

St. Paul Catholic School Family Handbook 2017-2018



“Heart of St. Paul: Growing Together in Faith, Knowledge and Virtue”

**465 New Smizer Mill Road
Fenton, MO 63026
636.343.4333 (phone)
636.343.1769 (fax)
www.stpaulfenton.org**

St. Paul Catholic School is accredited through the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations.
Our school also maintains membership in the National Catholic Education Association (NCEA).

Table of Contents

Quick Reference	4-7
Inclement Weather	4
School Hours	4
Daily Arrival.....	4
Attendance.....	4
Absence.....	5
Dismissal	5
Faculty and Staff	6-7
Mission	8
Vision	8
Belief	8
Liturgy and Sacraments	8-9
General Admissions	9-12
Admission.....	9-10
Admission Policy for Non-Catholics	10
Kindergarten Admissions	10
Registration.....	10
Registration of Transfer Students	10-11
Financial Obligation	11
Setting Tuition and Fees	11
Collection of Tuition and Fees	12
Parents Rights and Cumulative Records	12-13
Release of Records.....	13
Withdrawal from School	13
Grade/Class Size Limitations.....	13
Class Visitors and Interruptions	13
Academic Policies	14-28
Class observations.....	14
Daily Schedules	14
Standards of Behavior.....	14-15
Discipline Code.....	16-19
Electronic Communication Acceptable use and Conduct.....	20-22
Bring Your Own Device.....	22-23
Curriculum.....	23
Meeting Student Needs	23-24

Dual Enrollment	24
Academic Evaluation and Testing	24-25
Promotion	25
Completion of Academic Program	25-26
Homework	26
Grading Scale	27
Field Trips	27-28
Field Trips Out-side of School Hours.....	27-28
Library	28
School Supplies	28
Communication	28-30
Scheduled Academic/Behavioral Communication.....	29
Fast Direct Bulletin Boards/Messages	29-30
Emergency Preparedness	30
Student Services	31-40
CARE Team	31
Daily Snacks.....	31
Health Care	31
Health Records/Screening	31
Physical Examination Policy	31-32
Medical Guidelines and Procedures	32
Head Lice.....	33
Medication.....	33
Medication Policy.....	33
Students with Significant Medical Needs	34
Food Allergies.....	34
Communicable Diseases	34
School Lunch Program	34-35
Extra Curricular Activities.....	35
School Celebrations	35
Kid’s Club.....	35
Uniform Guidelines.....	35-40
Organizations	40-41
St. Paul Catholic School Board	40-41
Parent Teacher Organization	41

QUICK REFERENCE

Inclement weather

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close school is made by the administration independent of other local Catholic or public schools. If it becomes necessary to close school or start late due to inclement weather, announcements will be broadcast on KTVI-FOX, KMOV-CBS, and KSDK-NBC. In addition, the School Reach system will be utilized to notify parents by phone. Please do not call the teachers, school/parish office or rectory to seek this information.

- If it is announced “closed” that means school is closed all day.
- If it is announced “snow schedule”, the doors will open at 9:45am and classes will begin at 10:00am. Kid’s Club will not be available in the morning of an announced “snow schedule”.
- Once students are at school, we will rarely dismiss early for inclement weather. If the weather should worsen during the day, parents are welcome to come and pick up their children. Car pools, as such, will not be dismissed until we have parent permission by phone or note.

School hours

We ask that students arrive at school **NO EARLIER THAN 7:30a.m.** Classes begin with homeroom at **7:40am** and dismissal is at **3:00pm.**

During the school day between 7:45am and 3:00pm, all doors will remain locked. This is done for the safety of the children. To enter by the office, you must ring the doorbell. You can communicate verbally with the office once you have pressed the doorbell.

Daily arrival

School doors will open at 7:30am. Members of the staff along with the student safety patrol will assist students being dropped off for school. The students are to enter the school through either the front or rear entrances. Students are to proceed directly to their classrooms.

When dropping off students, proceed to parking lot entrance on the upper lot or lower entrance (south of the church) and follow the flow of traffic. Do not pass other cars, stay in line and wait while students are dropped off. Please pull all the way forward and do not exit your car. Teachers and safety patrol will assist the students into school. (See Appendix A – Procedure for a detailed map showing the arrival procedure)

Should a child arrive after 7:40am, it is necessary for the child to check in at the school office. An adult must sign the student in.

Attendance

Parents, guardians and those adults with legal custody are expected to have children at school on time and present when school is in session. Regular attendance and punctuality are essential if students are to benefit from the educational opportunities the school offers. It also helps develop dependability, responsibility and ultimately, contributes to academic achievement. Procedures for handling student attendance and absences make student safety the utmost priority (**Refer to Archdiocesan policies 4201, 4201.1, 4202, 4203, and 4203.1**). In accordance with **Archdiocesan policy 5301.5, when a student has been absent 10 days or more, consecutive or otherwise, during a grading period, the grade of Incomplete (“I”) is reported until the student has fulfilled the required work for that grading period.**

Absence

If your child is absent due to illness or emergency, please call school before 8:15am. Messages concerning absences and arrangements for homework pick-up may be left on the school's voicemail or you may email the school secretary. The school will contact any family not heard from by 8:15am to verify the absence.

- If a student needs to leave school during the day, a note from home is required. A parent or guardian should meet the child in the school office and sign him/her out. **If that student is to return to school the same day, he/she must be signed back in at the office by the parent or guardian.** Every effort should be made to schedule doctor or dentist appointments outside of school time. **If a child is away from school less than 2 hours an "Absent Under 2 hours" will be documented on the child's permanent record as required by the Archdiocesan guidelines.**
- If your child becomes ill or injured during the school day, you will be notified by school personnel. The child must be signed out in the school office. In general, students with a temperature of 100.0 or higher will be sent home. **STUDENTS MUST BE FEVER FREE WITHOUT FEVER REDUCING MEDICATIONS FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**
- Family vacations, athletic trips, birthday celebrations, and absences due to reasons other than illness or tragedy are strongly discouraged. The school calendar incorporates numerous non-attendance days to allow for such events without jeopardizing school attendance. The calendar is published in the spring to assist families in planning. In the event that such does occur, missed schoolwork will not be given in advance. The individual teachers will determine the amount of the time frame in which missed work must be made up.
- A student absent from school without the knowledge of the parent is considered truant. Please refer to the Standards of Behavior.

Dismissal

All children who attend Kid's Club will be called to the cafeteria **before** any children are dismissed from school.

Each family will receive a parking lot and parking space assignment for use at dismissal. Lot location is designated according to the oldest child in each family. In general, if your oldest child is in 7th or 8th grade, your spot will be located on the top lot, designated as Lot D. If your oldest child is in 5th or 6th grade, your spot will be in the lot on the North side of the church, designated as Lot C. If your oldest child is in K-4th grade, your spot will be in the lot on the South side of the church, Lot B. Lot A is located on the hill by the cafeteria. Preschool will be using this lot for dismissal.

When parking for dismissal, always park facing out, away from the spot. Please make sure that you are in your spot for pick up by 2:55 p.m. Before the first class is dismissed, all traffic on the parking lot will stop and all exits will be blocked. Every teacher will assist with a duty in the dismissal process. Teachers and/or Safety Patrols Guards will bring the students to you. Stay with your cars so that we can expedite the dismissal procedure. **No cars will move until all students are in their cars and safe.** At this point, staff will begin the flow of traffic for the cars to leave the lot. Please be courteous to other cars on the parking lot.

For those parents who may arrive late when the entrances are blocked, please park in Lot A and your child will be delivered to you after the lot of traffic has cleared. School personnel are on duty outside until 3:10pm. For the safety of the children, those who are not picked up by that time will be taken to the School Office. If parents have not arrived by 3:20pm, the students will be taken to Kid's Club. Arrangements will have to be made with Kid's Club if your child cannot be picked up by 3:10pm on a regular basis.

Faculty and Staff

St. Paul Catholic School employs a qualified staff of teachers and support personnel who implement a strong, effective curriculum of instruction. Teachers are degreed and state certified, a number also hold advanced degrees. The principal is degreed and state certified, holding a Specialist Degree in Educational Administration.

In addition to state certification, all teachers are compliant with Archdiocesan Religion certification requirements. All employed school staff are also compliant with the Archdiocesan Protecting God's Children requirements and are required to execute their behavior in concordance with Virtue Based Restorative Discipline strategy.

A reduction in staff policy developed by the St Paul Catholic School Board is listed in the Faculty Staff handbook.

Attached is a reference sheet for St. Paul Catholic School. All staff can be contacted by email through Fast Direct and/or Voice Mail.

Name	Title	Location/Room	Voice Mail
Rectory			
Msgr. Michael Dieckmann	Pastor	Parish Office	Office Ext. 138
Rev. Michael Benz	Associate Pastor	Parish Office	Office Ext. 141
Rev. Philip Bene	In-residence	Parish Office	Office Ext. 159
Deacon Paul Crafts	RCIA	Parish Office	Office Ext. 169
Mrs. Anne Aberle	Bookkeeper	Parish Office	Office Ext. 131
Mrs. Michelle Zoellner	Business Manager	Parish Office	Office Ext. 132
Mrs. Cindy Shannon	PSR Director	134	Office Ext. 134
School			
Mrs. Fran Nieburg	Principal	118	Office Ext. 118
Mrs. Lisa Murphy	Administrative Assistant	100	Office Ext. 100
Mrs. Kathy Ray	Learning Consultant	106	Office Ext. 123
Mrs. Candy McNichols	Learning Consultant	106	Office Ext. 106
Mrs. Chantel McGrath	School Nurse	109	Office Ext. 109
	School Counsellor	112	Office Ext. 112
Ms. Jan Schuette	Preschool Teacher	114	Office Ext. 114
Mrs. Milly Morrow	Preschool Teacher Assistant	114	Office Ext. 114
Mrs. Glenda Moss	Preschool Teacher	113	Office Ext. 113
Mrs. Terri Re/Mrs. Vickie Nowlin	Preschool Teacher Assistants	113	Office Ext. 113

Mrs. Sharon Davis	Kindergarten	101	Office Ext. 101
Mrs. Julie Lauer	Grade 1	102	Office Ext. 102
Mrs. Eileen Reichmuth	Grade 1-2 Teacher Assistant	102	Office Ext. 102
Mrs. Jessica Whitlock	Grade 2	103	Office Ext. 103
Mrs. Colleen Craft	Grade 3	104	Office Ext. 104
Mrs. Jennifer Buxton	Grade 4	202	Office Ext. 202
Mrs. Kelly Sumner	Grade 4	203	Office Ext. 203
Mr. Travis Coleman	Grade 5	205	Office Ext. 205
Mrs. Katie Evans	Grade 6	201	Office Ext. 201
Mrs. Amy Carmichael	Grade 7	208	Office Ext. 208
Mrs. Beth Clodius	Grade 7	210	Office Ext. 210
Mrs. Joann Coyle	Grade 8	211	Office Ext. 211
Miss Bernadette Serati	Liturgist	209	Office Ext. 209
Mr. Ken Dieckmann	Music	212	Office Ext. 212
Mrs. Stacey Sandweg	Art	115	Office Ext. 115
Mrs. Gretchen McCarty	Physical Education	116	Office Ext. 116
Mrs. Debbie McCaslin	Technology Coordinator	207	Office Ext. 207
Mrs. Lisa Morris	Kids' Club Director		
Mr. Jason O'Dell	Maintenance Supervisor	129	Office Ext. 129
Mr. Ron Walton	Maintenance		
Mr. Kevin Bathe	Maintenance		

MISSION

We, the school community of St. Paul, in the belief that we are instruments of God, will ensure that our students learn and understand the power of knowledge, prayer, and service to spread the Gospel Message of Love.

VISION

St. Paul Catholic School is a faith community rooted in the teaching of Jesus Christ. We are a learning community where students, parents, and educators share a vested interest in the success of ALL children. Within this environment, we will build Catholic formation, self-esteem, and the development of body and mind.

Our vision is to educate students in the Catholic faith. The students will reach their highest potential through relevant curriculum, effective instruction, and current technology.

BELIEF

We believe:

- In “The Heart of St. Paul: Growing Together in Faith, Knowledge and Virtue”
- Children have a natural curiosity for learning
- Children learn when we model the teachings of Jesus
- Children learn when teachers create a safe and positive environment
- Children learn from experiences and by making connections
- Children learn when teachers and parents collaborate and work together
- Children want to be successful, academically, socially, and spiritually
- Perseverance is key to successful learning
- Learning is FUN, exciting and challenging

LITURGY AND SACRAMENTS

St. Paul Catholic School partners with parents to introduce students to the liturgical life of the church and to the sacraments. The Catholic faith is also incorporated in all aspects of our curriculum. All students, Kindergarten through 8th grade attend Mass once a week, usually on Wednesdays at 8:00am. Each grade is given the chance to participate in a liturgy on a weekly rotation. Students are lectors, song leaders, and other lay ministers for the school Mass. Opportunity is provided for the reception of the Sacrament of Reconciliation throughout the school year. The students also participate in other devotional activities such as Stations of the Cross, Blessed Adoration as well as other Advent and Lenten activities.

Preparation and reception of the sacraments of Reconciliation and First Eucharist occur in 2nd grade and the sacrament of Confirmation in 8th grade. Parents are expected to participate in activities in preparation for reception of the sacraments which includes attending parent meetings for each Sacrament.

GENERAL ADMISSIONS

Admission

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.

The principal, with proper consultation with the pastor and/or the board, will admit students to the school according to the norms set by the archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their church and school may be an important criterion in determining the acceptance for admission.

For admission, a family must show evidence of the following:

1. A student entering St. Paul Catholic School is accepted the first year on a conditional basis that may be extended to further years should conditions warrant.
 - a. participation in the spiritual and social life of the parish
 - b. support of the concepts upheld in the Parent Witness Statement
 - c. assistance in the financial support of the parish
 - d. agreement to follow the policies and procedures of St. Paul Catholic School and those of the Archdiocese of St. Louis
 - e. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, intellectual and academic development of their children
2. The family should be registered in St. Paul Catholic Parish. Parishioners of other parishes must have written permission of their respective pastors before approaching the principal at St. Paul Catholic School or the St. Paul Parish Office. Families who wish to register with St. Paul Catholic Parish must contact the Parish Office.
3. To aid in the implementation of the admissions policy, a list of priorities has been established:
 - a. Registered, practicing* Catholics, with another child enrolled at St. Paul School
 - b. Registered, practicing Catholics, living within the boundaries of the Parish
 - c. Registered, practicing Catholics, living outside the boundaries of the Parish (without an existing school)
 - d. Registered, practicing Catholics, living outside the boundaries of the Parish (with approval from both pastors- **Transferring from another Catholic School – 4102.2**)
 - e. Registered, non-practicing Catholics
 - f. Non-Catholics

*A practicing Catholic is defined as:

- Faithful attendance at Sunday Mass
- Regular reception of the Sacraments
- Financial support of the Parish

Collection of Tuition and Fees

Tuition for the school year is paid over an 11 month period. Monthly tuition payments will be paid July, 2017 through May, 2018 by ACH(Automatic Clearing House) or credit card. Credit card payments are subject to a 2.25% (fee charged by the credit card processing and passed back to the School Family.) Tuition may also be paid up front with an annual single tuition payment.

Admission Policy for Non-Catholics

Any non-Catholic student application for admission will be considered at the discretion of the Pastor and Principal. Non-Catholic enrollment will be subject to class-by-class availability. Classes that are full may not be available to accommodate non-Catholic admissions.

Kindergarten Admission

It is the policy of St. Paul Catholic School that applicants for Kindergarten must be five years old before August 1 of that school year. In addition to the above policy, the child must demonstrate sufficient maturity, academic and social skills development appropriate for Kindergarten. Acceptable performance on the Kindergarten screening is required. This screening takes place in the spring prior to a prospective student's Kindergarten year.

Registration

Registration for the subsequent school year is held during the month of February. This registration is for families currently enrolled in the school as well as those who will be new to the school. Dates and times of registration will be published in the school newsletter and parish bulletin beginning in January. Formal registration officially closes at 3:10 pm on the last school day of February.

Finalization of enrollment is contingent upon the following:

1. Verification of registration in St. Paul Parish.
2. Submission of a signed **Parental Witness Statement***. *The statement acknowledges awareness of the Catholic Church's vision as a parent. You agree to be the primary religious educator for your child/children. You acknowledge this includes consistent and active participation in Sunday Eucharist. You agree to do your fair share in financially supporting St. Paul School.*
3. Submission of a signed **Faith in Education Partnership Agreement***. *You agree to pay all fees and tuition. You acknowledge enrollment and attendance at St. Paul School can be denied if financial obligations are not paid in a timely manner ~ as presented on page 12 of this handbook.*
4. Verification of age and baptism. Child must be 5 years old by August 1st to enter Kindergarten.
5. If applicable, verification of the dates of other sacramental celebrations must also be provided when registering students in other grade levels.
6. In the case of a divorce, a copy of the portion of the divorce decree which verifies custody arrangements must be provided. **(Archdiocesan policy 4103)**

*These documents are part of the Registration Packet.

Registration of Transfer Students

Enrollment of transfer students is contingent upon the following:

1. You must sign a request for records, which will be sent to the school you are currently attending.
2. Completion of registration form; indication of special needs if needed.
3. Verification of the date of birth by a review of the birth certificate and baptismal certificate.

4. Verification of the dates of other sacramental celebrations.
5. Verification of custody arrangements in cases in which parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
6. The principal will consult with your present school.
7. A meeting will be set to consult with St. Paul teachers of incoming grade.
8. The school office will call to set up an interview with the student and parent.
9. A letter of acceptance or non-acceptance will be sent after steps are complete.

All registration steps must be completed by 3:10 pm the last school day of February.

A non-refundable registration fee of \$250 per family is due with the registration packet. Registration will not be considered final until the registration fee is paid and all required forms are completed and returned to the school office.

- A family loses the right to register in St. Paul School if all steps to finalize registration are not completed.
- A family loses the right to register a student in St. Paul School if there is prolonged and/or repeated disregard for school rules. Denial of enrollment is at the discretion of the Principal and the Pastor.
- Denial of enrollment based on disregard of financial obligations is at the discretion of the Pastor and Business Office.
- A family transferring a student to St. Paul School loses the right to register if complete student information, as requested by the Principal, is not provided. Prior to attending class, a student's complete record will be evaluated by the Principal to determine acceptance of enrollment and placement of the student.

Financial Obligation

St. Paul Parish is dedicated to the Catholic education of its parishioners. Financial assistance is available through the parish and the Archdiocese for registered parishioners experiencing economic difficulties. To be considered for Tuition Assistance by the Archdiocese of St. Louis or the Parish, each family must complete a Financial Aid application online @ www.ttef_stl.org. These applications have a deadline date that is set by the Archdiocese of St. Louis for the following school year. The Archdiocese reviews the applications and determines the amount of financial aid to be granted. Once Tuition Assistance grants have been made by the Archdiocese of St. Louis, the Parish will then make their decision with respect to any additional financial assistance. For the sake of your family's peace of mind and for the general financial stability of our elementary school, we encourage parents or guardians to contact the Business Office as soon as possible when they are experiencing economic difficulties.

Setting Tuition and Fees

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, Tuition Rates and Payment Schedules are established for each school year and approved by the Finance Committee. The Finance Committee, with consultation from the School Board, accepts responsibility for recommending to the Pastor the amount of tuition, the manner of payment, and, in general, the development of policy in this area. It is the responsibility of the Finance Committee to ensure that there are adequate financial resources available for the school and that enrollment is as available and affordable as possible to all families.

Collection of Tuition and Fees

Tuition for the school year is paid over an 11-month period. Monthly tuition payments will be paid July, 2017 through May, 2018 by ACH (Automatic Clearing House) or credit card. Credit card payments are subject to a 2.25% (fee charged by the credit card processing and passed back to the School Family.) Tuition may also be paid up front with an annual single tuition payment. Full payment must be received on or before July 20, 2017 to qualify for the \$100 discount.

Each month the Parish Business Office will review past due tuition payments and send a delinquency notice to all those families. However, it is the responsibility of each family to monitor their tuition payments status via FastDirect and to contact the Business Office to work out alternative payment solutions, if necessary. Those receiving such a delinquency notice **must** respond immediately and provide a valid credit card number to cover the overdue balance.

If your account becomes delinquent due to transaction failure and you have not made arrangements with the Parish Office, the following penalties will occur:

1. If your tuition account is 30 days past due, you will be denied access to your child's grades through FastDirect.
2. If your account is 60 days past due, your child will not be able to return to school until the balance is paid.
3. 8th grade students will not be permitted to participate in activities such as 8th Grade Day Out or Graduation Mass or Dinner until all financial obligations have been met.
4. Student's records and transcripts will not be transferred to any school or institution.
5. Continued tuition delinquencies may result in denied entry to St. Paul School.

Parental Rights and Cumulative Records

In accordance with the Family Educational Rights and Privacy Act, parents have the right to inspect and review their child's cumulative record. Any parent wishing to review their child's records may call the office to schedule an appointment.

The school abides by the provisions of this Act with respect to the rights of non-custodial parents.

- In the event that parents are separated or divorced, both parents are entitled access to their child's record and information regarding their education. This information includes but is not limited, to report cards, progress reports, notices of disciplinary action, and similar information.
- In the event the child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by the court or the child's custodial parent.
- Unmarried natural parents may have access to the school information and records to the extent that it is granted in writing by the court or the child's custodial parent.

St. Paul School abides by all other policies set forth by the Archdiocese of St. Louis-Administration for Catholic Education. **(Archdiocesan Policy 4601.2, 4601.4, 4601.6)**

Release of Records

There will not be a release of student records without the prior written consent of the parent. Records are not released to parents but transferred directly from one school to another. No records will be released if financial obligations are not current.

Withdrawal from School

The school office should be notified in writing if it becomes necessary to transfer your child/ren to another school during the academic year. Classroom teachers will be informed and records will be prepared for transfer to the new school. Please refer to "Release of Records."

Grade/Class Size Limits

The class size limit for grades K-8 is a maximum of 30 students. Determining class size is at the discretion of the pastor and principal always keeping in consideration the class make up and current financial status of St. Paul Catholic School.

Class Visitors and Class Interruptions

All staff members at St. Paul Catholic School wear identification nametags. In an effort to provide a safe and secure environment for students and staff, all volunteers and visitors who wish to go beyond the office area between 7:40am and 3:10pm must sign in and pick up a "visitor's badge" in the school office. Volunteers and visitors must sign out in the school office upon leaving.

- Students are permitted to call home for necessary items. These are items such as glasses and medicine that can affect the learning of the child. **Students are not permitted to call home for forgotten lunches, gym uniforms, homework assignments, unsigned tests, library books, etc.**
- Items to be given to students must be brought to the school office. Mark the item clearly with the child's name and grade. Parents are not to deliver items directly to classrooms or to deliver lunches directly to the café.
- Deliveries of flowers or any other such items to students for birthdays or other occasions are prohibited and will not be accepted in the school office.
- Children will not be called to the office during the school day for a phone call. Any necessary messages concerning carpool changes, early pickup, etc. will be given to your child by school personnel. To insure your child receives the message, in sufficient time, calls should be made by 2:30pm.

In addition, the access to students will be limited according to the following Archdiocesan guidelines:

Questioning of Students (Archdiocesan Policy 4402.2)

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

Media and the School (Archdiocesan Policy 4402.3)

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

ACADEMIC POLICIES

Classroom Observation

If you wish to schedule a time to observe your child in a classroom setting, please make arrangements through the school office.

Daily Schedule

7:30am	Doors open for kids /go to classrooms
7:40am	Tardy Bell
7:45am	Prayer/Announcements
8:00am - 8:50am	Period One
8:50am - 9:40am	Period Two
9:40am - 10:30am	Period Three
10:30am - 11:20am	Period Four
11:20am - 11:50am	Primary Lunch
12:10pm - 12:40pm	Intermediate Lunch
12:40pm - 1:10pm	Middle School Lunch
Fifth Period varies depending on when they are scheduled for lunch	
1:10pm - 2:00pm	Period Six
2:00pm - 2:50pm	Period Seven
3:00pm	Dismissal

Standards of Behavior

At St. Paul School (Board Discipline Policy (reviewed October 2014) students are expected to comply with all school regulations and expectations; and to conduct themselves during the school day in a manner, which reflects our Catholic values.

- We believe that discipline is an attitude and a response cultivated in a climate characterized by respect, which is conducive to positive self-growth and dynamic learning.
- Gospel values and Catholic Christian attitudes and choices, which are taught in a solid theology curriculum and through class meetings help shape and define the desired climate and standard of behavior at St. Paul.
- It is the role of the faculty, staff, and parents to be positive role models and to be “maintainers” of the school climate. Maintenance of climate is accomplished through unity of purpose, clear directives and age appropriate expectations. Consistency, fairness, compassion, love and humor become key tools.
- Parents are expected to support and cooperate with the school in efforts to provide a safe and respectful environment for each student, staff member, and administrator.

St. Paul is implementing Virtue-Based Restorative Discipline. This initiative is a Catholic response to bullying prevention, and has two goals:

1. Decrease anti-social behavior
 - Bullying behaviors
 - Disruptive behaviors
2. Increase faith practice
 - Evangelization
 - Sacramental Practices
 - Virtue education

In the Virtue Based Restorative Discipline (VBRD) model, we see misbehavior in the context of the whole child both at home and at school. This model will not replace our school expectations but will build upon what we have in place to provide a stronger connection to our faith teaching in assuring that love of God and one another is reflected in our discipline practices. Three tasks are the foundation of this initiative:

1. We will cultivate personal virtues as a school community.
2. We will commit to being constructive in the way we interact with others.
3. We will survey students and adults each year to establish evidence of reduction of harmful behaviors and of increased faith practices.

When harm is caused by misbehavior of any kind, we will address it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life, loving God and our neighbor, and because we want to do unto others as we would have them do unto us.

Rather than focus on “bullying,” we will look at all behaviors that are disruptive in the school day. Many times behavior is mislabeled as bullying, when in fact, we need to specifically identify the behaviors as harm, humiliation, or intimidation. Bullying is a label that can cause distress to both parents and their children, as it does not always accurately describe the circumstances needing the adult interventions.

The four guiding principles in VBRD are:

1. We will dedicate ourselves to living virtue.
2. We will support each other in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

Parents will have resources for using VBRD at home as a way to create a consistent approach to personal growth in virtue, while emphasizing the intrinsic dignity of the human person when disciplining their children.

Our discipline system lays the foundation of spirituality within our school community that fosters the key virtues we are learning through our interactive class meetings. When an infraction is warranted, we want our students, to prayerfully discuss the infraction with their teachers and hope they come to recognize the harm the offense brought to our school community, make personal amends for the harm that occurred, and commit to repairing the harm through service to our school. We believe in the goodness of all of our students as children of God and know the reparation of harm will bring each child back to goodness and good standing within our school community.

The following code of behavior will clarify the boundaries of student responsibility as they relate to the goals of St. Paul Catholic School.

Discipline Code:

Students Responsibilities and Rights

As a student of St. Paul School, I agree to the following:

- I will come to school on time and ready to learn.

- I will complete my work on time and to the best of my ability.
- I will show respect for myself, for others (my classmates, my teachers, my principal) and for their property.
- I will get plenty of rest, proper nutrition, and practice proper hygiene.
- I will be a responsible, active learner both inside and outside of my classroom.
- I will work to reach goals the teachers and I have agreed upon.
- I will be responsible in communicating to my parents, information that is sent home from school.

Parent Responsibilities and Rights

As a parent of St. Paul School, I agree to the following:

- I will see that my child attends Sunday liturgy.
- I will see that my child attends school regularly and on time, with the proper supplies.
- I will provide a home environment which promotes good nutrition, allows for a sufficient amount of sleep, and encourages my child to actively participate in their learning.
- I will support the school with time and talent as I am able.
- I will check to see that homework is complete, including daily review and study.
- I will talk with my child about his/her school activities every day.
- I will encourage my child to read at home daily.
- I will conduct myself in a respectful and supportive manner for my child, the teachers, and the school.

Teachers Responsibilities and Rights

As a teacher/staff member at St. Paul School, I agree to the following:

- I will demonstrate my belief that all children can learn and grow to their fullest potential.
- I will show respect for each faculty/staff member, child, and his/her family.
- I will come to class prepared to present a variety of learning experiences.
- I will actively engage students in learning activities and encourage student participation.
- I will act as a role model for the students, modeling Jesus in all of my words and actions.
- I will provide a classroom that is safe, non-threatening, and conducive to learning by enforcing rules and expectations fairly and consistently.
- I will maintain regular and on-going communication between school and home.

Discipline – Suspension Policy (Archdiocesan policy, 4302.1)

Suspension is the removal of a student from all classes for a specified period of time. It can take two forms: In- school suspension which is served in school in the front office, or out-of- school suspension which is served out of the school at home with parents or adult supervision. The decision to use suspension as a disciplinary action is never taken lightly. This action is taken by the Principal in consultation with the Pastor. The Principal may suspend a student either in-school or out-of-school for as many as three days.

The Principal may use his/her discretion in determining when suspension is necessary. The following procedures are to be followed when a suspension occurs.

- The Principal will meet with the student to determine the length and type of suspension.
- The parent(s) will receive verbal notification of suspension.
- The parent(s) will receive written notification of suspension to be hand delivered by the student.
- Copies of this notification will be placed in the school file.
- The Pastor will receive verbal notification.

Discipline – Probation Policy (Archdiocesan policy, 4302.2)

Probation is the continued enrollment of a student, but with specified conditions.

Discipline – Withdrawal For Cause Policy (Archdiocesan policy, 4302.3)

Withdrawal for Cause is the permanent end of enrollment of a student at St. Paul School. It is the most serious means of dealing with a discipline problem.

The Principal may use his/her discretion in determining when withdrawal for cause is necessary. This decision will always be made with the consultation of the Pastor. If a child's behavior presents a severe threat to the physical and/or moral well-being of himself/herself or his/her fellow students, a student may be subjected to withdrawal for cause. The following serious conduct may lead to withdrawal for cause:

- Engaging in public behavior or taking a public position contrary to Catholic teachings.
- Membership in organizations which espouse positions contrary to Catholic values.
- Possession of weapons.
- Assault, with or without a weapon.
- Possession or distribution of controlled substance.
- Serious acts of harassment.
- Inappropriate conduct of a sexual nature

St. Paul adheres to the **Archdiocesan policies 4303.2, 4303.3, and 4303.6**, which state the following:

4303.2 Drug, Alcohol and Substance Use and Abuse—the use and abuse of alcohol and other drugs poses a threat to health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may be involved.

4303.3 Violence and the Threat of Violence—Catholic schools shall provide a safe learning environment for all members of the school community. The climate of the Catholic school 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 is 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.

4303.6 Harassment—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 school's forbid harassment because it is not in keeping with the Gospel message of Jesus Christ.

Harassment is defined as any unwanted and unwelcomed 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.

St. Paul School practices the following levels of discipline:

Level One

Most behavior matters that arise will hopefully be resolved simply and quickly between the student and teacher. Such behaviors include disrespectful behavior in the classroom setting. Disruption of learning within the classroom, being unkind to other students or disrespecting other's belongings.

- Consequences for these behaviors will first involve discussion as to what harm was committed, what must be done to make things right, what can be done to keep it from happening again (a plan) and a follow up check in. It will involve an apology, and may include the loss of recess, time out, or making appropriate restitution. No child will remain after school as an action without parental permission and a mutually agreed upon length of time.

Level Two

Behaviors, which may require stronger actions to be taken include, but not limited to:

- Blatant disrespect of a teacher or student
- Use of profanity
- Fighting or continuous "roughhousing"
- Destruction of other's or school property
- Excessive teasing or harassment of another student
- Comments of a sexual or derogatory nature
- Stealing
- Passing or the possession of pictures/drawings of a lewd, threatening, violent or prejudicial nature

- Physical/emotional harm to another student

It is with the utmost hope that the above behaviors do not occur at St. Paul, but in the event, they do it will be necessary to assess the situation with the individual teacher, student, and principal. If necessary, the following procedure will occur.

- If the behavior occurs a first time, the teacher, student and principal will conference. Parent(s) will be notified by phone of the conference. Depending on the offense, the parent(s) may be requested to attend the conference.
- If the behavior occurs a second time, the parent(s) will be called in for a conference.
- If the behavior occurs a third time, the pastor will be informed in addition to the above.
- If the behavior occurs a fourth time, the pastor will be included in the conference.

Actions taken for the above behaviors will be given prayerful consideration. The action may not always be determined at the conference, but within a reasonable time. Actions can range from loss of privileges to in school suspension. Restitution will always be required when property is involved.

Level Three

Behaviors involving drugs, alcohol, weapons, smoking, truancy, leaving school grounds, or any other serious behavior that will cause harm to self or someone else will be handled on an individual basis and directly with the principal and pastor. Examples of more serious behaviors may include, but not limited to, verbal/written/drawn threats of violence, acts of violence, sexual harassment or inappropriate sexual behavior.

- A student, parent, pastor, principal conference will occur to discuss the incident and course of action
- In accord with Archdiocesan policy and procedure, appropriate actions taken by the principal and pastor may include;
 - Additional parent/guardian conferences
 - Mandatory counseling
 - Probation (continued enrollment of a student, but with specified conditions **(4302.2)**)
 - Suspension (the removal of a student from all classes for a specified period of time **(4302.1)**)
 - Withdrawal for cause (withdrawal for cause is the permanent end of enrollment of student from school. **(4302.3)**)
 - Legal action depending on the severity of the incident
 - **A STUDENT MAY BE IMMEDIATELY SUSPENDED OR WITHDRAWN FOR CAUSE IF DEEMED A THREAT TO SELF OR OTHERS.**

Repeated failure to comply with standards of behavior policies and procedures could become a factor in determining a student's continued enrollment in the school. A meeting with the student, parents, principal and pastor will occur before such action is taken.

Electronic Communication Acceptable Use and Conduct

Acceptable Use Policy For Electronic Media

Electronic Media at St. Paul School shall be utilized first and foremost for educational purposes. Electronic Media as used in this document includes, but is not limited to, cable TV, VCR's and tapes, CD players and CD's, DVD players and DVD's, MP3's, PDA's, cell phones, cameras, tape recorders and audiotapes, computers, software, and Internet usage. Students and staff will be appropriately trained in the use of all media in use at St. Paul School and be knowledgeable of the usage policy as stated in the following item statements:

- Item 1: All users should be made aware of the parameters of media use.

- Item 2: There should be no use of electronic media without the authorized permission of a faculty member.
- Item 3: Only properly licensed electronic media and software procured by St. Paul may be utilized on school electronic equipment.

Instructional Use of Copyrighted Materials (5202.6)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school’s instructional programs. “Fair use” of copyrighted materials is allowed for specific instructional purposes within the limits of the “fair use” limitations.

- Item 4: Users should not invade the property of individuals or the school including, but not limited to, private files, administrative software, and e-mail. School use of the Internet prohibits unauthorized enrollment in newsgroups, purchases, or monetary transactions of any kind.
- Item 5: Users should not give out personal information such as full name, phone number, or address. All citations on the school web page will include first name and grade level only. Photographs will not include names. Photographs and student work cannot appear on the school web page without written consent of a parent or guardian.
- Item 6: Users should not conduct electronic searches for or access information that is pornographic, violent, illegal, or supportive of viewpoints that are offensive in any way to the teachings of St. Paul Catholic School.
- Item 7: Users must be prepared to give credit in the bibliographic format to any source obtained from electronic searches. Claiming ownership of any material cut or copied from the Internet is prohibited.

CONSEQUENCES OF USER POLICY VIOLATIONS:

- Parent notification,
- Loss of school user license and media privileges,
- In severe cases, disciplinary action as stated in the Internet and Electronic Communications Conduct Policy (December, 2006) may apply.

St Paul School Board Internet and Electronic Communications Conduct Policy (December 2006, reviewed September 2008)
Archdiocesan Internet and Electronic Communications Conduct (4303.4)

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 communications, which:

- are of a sexual nature;
- threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or
- in the principal’s discretion, cause Serious Disciplinary Consequences or 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. (See **Archdiocesan policy 4302.3**)

St. Paul School strives to achieve a safe environment for all members of the school community by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Students who jeopardize the safe environment of the school by means of inappropriate electronic conduct through the school's equipment or connectivity resources will be subject to disciplinary action by the school. Students who jeopardize the safe environment of the school by means of inappropriate electronic conduct through private equipment or connectivity resources may be subject to disciplinary action by the school.

Inappropriate electronic conduct in this policy applies to communications or depictions including, but not limited to, e-mail, text messages, or web site postings which:

- are of a sexual nature;
- threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community;
- in the principal's opinion, cause harm to the school or the school community.
- In accord with Archdiocesan policy and procedure (4302), appropriate disciplinary actions taken by the principal and pastor may include:
 - additional parent/guardian conferences;
 - mandatory counseling;
 - suspension;
 - withdrawal for cause;
 - legal action depending on the severity of the incident.

Prior to any disciplinary action being taken, a student-parent-principal-pastor conference must occur to discuss the incident and course of action.

Electronic communication hardware, software, and connectivity are provided at St. Paul School to enhance learning. The above school board policies are in place to assure for responsible electronic and Internet behavior.

The following email guidelines are in place for the protection of all in the school community.

- Each teacher is provided a school email address for school business purposes only. This is the only email address that may be used by teachers when communicating with parents.
- Any email from a student must be sent through the parent or guardian's email address or their school issued.
- Any email received from a student's personal email address to a teacher will not be responded to, but rather forwarded to the parent with an explanation that all student communication must be through the parent or guardian's email address.

Since the 2011-12 school year, St. Paul School has adhered to the following Archdiocesan policy for Maintaining School Privacy.

St. Paul School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

Additionally, to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

Cell phones and other electronic devices (including kindles, nooks, I-pads, etc.) are **NOT** allowed in school except when given special permission by administration.

However, in being sensitive to students' needs in their extended families and concerns for their safety, the following exception will be made regarding cell phones. Phones needed for these cases **ONLY** may be brought to school under the following conditions:

1. The principal must be notified in writing that the child will be carrying a phone in their backpack.
2. Phones are kept in the "OFF" position and IN THE STUDENT'S BACKPACK from 7:30am until 3:10pm.
3. No cell phones may be used for picture taking on school property at any time.
4. No harassment or threatening of persons via the cell phone on school property is permitted.
5. Cell phones that are checked during the day or taken out of the backpack will be forfeited to any faculty/staff member. Parents will be notified to set an appointment for phone retrieval.
6. Those who violate any of the rules of cell phones may forfeit their privilege.

Bring Your Own Device Policy

St. Paul Catholic School allows students in 8th grade the privilege of bringing a laptop from home to use at school. The 7th grade class may earn the privilege during the school year at the discretion of the middle school teachers. **No student is required to bring in a laptop.** Any student not able to bring a laptop will use the laptops provided by the school. The laptops can be used with the approval of the class teacher under the following guidelines:

- The Responsible Use Guidelines form (on Fast Direct under Links) must be signed by both the parent and the student before the laptop can be brought to school.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Teacher will provide appropriate use criteria for the classroom. Any violation to the appropriate use policy of the class will result in the inability of the student to bring the laptop back to school.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- **We recommend that laptops be 13" or smaller.** Students may bring larger laptops as long as the laptop fits in the student's backpack and school locker.
- Laptops will be stored in a locker when not in use. Locks will be provided by school.

- Students will not be allowed to log into any personal accounts while at school.
- The student's laptop must be connected to the school wifi account so that the same filters are in place as the rest of the laptops.

Any violation to these guidelines may result in the student's inability to bring their laptop to school for a period of time or for the rest of the school year.

Students and Parents/Guardians acknowledge the following:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school. Students may charge devices at school only with the teacher's permission.

Lost, Stolen, or Damaged Devices: Any damage done to the laptop while at school is the sole responsibility of the owner of the laptop.

Curriculum

St. Paul Catholic offers a solid, comprehensive religious and academic program for students in Kindergarten through 8th. The school is divided into three levels: Primary (K-2), Intermediate (3, 4,5), and Middle School (6,7,8). A general summary and explanation of curricular offerings for K-8 students at each level is provided in the Links section of Fast Direct.

A Curriculum Committee will review curriculum on a yearly rotating basis in the following order.

- Religion (reviewed 2017 and implemented, 2018)
- Science (reviewed 2018 implemented, 2019)
- Math (reviewed 2019, implemented 2020)
- Writing (reviewed 2021, implemented 2022)
- Language Arts and Social Studies (Primary, K-2) (reviewed 2015, implemented 2016)
- Language Arts and Social Studies (Intermediate, 3-5) (reviewed 2016, implemented 2017)

Meeting Student Needs

Our goal at St. Paul is to meet the educational and religious needs of all students. The following strategies are in place to meet this goal:

- Regular sacramental, prayer, and service opportunities
- Differentiated instruction
- 2 Full Time Learning Consultants
- Counseling Services through the Catholic Family Services
- Title One tutoring services
- Enriching academic and religious environment sustained by interactive hallway displays, classroom prayer centers.

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and or finances. Missouri state law allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs (i.e. enrichment programs, SPED, homebound services, English language learning) or to receive special education or remedial and mathematics services (Archdiocesan policy 4204). Students enrolled in St. Paul Catholic School may take part in some programs provided through the Northwest, Lindbergh, Fox and Rockwood School Districts while remaining registered in STP. This is commonly referred to “dual enrollment”.

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

Academic Evaluation and Testing

The Scholastic Testing Service Kindergarten Readiness Test is administered to each child prior to entering Kindergarten. Kindergarten also takes the **Scholastic Testing Service School Readiness Test** at the end of Kindergarten.

The Iowa Assessment and the **Cognitive Ability Test** is administered to grades 3 through 8 in September of each school year.

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

St. Paul Catholic School strives to address the learning needs of all students to the greatest possible extent within the parameters of the school’s financial and human resources. The goal of all efforts to address student’s learning needs should be successful mastery of the regular curriculum in the regular setting. In the event that a school cannot meet a student’s learning needs with minor adjustments the school will assist the family in finding appropriate alternatives so that the student’s needs are ultimately met. In these cases, additional screening and academic support services will be evaluated through our Learning Consultants.

If the school or parent feels a child needs testing over and above that which we provide, the child will be referred to an outside source such as the St. Louis County Special School District, Archdiocesan Special Education Department, or private agencies.

- Thorough and competent additional screenings always include input from the school as well as the family.
- The classroom teacher and learning consultant need to be notified if additional testing is being pursued whether it is during the school year or during the summer.
- Gathering the necessary documentation requested by such agencies can be a comprehensive process.
- The learning consultant assists parents and teachers in accurately completing requested forms and in requested documentation.
- The learning consultant also monitors a reasonable time frame during which the above occurs.
- It is the procedure of St. Paul to forward any necessary requested documentation directly from our office to the office of the requesting agency.
- Names and addresses of private physicians or agencies must be provided to the school by parents.

- A copy of the forwarded material is kept in the School Office and may be viewed by the parents.
- An appointment to do so can be arranged by calling the School Office.
- Office copies of forwarded material are not duplicated or sent home.

In the event that additional screenings conducted by qualified agencies or professionals result in the diagnosis of a learning disability or special need, a copy of the evaluation, diagnosis and subsequent intervention recommendations must be forwarded to St. Paul School.

- No extraordinary interventions or adaptations to the regular academic program will be considered or implemented by the school without the above documentation.
- Finances, human resources, and space constraints impact the range of accommodations that can feasibly be offered by the school.
- In accordance with Archdiocesan Policy, the above documentation becomes part of a student’s cumulative record and therefore will be included when parents authorize release of records for transfer to another school.
- If the regular academic curriculum or work expectations need to be adapted, it will also be indicated on the student’s report card and cumulative record that a “modification or adaptations to curriculum”, “modifications or adaptations to assessment” or “modifications or adaptations to instruction” was used.

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

Promotion

To advance from one grade level to the next, a student must meet the minimum academic requirements:

- In accordance with the **Archdiocesan policy 5301.3 and 5301.5:**
 - When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (“I”) is reported until the student has fulfilled the required work for that grading period.
 - Students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements. Making up failed subjects may require attending summer school or through other alternatives such as tutoring by approved qualified teachers. Great care will be taken in the approval of such options to ensure both the quality and the integrity of the subject area.

Completion of Academic Program

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. (**Archdiocesan policy 4502**)

- **Graduation**—the graduation events at St. Paul Catholic School consist of the celebration of the Eucharist followed by a dinner for the graduates, parents, and staff.
- Funds needed for 8th grade graduation events are raised by the 8th grade class through fund raising activities throughout the school year. The principal must give approval as to the allocation of funds.

- The pastor and principal must approve graduation plans, once finalized.

Homework

The primary purpose of homework is to reinforce and enhance the concepts taught in class. Homework is basically a student's responsibility. Parental interest and encouragement are also vitally important. Lack of appropriate study may result in inadequate performance.

- Students are required to set aside time each evening for study. This may require reading a book, reviewing class work, writing lessons, studying for tests, etc. The time set aside will vary from grade level to grade level.
- Messy or poorly written assignments will not be accepted. Before considering the assignment to be finished, the student should check it for correctness, completeness, and neatness.
- Completing homework assignments and turning them in on time is expected. If an unanticipated event prevents homework from being completed, the student should inform the teacher before class begins.
- Class work, assignments, and tests may be sent home for parent signatures on a regular basis. We ask you to look over work carefully and discuss the grades and quality of work with your child.
- If a student is sick, please make arrangements with a sibling/friend to pick up the homework and class work at the end of the school day from the homeroom teacher. If it is necessary for a parent to pick up the work, please do so from the office after dismissal.
- If assignments were missed during an absence, it is the student's responsibility to talk to each of the teachers to find out what is to be done and when assignments are due. The age and grade of the student will be considered in implementing this directive. Expectations for Primary students will differ from those for Intermediate and Middle School students.
- **Parents in grades K-8 are encouraged to visit Fast Direct for a periodic update of grades. Fast Direct grading reporting closes at the end of the last day of the trimester.**

Assignment notebooks are provided through school for grades 3 through 8. Replacements for lost notebooks must be purchased through school by the parents. The assignments are also posted on Fast Direct Teacher Bulletin pages. Changes may occur to assignments during actual class instruction that may not always be listed on the Teacher Bulletin page. Remember to always refer to your child's assignment notebook. The Teacher Bulletins are a support and aid to, not a replacement for, the assignment notebook provided to all students. Students are expected to keep their assignment notebooks current every day. Every effort will be made to have the websites and the notebooks match.

If homework seems to become a continual and consistent struggle for the student or if your child is spending an excessive amount of time on homework, parents are encouraged to contact the specific teacher rather than begin "doing the homework for the child." Research shows for every year in school approximately 10-15 minutes of homework. Example: Kindergarten 15 minutes, 8th grade 2 hours.

Grading Scale

St. Paul Catholic School uses two grading scales. For the primary level, the following system is used to best assess the level of mastery in each subject area:

GRADES K-3

- P – Proficient- Consistently applies and transfers learning.**
- E – Emerging - Inconsistently applies and transfers learning.**
- N – Needs Improvement – Does not apply and transfer learning.**
- X – Not evaluated at this time.**

The grading scale used in both Intermediate and Middle School is a standard based percentage scale for Independent Assessments and PEN for learning targets. It provides a grade based on a multitude of variables in each subject. Intermediate and Middle School will use percentages for grades with the letter grade scale posted on the bottom right of the grade card. This gives a more accurate description of the student as a learner:

GRADES 4-8

A+	97-100%	C	77-81%
A	93-96%	D+	74-76%
B+	89-92%	D	70-73%
B	85-88%	F	69% or below
C+	82-84%		

Field Trips

Procedures for all school sponsored field trips will follow guidelines set forth in Archdiocesan policy 5207. ALL PARENTS CHAPERONING A FIELD TRIP MUST BE IN COMPLIANCE WITH PROTECTING GOD’S CHILDREN.

Field trips are a means of enhancing classroom learning. They bring to life learning that is real life and genuine. Because of this, all field trips will be connected to student learning and curriculum. They may be in the form of a cultural event, performance, or exploratory in nature.

Field Trip Guidelines and Procedures:

- Grades K-8 may participate in at least one planned field trip each year.
- Participation is a privilege, not a right, of the student.
- School uniforms are always worn on educational field trips unless noted otherwise through a letter from the teacher or sponsor of the event.
- Since students represent St. Paul School on such outings, appropriate behavior is expected at all times.
- Parent chaperones will be asked to attend a class meeting with the students a few minutes before leaving on the field trip.
 - The classroom teacher will give a brief overview of the event; give last minute directions, chaperone assignments, and student behavior expectations.
- All activities planned must be approved by the Principal.
- Bus transportation will always be the means of transportation for field trips.
- All students must have a signed permission slip on file with his/her classroom teacher in order to attend.

- Children may not participate in a class field trip without the appropriate slip on file at school. **No exceptions will be made.**
 - Permission received by phone, fax, or e-mail will not be accepted in lieu of the original signed form. This type of permission creates a liability issue for the school.

Field Trips Out-side of School Hours

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

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

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

Library

The school library utilizes an electronic cataloguing and circulation system. Time is scheduled on a weekly basis for students to check out and return books. Books not returned or lost will be the responsibility of the student/parent to replace. The library is staffed daily by parent volunteers.

School Supplies

Each family is provided with a list of supplies needed by the students for the school year. These lists can be found under the Links section on Fast Direct. School backpacks, with or without wheels that are purchased for student use should be appropriate in design. All supplies should be clearly marked with the student's name. Start-up supplies may be brought to school on Meet n Greet Day when parents and students can meet the teacher, see the classrooms, and place supplies in desks. School provides a mandatory assignment notebook for students in Gr. 3-8. School supplies should be replenished as the school year progresses.

Communication

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

If you wish to speak to a faculty member or wish to set up a conference concerning your child's academics or behavior, leave a voice or email message for the teacher, contact the school office, or send a note to set up a time that is mutually convenient. Notes or calls requesting conferences with teachers will be acknowledged as soon as possible. If you wish to speak to the principal, contact the school office and your call will be acknowledged as soon as possible.

Please note that teaching schedule often do not allow for immediate or multiple retrieval of voice or email messages from parents by an individual teacher during the course of a school day. If there is a need for immediate attention before the end of a school day, please contact the school office. All responses should be received within 48 hours. If not received, please contact the office.

Dropping in on teachers unannounced, stopping them in hallways throughout the day, or when they are engaged in supervisory responsibilities is generally not a good time or place for academic or behavior conversations to occur. Mutually deserved attention and appropriate privacy is more difficult to assure at those times. Please do not phone teachers at home during evenings or weekends. Emails are encouraged.

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

Scheduled Academic/Behavioral Communications

The academic school year is divided into 3 trimesters. Parents of students in grades K-8 have daily access to their child/ren's grades through Fast Direct. Report cards are issued to students at the end of each trimester.

A formal Parent-Teacher Conference Day is set by the school at the end of the first and second trimesters for parents. Specific appointment times are scheduled for parents of students in K-8 with their homeroom teachers. If you need more than the allotted time an additional conference can be scheduled.

Please Note: Conferences throughout the year may be scheduled at any time per request of the teacher or parent.

FastDirect Bulletin Boards/Messages

Bulletin Boards—School related Fast Direct bulletin boards are updated at the beginning of each week. Pertinent calendar, homework/tests, subject matter, and activity information are included in these updates. All teacher bulletins will be updated for the week by Monday at 11am.

Procedures for sending information home through Fast Direct or via students—guideline for materials sent home to parents through students are consistent with **Archdiocesan Policy 4402.4:**

- **A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract.**
- **Any materials that are distributed to students should be thoroughly reviewed to ensure that the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church.**

- **School may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.**

Sending information through Fast Direct – FastDirect is a wonderful avenue to share information with the school community. Please know the school will share all pertinent information through FastDirect, but will need to limit the amount of information from week to week. That is why it is important to adhere as closely as possible to the following guidelines:

- In order to create stronger Family/School communication, FastDirect messages will be sent out twice weekly on Wednesday and Friday. Any information that needs to be sent to parents **MUST** be received in the office by noon on Tuesday or Thursday to be included in the Wednesday or Friday Fast Direct respectively. If we do not have school on a Wednesday or Friday, the Fast Direct will be sent out the next day we return to school.
- All articles must be approved by an organizational representative
- **The principal and pastor retain the right to amend, edit, or reject submitted materials to assure compliance with school guidelines.**

Handouts—Any organizational representative or room parent wishing to send information home via the students must request to do so through the office. A copy of the request to be sent home must be submitted to the office at least two days in advance. The office will review the information presented. The office will be responsible for disseminating the information to the students. **The principal and pastor retain the right to amend, edit, or reject submitted materials to assure compliance with school guidelines.**

Emergency Preparedness

Response plans and procedures for emergencies that may arise are in place at St. Paul Catholic School. These plans and procedures are disseminated to and reviewed by the faculty before the beginning of each school year. A copy of the Emergency Plan and Crisis Response Procedure is on file in the school office. To assure the safety of each student in the event of fire, tornado, earthquake, intruder, or other potentially life-threatening situation, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures for each area of the school are posted. Emergency Preparedness kits are housed in each classroom and in the office area.

Parents are requested to fill out an emergency release form at the start of each school year. This form will instruct us as to whom your child may physically be released in the event of a natural disaster or hazardous situation. A copy of those to whom your child may be release will also be on file at the parish office. It is crucial that this information be kept up to date!

School Reach Messaging Service is also in place at St. Paul Catholic School for emergency school closures. If dismissal of students becomes necessary due to some unplanned emergency situation, parents or guardians should come to CHURCH. School personnel will be present to give further directions for the dismissal. No parent or guardian should go directly to a student’s classroom or the school office. Car pools, as such, will not be dismissed until we have parent permission by phone or note.

Student Services

Care Team

St. Paul's CARE Team serves as a resource for the classroom teacher in helping respond to identified academic or behavioral concerns of students that may surface during the course of a school year. The team assists the classroom teacher in planning and choosing appropriate academic or behavioral strategies to address identified needs. The classroom teachers, parents and when appropriate, the student, review possible strategies. The team consists of the principal, learning consultant(s), nurse when necessary, and three teachers (one primary, one intermediate, and one middle school). All inquiries are kept confidential. **If necessary, an Exchange of Information Release Form may be required based on the strategies recommended.**

PLEASE NOTE: St. Paul Catholic School abides by the state Child Protection and Reformation Act (RSMO210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child is required by law to report to the Missouri Department of Family Services.

Daily Snacks

Students of all grade levels are allowed to bring a nutritious peanut free snack to school each day. Candy is not considered "nutritious" and therefore should not be eaten for the daily snack. Students are instructed to not share their snack or any food with other students due to allergies. Classroom teachers will determine when snack time will take place.

Food Served in Classrooms

In order to prevent the spread of Hepatitis A it is recommended that the following precautions be taken in all schools:

- Food at parties and other functions in school should be limited to commercially prepared and packaged treats.
- Food prepared at home should not be brought into the classroom for sharing.
- Distribution and handling of food should be limited to teachers, staff and/or room parents while wearing gloves.

In addition, when serving food in classrooms consideration must be given to students with food allergies.

Health Care

St. Paul School has the services of a Registered nurse each day. Nurses Hours are: 10:00 a.m. - 2:00 p.m. This insures medical assistance during recess and lunch hours for all students and staff each day. The school has the responsibility for the emergency handling of injuries and sudden illness occurring at school, on school property, and during school sponsored events. This includes provision of first aid and parental notification. The school is not responsible for subsequent treatment or medical expenses.

Health Records/Screenings

Archdiocesan policy 4401.2--*State regulations govern immunizations and health record requirements. All students must have health records on file at school.*
Archdiocesan policy 4401.3--*Students entering Grades K, 3 and 6 must have a physical examination and provide updated proof of immunizations. It is unlawful for any child to attend school unless properly immunized prior to the first day of school as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator.*

Physical Examination Policy

Physical examinations are required of students entering St. Paul School at any age, and prior to entering Kindergarten, third, and sixth grades. Evidence of this examination shall consist of the form signed by the examining physician or a physician's assistant or nurse practitioner working under a collaborative practice agreement with a licensed physician. Failure to provide the school with this form by the first day of school will result in the exclusion of the child from school until such form has been submitted.

- In accordance with the regulations of the county and the policy of this school, new students and students entering grades K, 3, and 6 are required to have a physical examination.
- A physical given within the past twelve months is required for a child entering Kindergarten.
- A physical given any time within the previous year will be valid for students entering grades 3 or 6 and new students entering grades 1 – 8.

Medical Guidelines and Procedures

- If it becomes necessary for a student to limit physical activity during the school day, P.E. only, or at recess for an extended period of time, a physician's note to that effect must be sent to the School Office. A release form indicating that the student may resume normal activity will also be required.
- Please contact our school nurse so that files can be updated and the proper staff is notified.
- A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on the school emergency contact form. Parents/guardians are responsible for providing transportation for the student to leave.
- As a means of controlling epidemics or childhood diseases and other common communicable diseases, careful observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, lice or signs of fever will be excluded from the classroom. Their parents will be notified to pick them up and in some cases, should be seen by a physician. When students have been absent from school because of vomiting, diarrhea, or elevated temperatures, they are required to stay at home until they are free of vomiting, diarrhea, and/or elevated temperatures (without medication) for 24 continual hours. Do not send your child to school if he/she complains of feeling ill. Contact the School office with any contagious conditions. **Children need to be fever free without fever reducing medication for 24 hours before returning to school.**
- Information concerning the presence of a communicable disease/contagious condition will be sent by letter to the parents of the particular grade concerned as soon as possible. A student with a communicable disease may be readmitted upon written verification from a qualified health care professional, that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.
- If you feel that your child has a medical need not covered in any of the above, please call the School Office directly and we will transfer you to the nurse in order that necessary accommodations may be considered or provided.

Head Lice

It is common that students may contract Head Lice in schools. However, this can turn in to an epidemic in the school if not treated properly. **IT IS IMPERATIVE THAT YOU NOTIFY THE SCHOOL IMMEDIATELY IF YOUR CHILD IS INFECTED WITH HEAD LICE.** Head Lice is transmitted by direct head-to-head contact, sharing of headgear, towels, hairbrushes, combs, pillows, bedding, coats, etc.

- If your child is infected, treatment must be given with a pediculocide before returning to school.
- Students may not return to school until they are free of nits. This may take several days.
- It is also necessary to completely machine wash all washable clothing, coats, towels, pillows, bed linens, with hot water and detergent. Allow items to dry in a hot dryer for about 20 minutes.
- Check all family members and treat any who may also have head lice. Dry clean all hats, coats, stuffed animals and other items than cannot be washed or place in a tic bag for at least two weeks. Disinfect combs, brushes and other hair care items. Vacuum all carpets, mattresses, furniture and car seats thoroughly.
- When cases of head lice are discovered at school, the entire class will be checked by our registered nurse or trained staff member. We will also check siblings and their classes as well. Parents will be called to pick up children who are found to be infected with head lice. Parents will be notified by the school in writing of what is happening.

PLEASE BE PREPARED TO VERIFY TO THE SCHOOL THAT YOU HAVE COMPLIED WITH THE ABOVE TREATMENT.

Medication

Archdiocesan Policy 4401.4 states ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- *The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.*
- *Diagnosis or reason for medication*
- *Written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their child)*
- *The medication in the original container*
- *Proper training of personnel on medication administration*
- *All changes of the dose or timing of medication must originate from the physician. This note may be faxed or mailed to school.*
- *A new prescription is needed each school year. Parents should pick up any used medication at the end of the school year. If the medication is not picked up by the parent, it may be returned to the pharmacy.*

Medication Policy

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

Students with Significant Medical Needs

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

Food Allergies

All classrooms at St. Paul School are peanut-free. Parents must notify the school nurse if your child/ren have any diagnosed food allergies.

Please provide the school with:

- Documentation from a physician listing the food allergies
- Documentation on your child's reactions to the allergy (Frequency and history of allergic reactions)
- An emergency plan of action on how to treat the reaction

Communicable Diseases

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

1. Health Practices

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

2. Enrollment and Admissions

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

School Lunch Program

Food Service Consultants, Inc. is the provider of our lunch program. A computerized meal card system is available to our families for lunch purchases. This is not a mandatory program. It is more of a convenience to not needing money every day. If you choose to participate information is sent home at the beginning of the year explaining the program. Monthly menus and a la carte offerings are posted on the school page of the school website. Prices for meals, milk, juice, and water are announced at the beginning of the school year.

Students may also bring their lunches to school. Please do not bring lunches purchased from fast food restaurants. If they forget their lunch, we will provide them with lunch for the day.

Student behavior expectations during lunchtime have been put in place by the school, which allows us to serve a large number of children in an orderly, timely, and respectful manner. These guidelines and expectations are communicated to all students at the beginning of the school year and periodically when a reminder is needed. A teacher is on staff to monitor each lunch period.

Parent Cafeteria Volunteers are appreciated during lunch hours. Additional details concerning responsibilities, times, and dates are available at request.

Extra-Curricular Activities

A variety of clubs and activities are offered during the school year: American Heritage Girls (K-8), Girl Scouts (K-8), Cub Scouts (1,2), Boy Scouts (3-8), Band/Advanced Band (4-8), Choir (5-8), Speech Team (5-8), Math League (6-8), Junior Achievement (5), Spelling Bee (1-8), Geography Bee (3-8), Scholastic Challenge (2-3), Academic Decathlon (6-8), Safety Patrol (8), Veterans Day Assembly (7), Recycling Team (8), Jump Rope for Heart (K-8), Juvenile Diabetes Walkathon (PK-8), Musical (8), Music Programs (K-8), Camp (6), various art and essay contests (K-8), Girls on the Run (3-5), SURGE Youth Group (4-6), Middle School Youth Group, Robotics Club (3-8). The Athletic Association also offers a variety of seasonal sports options. Specific information about these clubs and activities will be published on our parish website.

*In keeping with **Archdiocesan Policy 5202.10, 5202.101, and 5202.102**, all extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.*

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately. Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

School Celebrations

The students have several times during the year to celebrate holidays. Dates and times for these celebrations are published in the school calendar. Assistance from parent volunteers are needed to help plan the activities, arrange for refreshments, and facilitate the celebrations. **Any refreshments/snacks for celebrations must be store bought to prevent possible illness and disease.**

Kid's Club

Before and After-school childcare is provided by Kid's Club on the school premises from 6:30am-7:30am and 3pm-6pm. If you are in need of this service, additional information can be found in the Links section of Fast Direct.

Uniforms Guidelines

Students are required to comply with the dress and appearance guidelines established by the school. It is the parent's responsibility that these guidelines are followed. The school reserves the right to determine whether a student's dress and appearance satisfies the school's requirements.

New Uniforms can be purchased at **Just Me Apparel** at 232 Old Sulphur Springs Road, Manchester, MO 63021.

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

Regular daily attire consists of a school uniform. Uniforms are to be neat, clean, and in good repair. No stains, loose hems, holes in any uniform pieces. Hats or caps are not to be worn in the building throughout the school day

There are a number of options for the St. Paul's uniform. It is expected that all students be in uniform unless it has been designated a Dress Down Day, birthday observance, picture day, Scout meeting etc. The following describes the uniform policy at each level:

Regular Uniform Guidelines—Girls

Jumpers/Skirts

- Grades K-4 wear blue plaid jumper
- Grades 4-8 wear blue plaid skirt (Please note that fourth grade girls have the option of either jumper or skirt.)
- Skirts may not be rolled at the waist
- Jumpers/Skirts may not be worn more than 3 inches above the knee. (Using a 3X5 index card is a good way to measure skirt length.)

Slacks

- Navy blue twill long pants (no cargo pants)
- Belts must be worn at all times except when there are not belt loops
- Belts must be plain black, brown, or navy blue
- May be worn all year long

Shorts (Grades K-8)

- Shorts may be worn under uniform jumpers/skirts and must not be visible.
- Navy blue twill walking shorts may be worn from the first day of school until October 31. Khaki Shorts may be worn by 6-8.
- Navy blue twill walking shorts may be worn from April 1 until the last day of school. Khaki Shorts may be worn by 6-8.
- Short length may not be *worn* more than 3 inches above the knee. (Using a 3X5 index card (vertically) is a good way to measure short length).
- Cargo shorts are not acceptable.

Blouses

- White, navy, or gray polo shirts with or without the St. Paul logo. These may be either short or long sleeved.
- White, navy, or gray turtleneck.
- Shirts must always be tucked into pants or skirts.

T-Shirts

- White tee shirts may be worn under, but not in place of the uniform shirt
- White tee shirts may not have any insignia.
- Tee shirts that have any color or logo written on them may not be worn under the uniform shirt.
- Grade 8 Class Tee shirt

Sweatshirt/Sweater

- Navy, gray or white sweaters may be worn
- Any type of St, Paul official sweatshirts may be worn. This includes both the old style and the new style sweatshirt.
- Grade 8 Sweatshirt
- City County pullover jacket can be worn on Fridays only

- White color of shirts or top of turtle neck must be visible if sweater or sweatshirt is worn.

Socks/Leggings/Tights

- Solid colors of white, navy blue, or gray socks
- No logos or writing is permitted
- Ankle and knee-length socks (Socks must be visible above the top of the shoes)
- Navy, gray, or white tights
- Navy, gray, or white leggings (ankle length only)
- Leggings must be plain. Lace or monogrammed leggings are not permitted

Shoes

- Leather type shoes or tennis shoes
- Shoes must be tied at all times
- No light up, open toed, moccasins, boots, sandals or clog-type shoes are permitted
- It is noted that plain tennis shoes are difficult to find. Please try to be conservative in your choice of tennis shoes, to protect the integrity of our uniform policy

PE Uniforms (Grades 1-8) (Kindergarten does not have a PE uniform code)

- Navy blue shorts
- Light blue shirts
- Homecoming t-shirts from the previous school year.
- PE uniform can be purchased through the PE department at school
- Students must bring their PE uniform to school. The students may change at school or choose to wear their PE uniform under their school uniforms. With Administrative Approval uniforms may be worn to school. This is due to when the class has PE class scheduled.

Accessories

- Must be school appropriate, not distracting
- Watches may be worn (Alarms on watches may NOT be set during school)
- Stud-type earrings may be worn No dangling or hoop type earrings
- Necklaces such as crosses, medals, or small chains are permitted. No choker necklaces
- Body piercing is not permitted in any form
- Bracelets are not permitted
- Tattoos (permanent or temporary) are not permitted
- Light translucent concealer/make-up is permitted in the Middle School (6-8) for those who may wish to cover blemishes.
- Nails must be neatly manicured.
- Pink, White, Clear, or Light colored nail polish is permitted.

Hair, Ribbons, Headbands, Bows

- Style/color should look natural and well groomed. No extreme cuts or styles
- All hair accessories must be plain and display our school uniform colors.
- Dark or light blue, white, yellow/gold, black and gray are all acceptable.
- Matching uniform hair accessories that match our school uniforms can be purchased when buying your school uniform.

Regular Uniform Guidelines—Boys

Slacks

- Navy blue twill long pants (no cargo pants)
- Khaki pants will be worn grades 6-8.
- Belts must be worn at all times
- Belts may be black, brown, or navy blue
- May be worn all year long

Shorts (Grades K-8)

- Navy blue twill walking shorts may be worn from the first day of school until October 31. Khaki shorts may be worn by grades 6-8.
- Navy blue twill walking shorts may be worn from April 1 until the last day of school. Khaki shorts may be worn by grades 6-8.
- Cargo shorts are not acceptable or can be part of the uniform.
- Short length may not be *worn* more than 3 inches above the knee. (Using a 3X5 index card is a good way to measure short length)

Shirts

- White, navy, or gray polo shirts with or without the St. Paul logo. These may be either short or long sleeved.
- White, navy, or gray turtleneck.
- Shirts must always be tucked into pants or skirts.

T-Shirts

- White tee shirts may be worn under, but not in place of the uniform shirt
- White tee shirts may not have any insignia.
- Tee shirts that have any color or logo written on them may not be worn under the uniform shirt.
- Grade 8 Class Tee shirt

Sweatshirt/Sweater

- Navy, gray, or white sweaters may be worn
- Any type of St, Paul official sweatshirts may be worn. This includes both the old style and the new style sweatshirt.
- Grade 8 Sweatshirt
- City County pullover jacket can be worn on Fridays only
- White collar of shirts or top of turtle neck must show if sweater or sweatshirt is worn

Socks

- Solid colors of white, navy blue, or gray socks
- Ankle and knee-length socks (Socks must be visible above the top of the shoes)
- No logos or writing is permitted

Shoes

- Leather type shoes or tennis shoes
- Shoes must be tied at all times
- No light up, open toed, moccasins, boots, or clog-type shoes are permitted

- It is noted that plain tennis shoes are difficult to find. Please try to be conservative in your choice of tennis shoes, to protect the integrity of our uniform policy

PE Uniforms (Grades 1-8)(Kindergarten does not have a PE uniform code.)

- Navy blue shorts
- Light blue shirts
- PE uniform can be purchased through the PE department at shoe
- Homecoming t-shirts from the previous year.
- Students must bring their PE uniform to school and change or wear their PE uniform under their school uniforms. With Administrative Approval PE uniforms may be worn to/from school due to when the grade level has their PE class.

Accessories

- Must be school appropriate, not distracting
- Watches may be worn (Alarms on watches may NOT be set during school)
- Earrings are not permitted
- Necklaces such as crosses, medals, or small chains are permitted. No choker necklaces.
- Bracelets are not permitted
- Body piercing is not permitted in any form
- Tattoos (permanent or temporary) are not permitted
- Nails must be neatly manicured.

Hair

- Style/color should look natural and well groomed. No extreme cuts or styles.
- Hair must be off the collar and out of the eyes.

“Dress Down Day” Guidelines for students of ALL grade levels

- Some Dress Down Days require basic uniform and optional accessories depending on occasion (i.e. Hat Day, Cardinals Day, uniform plus accessories)
- Birthday dress down days should be appropriate for school

Tops/Shirts

- Sleeveless tops and short sleeves are acceptable
 - Nothing with inappropriate alcohol or drug related words or connotations
 - Spaghetti strap and tank tops are not allowed
 - Shirts/tops that are tight fitting are not allowed
 - Shirts/tops that are too short in length are not allowed

Shorts/capris/jeans

- Capris, jeans, shorts, tennis skirts and sweatpants are acceptable. Length must be no more than 3 inches above the knee.
 - All jeans must be hole free.
 - Pajamas bottoms are not allowed
 - Shorts, capris, pants, sweatpants, and jeans with lettering across the bottoms are not acceptable
 - Wearing leggings as pants is not acceptable.

Shoes/Socks

- Tennis shoes must be worn on PE days
 - Sandals, moccasins, clogs open backed are acceptable on dress down days
 - Socks do not have to be worn on dress down days

School personnel will make every effort to make sure the guidelines are consistently followed at all grade levels.

- Please be the uniform checker at home.
- Please check your child on Dress Down Days or birthdays to make sure the guidelines are followed.

St. Paul SPIRIT WEAR

- Spirit wear may be purchased through school. The majority of items on sale through the school may be worn on school days. The sweatshirt may be worn everyday along with the socks. Athletic Spirit Wear is not considered the same as school Spirit wear.

Organizations

St. Paul Board of Education

St. Paul Catholic School Board of Education is the parish's representative body working in an advisory capacity with the Pastor and Principal to develop and strengthen the school as a Catholic community and educational institution.

The responsibilities of the Board include: recommending to the pastor the employment of the principal; establishing the mission, vision and beliefs for the educational programs; interpreting and applying the policies of the Archdiocese; formulating additional policies which may be necessary; evaluating the implementation of policies; approving the budget to be recommended to the finance committee and the pastor of the parish; long-range strategic planning; and creating an atmosphere where marketing the Catholic School is the expectation and is fully supported.

The Board is comprised of eligible members of the parish and school community and be bound by the values of the Catholic faith in pursuit of fulfilling the mission of the school. This Board has 4 executive officers; the Pastor, Principal, Preschool director, and Parish School of Religion (PSR) director, responsible to the board for carrying out its policies and responsible administratively to the pastor. These officers shall be considered ex-officio, non-voting members of the board. There are 9 elected members of the Board from the parish. The normal term of each Board member is three (3) years, renewable for a second term. The Pastor will oversee and conduct the election and appointment processes associated to with filling open seats on the Board.

The board functions in accordance with Archdiocesan guidelines. The Board functions only through its meetings, which are held regularly throughout the school year. All interested parents and parishioners are welcome to attend and observe the Board meetings. To be placed on the open forum agenda, please contact the Board President at least one week prior to the scheduled meeting. Dates and times of the meetings are published below as well as in the school calendar, parish bulletin, and the weekly newsletter.

A synopsis of the School Board minutes are posted on the website.

Parent Teacher Organization (PTO)

PTO is dedicated to supporting St. Paul School. The PTO includes all teachers and parents. Our goal is to raise funds for the school, provide volunteer support, and promote communication between parents and staff. Our mission is to actively support our school and community through prayer, community service, and fundraising. PTO Members are asked for their commitment to the organization through dedication and volunteering.