines.

4102

SELECTION CRITERIA FOR PRE-K AND KINDERGARTEN

St. Paul School will have a pre-determined criteria for acceptance in the event registration brings in more students than space allows.

The board recommends the following criteria only if students have registered prior to May 1st. Students enrolling after May 1st will be accepted as space allows or put on a wait list if necessary.

1. Member of St. Paul Parish and sibling of registered pre-K – 8 St. Paul student or child of St. Paul Parish employee.
2. Member of St. Paul Parish and sibling of graduate of St. Paul School.
3. Member of St. Paul Parish.
4. Non Parish member and sibling of registered Pre-K – 8 St. Paul School student.
5. Non Parish member and sibling of graduate of St. Paul School
6. Non Parish member.

4200

ATTENDANCE

Students are expected to attend all classes on days scheduled by the school as days of student instruction. A student who is not present at the appointed times is designated "absent".

Teachers shall keep daily records of attendance for the student's permanent file during the time of enrollment in the school.

4201

RELEASE FROM SCHOOL

Students shall not be released from school without the knowledge and consent of parents or guardians.

Precaution must be taken in regard to release from school as children are under the care of the school during usual class hours.

Unscheduled release or early dismissal is discouraged.

Students should not be unduly detained after school without parental knowledge.

Students are not to be sent home for books, assignments or other items.

4202 **TARDINESS**

A Student who arrives after the fixed time for school is "tardy".

4203 **SUSPENSION** (02-25-02)

Suspension is the removal of a student from all classes for a specified period of time. The reasons for and terms of the suspension and readmission are to be determined by school administration.

4204 **EXPULSION**

Expulsion is the permanent removal of a student from St. Paul School. The decision for expulsion is made by the Principal after consultation with the Pastor.

4300 **STUDENT PROGRESS**

4301 **PROMOTION**

Students are advanced in grades based upon satisfactory completion of required academic work from the previous level.

4302 **RETENTION**

Students are not advanced in grades based on unsatisfactory completion of the required work from the previous level. The decision to retain a student is made after thorough consultation and communication between parents, teachers and principal based upon academic readiness, social / emotional readiness or other pertinent factors.

4303 **GRADING AND REPORTING**

The school shall report student's progress to parents on four separate grading periods. A parent-teacher conference is available during the first semester. Additional conferences are available upon request.

4304 **COMPLETION OF SCHOOL PROGRAM**

At the completion of eighth grade, St. Paul School recognizes those students who have successfully completed the educational program.

4400 **STUDENT CUMULATIVE RECORDS**

St. Paul School maintains a cumulative record of each student enrolled in the School.

4401 **PARENTAL RIGHTS**

Parents have the right to inspect and review their child's cumulative record. An appointment should be set up previous to the review of records. Records will be reviewed in the Principal's office.

4402 **RELEASE OF RECORDS**

There shall be no release of student records without prior written consent of the parent or legal guardian. Records will not be released directly to the parent or guardian but will be transferred from our school to another.

Records will be withheld until tuition payments and all other fees are current or until other suitable arrangements have been made with the Pastor / Principal. An exit survey must be completed per Archdiocesan policy.

4600 **DISCIPLINE**

St. Paul Students and Staff are expected to show respect for others, to act in a manner that demands the respect of others and to accept the consequences for their actions.

This outcome starts with the demonstration of proper moral and social behavior in both supervised and unsupervised settings.

4601 PROCEDURE:

St. Paul School will facilitate the achievement of these CATHOLIC attitudes by teaching the need for and benefit of such behavior, and by reinforcement of that teaching by way of a set of consistently applied disciplinary procedures.

Failure to follow clearly defined rules or socially acceptable behavior will have well defined consequences. The consequences for misbehavior will be selected to provide the desired lasting impression. The administration is expected to tailor the discipline procedures to the expected maturity level of the individual student.

4602 ATTIRE:

All Students are required to wear the specified uniforms, unless exceptions have been granted for certain occasions.

4603, 4604, 4605 SAFE SCHOOL POLICY:

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

1) VIOLENCE

The following actions will not be tolerated at St. Paul School, School related activities or on Parish premises:

- A) Violence, of any type,
- B) The possession or use of firearms, other weapons, or explosive devices
- C) Gang activity, including the use of signs or symbols,
- D) The possession, use, or being under the influence of controlled or illegal substances.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence shall also include threats, harassment, assault, and theft or vandalism.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons and/or property.

Harassment involves unwelcome conduct, whether verbal, physical, visual, or sexual which target a persons protected status; such as age, ancestry, citizenship, race, color, handicap or disability, religion, sex, veteran status, or other categories protected by law.

Sexual harassment involves any one or more of unwelcome sexual advances, either direct or indirect, either printed, verbal, or physically suggestive comments, teasing, foul or sexually oriented language, gestures or pictures, that creates an intimidating, hostile, or offensive work or school environment.

All employees at the time of hiring, shall sign forms documenting that they have received and read this policy.

St. Paul School Administration will be responsible for the development, implementation, and periodic review of strategies to prevent violence and to address the situations resulting from violence. This shall also include effective supervision and security procedures.

2) DISASTER PREPAREDNESS:

The St. Paul School Administration shall be responsible for the development and implementation of plans of preparedness for major disasters. This shall include, but is not limited to:

- A) Tornado
- B) Earthquake
- C) Fire
- D) Bomb threat
- E) Intruder/Lockdown

Alarms alerting students and faculty of a disaster situation shall be in working order and tested on a periodic basis in accordance with local laws and regulations governing schools.

3) ACCESS AND CONTROL – STUDENT AND STAFF SAFETY:

St. Paul School Administration shall develop and implement procedures to limit access and enhance the safety of students and staff during the normal course of a school day.

Access to the school should be controlled through one entrance and all other entrances should remain locked during the school day.

Visitors once entering the school must report and sign in at the office and receive a visitors pass to identify themselves. Upon leaving the visitor should return their visitors pass and sign out.

Students being released during the school day must be met at the office by an appropriate family member, guardian or designated person to be signed out before exiting the building.

If students must leave the school building during the school day, no one student should be sent out alone.

4700 HEALTH AND SAFETY
4701 HEALTH RECORDS

In accordance with the recommendations of the County Health Department, all children are required to have a complete physical examination upon entrance into school. If they have received a physical for Kindergarten, it is not required for Primary One.

Students are to have been immunized as required by State, County or Local regulations.

Current health records must be maintained by the school office; hence, parents will be required to periodically update their child's records.

4702 HEALTH SERVICES

Eye, ear and scoliosis screenings will be given each year.

First aid will be administered for minor injuries that occur on School grounds. Parents will be informed immediately for any type of head injury.

Under Missouri Health Law, a school is not allowed to administer Medication, (prescription or non-prescription), of any kind unless acting under direct order, signed by a licensed physician and with the written permission of the parent to dispense medication. All medication sent to school will be kept in a secure place under the supervision of the Administration. All handling and dispensing is done according to Archdiocesan policy.

4704 COMMUNICABLE DISEASES / CHRONIC INFECTIONS

In keeping with Archdiocesan Policy , St. Paul School shall follow the policies and procedures on communicable diseases as established by the Missouri Department of Health. St. Paul School will have a trained Emergency Response Team to plan and control any occupational exposure to blood or other infectious bodily fluids as required by Archdiocesan policy.

Any decision to restrict a student's attendance at school due to a chronic infectious disease will be made by the Pastor and /or Principal after consulting with, as may be needed , pertinent individuals involved in the student's overall care.

4705 **STUDENT ACCIDENT INSURANCE**

The School shall inform parents of the availability of student accident coverage. The school is to keep a written record of the parent's decision whether or not to use this coverage. Parents are financially liable for medical expenses resulting from accidents.

4706 **STUDENT SAFETY**

Safety procedures shall be incorporated in all school activities.

5100 CURRICULUM AND INSTRUCTION

5101 SCOPE OF CURRICULUM

The curriculum of St. Paul School consists of what the school intends the students to learn. It should mirror the four-fold dimension of Catholic education: The Gospel message, community, worship and service.

The school should provide programs, personnel, facilities, materials and equipment to meet the educational needs of its students and to foster their individual growth. St. Paul School should work toward providing remedial and enrichment opportunities to meet the needs of its students and to provide extra-curricular outlets of learning that will benefit students at various levels of need and enrichment.

When it is determined by the principal and staff that a student is need of help the school board urges parents to use the testing available by the Fort Zumwalt School District or some other agreed upon outside agency.

5102 CURRICULUM PLANNING AND IMPLEMENTATION:

The curriculum will be a written document readily available for anyone to see. Planning of the curriculum will be an on-going process of development, implementation, evaluation and redesign that includes all subject areas and grade levels.

Evaluation and redesign will be systematic and structured with clearly defined responsibilities and time lines. The principal, in collaboration with the entire teaching staff, is responsible for the development, redesign and implementation of the curriculum plan. The implementation will include a method to track progress relative to the plan for each classroom. This evidence of progress shall be readily available for anyone to see. The Principal will meet with each teacher to discuss their yearly instructional goals as outlined in the Archdiocesan Process for Elementary Teachers Guidelines.

Text books should be ordered based upon the curriculum.

The school board will review the curriculum update annually with the Principal in April.

5103 **CONTENT OF CURRICULUM**

The curriculum of St. Paul School will include the following subjects: Religion, language arts, math, science, music, social studies, art, human sexuality, physical education and technology.

5104 **OUR CATHOLIC FAITH**

All students attending St. Paul School are required to study the Catholic Faith and the values it teaches. Catholic students will prepare to receive the sacraments of Reconciliation and Eucharist in Grade 2 (two), while Catholic students in grades seven &/or eight will prepare to receive the sacrament of Confirmation.

Students will attend daily Mass on a regular basis, as well as to participate in special liturgies and other forms of prayer.

5200 **INSTRUCTIONAL AREAS**

5201 **USE OF INTERNET RESOURCES:**

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Since this form of telecommunications may lead to any publicly available file server in the world, information resources will be available to students that have not been screened by the staff. Therefore automatic filtering and procedural methods shall be employed to ensure proper and safe behavior and communications on the internet.

The Board expects that the staff will blend thoughtful use of internet accessible information throughout the curriculum and that staff will provide the guidance and instruction to students in the appropriate use of such resources. Students are responsible for good behavior on school computer networks just as they are in the classroom.

Use of internet resources by teachers and students shall be directed and monitored by clearly written Acceptable Use Policies (AUP) and Procedures. Both parents and students shall be required to concur with the AUP and accept the consequences for violation of the AUP in order to gain access to the school computer networks.

5300 EVALUATION , ACCREDITATION AND TESTING

5301 EVALUATION IN ELEMENTARY SCHOOLS

St. Paul School will be evaluated by the Archdiocesan self study program and be given recommendations to meet.

5302 ACCREDITATION

St. Paul School should strive to continue to meet Accreditation requirements through the Missouri Chapter of the National Federation of State Non-Public School Accrediting Association.

5305 TESTING PROGRAMS

St. Paul School will administer those tests prescribed by the Catholic Education Office each year, including Assessment for Catholic Religious Education in grades 5 & 8 (ACRE). Any other testing programs should be those designed by the faculty to adequately meet the needs of the students.

St. Paul School will administer a Readiness Test to those entering kindergarten. This test is given prior to admittance in order to determine the level of readiness.

St. Paul School will administer Cognitive and Achievement Tests to students in grades Two through Eight, using the recommended Archdiocesan tests.

To ensure that the benefits of annual standardized testing are realized , the School Administration will develop and maintain a written program / procedure for the analysis, reporting and utilization of the annual results of such tests. The program will establish a consistent year to year format and method of analyzing and reporting of the tests.

5400 **TIME SCHEDULE**

5401 **ANNUAL SCHOOL CALENDAR**

St. Paul will be in compliance with the regulations of the Archdiocesan Board of Catholic Education in designing a school calendar that will provide a minimum of 174 days of actual student instruction.

The school calendar will include a one week Fall break and a one week Spring break.

5403 **INSTRUCTIONAL DAY**

The daily schedule for each full day of school should provide for six hours of actual pupil instruction. Any time set aside for lunch and for non-instructional activities should be in addition to those six hours.

5404 **WEEKLY TIME ALLOTMENT**

St. Paul School will adhere to specified weekly time allotments for each subject area.

5500 **INSTRUCTIONAL ARRANGEMENTS**

5501 **CLASS SIZE**

It is recommended that class size should not exceed 35 students. Any exceptions will need the permission of the Pastor.

5502 **FIELD TRIPS (approved 06-18-98)**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

Field trips that include potentially dangerous activities for students, such as water events are prohibited. Generally, long trips are to be discouraged. However when a trip of this kind has unusual educational possibilities, the Administration should decide its merit and impact on the total school program. These field trip guidelines pertain to those events which are school sanctioned including athletic contests and extra-curricular activities. Supervision of at

least one adult per ten students is recommended. A smaller supervisory ratio may be necessary for younger children. It is also recommended that at least one male supervisor be in attendance on each trip. The Administration will determine the appropriate ratio after consultation with the moderator of the trip. If supervisors other than staff are needed, priority should be given to parents of children in that particular class who want to go.

The written consent of parents must be obtained for every child participating in a field trip. Permission forms must inform parents of the following:

- a: Name of location and Date of event
- b: Cost to the Student
- c: Name of the supervisor overseeing activity
- d: Parents responsibility

Whenever possible, bus transportation by an insured carrier should be provided. If a private passenger vehicle must be used, the following criteria are required:

- a) Drivers must have a valid, non probationary drivers license and no physical disability that may impair their ability to drive safely;
- b) The vehicle must be insured with liability limits no less than \$100,000/\$300,000 or \$300,000 single limit;
- c) The vehicle must be in good condition and considered safe by reasonable and prudent standards;
- d) Drivers should be experienced, mature and responsible to provide for the safety of those they are transporting;
- e) Every person in a private vehicle must wear a seat belt.
- f) No side trips are allowed for personal vehicles unless the entire group on the trip is making the extra stop.
- g) 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.

ITEMS A & B BELOW MUST BE ON FILE IN SCHOOL OFFICE AT TIME OF FIELD TRIP

5503 HOME ASSIGNMENTS

Home assignments are an important and integral part of the students learning experience and should be considered part of their instructional program.

Assignments should be relevant to the class lesson and designed to foster a habit of individual study.

6100 FINANCIAL PRACTICES

St. Paul School is financed by a system of tuition along with the free will contributions of all Parishioners and third party donations. While the support of our School is the responsibility of the entire Parish, our financial system assures participation of all school families and the continued existence of our School, while still recognizing that Catholic Education benefits not only school families, but the Parish as a whole.

6200 BUDGET

At The January meeting the School Board Finance committee, in conjunction with the Principal, will provide an annual operating budget to the School Board for approval and recommendation to the Parish Finance Council.

6300 INCOME

6301 ST PAUL SCHOOL TUITION POLICY (01-28-02)

PURPOSE:

We believe tuition payments are an investment in our children's education and religious formation, as well as a necessity for the long range continuation of our Parish School. Furthermore, the School Board recognizes its responsibility to insure adequate financial resources are available for our school and that enrollment is as available and affordable as possible to all families.

TUITION PAYMENTS:

1. Families with children enrolled in St. Paul School shall receive the benefit of reduced rates of tuition to be determined annually by the joint efforts of the School and Parish Finance Committees. The balance is subsidized by the Parish.

2. There will be a non refundable registration fee per child.

3. All families are expected to make tuition payments according to one of the following payment plans. The family's preferred manner of payment will be chosen each year at the time of registration. The following options are available:

A. Annual Payment: If families choose to pay the entire amount in one payment, it must be done by July 10th. Families will receive a discount on their total tuition if this plan is chosen.

B. Semester Payments: If families choose to pay their tuition twice in two equal installments, the first payment must be paid by July (10th) and the second payment by December (20th). Families will receive a discount on each payment.

C. Monthly Payments: 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. Payments will be done by electronic transfer.

LATE REGISTRATIONS:

Registrations after March 31st are considered late. Families registering their child(ren) after this date shall fulfill their tuition responsibility according to the above stated policy and need to be current in their payments by the first day of school. Tuition for students registered after the first day of school will be pro-rated according to the schedule on file in the school office. Their first tuition payment must be made prior to the first day of attendance.

LATE PAYMENTS:

Families have the responsibility of notifying the Parish Office of their need to change a tuition payment. F.A.C.T.S needs 4 (four) 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:

A: Annual Payment: If the annual payment is not received by July 10th, the discount applied to annual payments will be lost. In addition if payment is not received by July 25th the family must choose the F.A.C.T.S. payment method.

B: Semester Payments: If the semester payments have not received by July (10th) or the second installment by December (20th), the discount applied to the semester payment will be lost. If payments are not received by July 25th and December 30th respectively, the family must choose the F.A.C.T.S. payment method.

C: Monthly payments: If monthly payments have not received by the chosen date, a late fee will be assessed and retained by F.A.C.T.S. for each payment missed.

TUITION ASSISTANCE:

In order to make the possibility of Catholic education available to family members of active registered members of St. Paul Parish, tuition assistance may be considered for those meeting the procedural guidelines. All assistance is subject to the approval of the Pastor.

NON ADMISSION DUE TO TUITION DELINQUENCY:

School families whose tuition payments are delinquent and have not made suitable alternative arrangements will be informed that their child/children will not be readmitted according to the following schedule:

All families not current in tuition payments by:

1st day of school: students will not be admitted.

December 20th: students will not be readmitted on the first day of class in January and will not be eligible for semester exams.

May 1st: students will not receive their report cards and permanent records will not be released until payments are current.

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 pro-rated.

TRANSFER OF STUDENTS

No students records will be sent if tuition and fees are outstanding.

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.

6302 **ADDITIONAL EXPENDITURES**

All expenditures not covered by tuition, fees or other donations will be covered by the Parish subsidy.

6303 **Fundraising (03-2011)**

The School Board shall provide direction and overall co-ordination of all fundraisers from individuals, parish organizations, school organizations and anyone raising funds in the name of the school.

Funds earned will remain at the discretion of the fundraising group. Distribution of the proceeds is to be reported to the School Board and subject to the recommendation of the Board, and consent of the Pastor.

Semi-annual reporting forms will be distributed, collected and compiled by the School Board and a report given to the Pastor.

6604 **INVENTORIES**

An accurate inventory of equipment, instructional materials and furnishings should be maintained for providing quick response for insurance and other accounts.

6700 **BUILDING AND RESOURCES**

6703 **OPERATION AND MAINTENANCE OF PLANT**

The Parish should make every effort to maintain the buildings and grounds, keeping them clean, secure and in compliance with safety standards.

All playground equipment must be inspected regularly and kept in safe condition.

BEFORE AND AFTER CARE

St. Paul School has a "before and after care" program to benefit the parents of St. Paul School.

The program must have the following attributes:

- a) It must be self- supporting
- b) It must be staffed according to Archdiocesan and local guidelines
- c) It must have a director or co-directors who will be responsible for the programs daily operation.
- d) It must have a release procedure which will keep a child from being dismissed to an unauthorized party.