

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



Dear Parents and Guardians:

This on-line handbook was revised and updated for the 2009 - 2010 school year for the purpose of clearly communicating school policies.

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

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

Thank you for your continued support.

Sincerely,

Elizabeth Fulham

*Mrs. Elizabeth Fulham
Principal*



“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom

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**Parent & Student Handbook
2009 – 2010**

Matthew 19:14

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

SCHOOL HOURS

School Office Hours: 7:30 a.m. - 3:30 p.m.
School begins at 7:50 a.m. and ends at 2:50 p.m.
Arrival may begin at 7:30 a.m.
.Extended Day Program: Dismissal - 5:30 p.m.

MISSION STATEMENT OF ST. PAUL CATHOLIC SCHOOL

The Mission of St. Paul Catholic School is to teach life-long Catholic values, strive to nurture the spiritual, academic, intellectual, and physical growth of each child, and develop the unique potential of all students according to God's plan.

BELIEF STATEMENTS

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

- We believe the traditions of the Franciscan charism of justice and peace, hospitality and service are just as relevant today in our school as they have been since its opening in 1930.
- We believe our primary role as a Catholic school is to foster development of the talents and abilities of each student to reach his/her potential to fulfill God's plan.
- We believe all students have the right to a safe and prayerful environment that enhances learning and fosters mutual respect.
- We believe every student is a child of God worthy of love, respect, and dignity.

- We believe, working with the Church, family, and community, we should strive to nurture the spiritual, intellectual, and physical growth of each child.
- We believe every child can learn through a variety of developmentally appropriate learning experiences.
- We believe it is important to model Catholic faith and values through every choice and action.
- We believe in using technology effectively in all areas of the curriculum.
- We believe in welcoming children into a loving and joyful atmosphere.
- We believe being grounded in Catholic values is a gift that will last a lifetime.

PHILOSOPHY OF ST. PAUL CATHOLIC SCHOOL

St. Paul Catholic School exists to provide an atmosphere which reflects and implements the teachings of Christ in a faith-centered community. Working with the Church, the family, and the community, we strive to nurture the spiritual, intellectual, physical, and emotional growth of each child. We are committed to teaching Catholic values. We encourage students to follow the Gospel message and to respond personally to Christ through service, community, worship and prayer, and to participate in the mission of the Church. Our educational ministry is committed to the growth of the whole person, guiding and empowering students to seek their full potential, prepared to live and work in a global society. The Franciscan charism of caring for the environment, justice, and nonviolence has been evident at St. Paul Catholic School since its founding in 1930.

GOALS AND OBJECTIVES

- To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.

- To foster a community of faith among students, the staff, and the parents through prayer, fellowship, home and school interaction and parent involvement.
- To strive for academic excellence so students are prepared for the twenty-first century.
- To challenge students to be contributing members of society by taking an active role in promoting peace and social justice.
- To provide opportunities through programs and activities that encompass the needs of our students so they can develop their talents and reach their unique potential.
- To promote the dignity of the human person by teaching respect and acceptance of individual differences.
- To use technology effectively in all areas of the curriculum so our students will be prepared for the twenty-first century.

ACCREDITATION

St. Paul Catholic School is fully accredited by the *Florida Catholic Conference*. More details about the Florida Catholic Conference can be found on the following website: www.flacathconf.org/accreditation/

AFFILIATIONS

NCEA – National Catholic Educational Association

FCC – Florida Catholic Conference

ASCD – Association for Supervision and Curriculum Development

IRA – International Reading Association

NSTA – National Science Teacher Association

NASSP - National Association of Secondary School Principals

NJHS – National Junior Honor Society

NASC – National Association of Student Councils

CYLC – Congressional Youth Leadership Council

SCHOOL POLICY ON ADMISSIONS AND REGISTRATION

St. Paul Catholic School is a parochial school sponsored by the Catholic people of St. Paul and Blessed Trinity parishes. Priority for admission into the school (and for re-registration for subsequent years) is given to Catholic children who are attending Sunday Mass weekly and whose parents or guardians are registered in one of the two parishes, are participating in weekly Sunday Mass, and supporting the parish through use of the Sunday envelopes. Enrollment in the school in a particular year does not guarantee the child a place in the school in the following year unless these requirements are met.

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

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

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

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

UNIVERSAL PRECAUTIONS

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

There are in the end three things that last: faith, hope, and love, and the greatest of these is love. 1Corinthians 13:13

POLICY REGARDING THE REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

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

DIOCESAN HARASSMENT POLICY

St. Paul Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with the school's mission. We, at St. Paul Catholic School, condemn any form of harassment. Concerns should be reported directly to the school/center administrator. All credible allegations will be addressed accordingly to the Diocesan policy.

Students should be aware that name calling, bullying, and verbal or physical threats are forms of harassment and are unacceptable in our Catholic/Christian environment. Under federal and state laws (Florida Statutes 111.32) and policies, sexual harassment is illegal and prohibited in school settings. Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, or participate in school activities in a comfortable and supportive atmosphere. Some examples of behavior that may be considered sexual harassment are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures of objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressure for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Physical sexual assault

In keeping with the Christian regard for dignity of each person, sexual harassment will not be tolerated at St. Paul Catholic School.

1 Timothy 4:12

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

MANDATED SAFE ENVIRONMENT TRAINING

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

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

The Safe Environment curriculum for students at St. Paul Catholic School is based on the standards and benchmarks of the student program. In EC 3 through grade 5, classes are taught through developmentally appropriate whole-group lessons with the School Counselor, and teachers. In middle school, students receive the complete Safe Environment Training through the Mind, Body, and Spirit Retreats which are held twice a year for each middle school class.

SCHOOL MASSES

All grades attend the 8:15 a.m. Mass each Wednesday. Holy Day Masses will be held at 8:30 a.m. Girls are required to wear plaid skorts or skirts on Mass Day. Students in grades 3-8 rotate by class, planning the Mass and leading the student participation. The students' prayers, responses, and hymns are a vibrant part of each Mass. The Catholic Church must always be a place to feel and experience God. Everyone is expected to participate with enthusiasm, reverence, and respect.

VISITORS

For the safety of students and staff, all visitors must enter through the front door, sign in at the front office, and wear a visitor badge. There are no exceptions.

VOLUNTEERS

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

- Complete an electronic Level II Background Check
- Complete the Diocesan Safe Environment Training through a local parish or school
- Enter through the front door of the school, sign in at the school office, and receive a volunteer badge.
- Volunteers who appear without an appointment with the teacher will not be permitted to visit the classroom.
- Volunteers are expected to be dressed appropriately and modestly.

EMERGENCY CONTACT INFORMATION

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

Home Phone Number

Cell Phone Number

E-mail Address

Alternate Contact Information

The school must be given written notification as soon as possible when there are changes in the above emergency contact information.

CUSTODY AGREEMENTS

St. Paul Catholic School cannot prevent a parent from picking up his/her child without a court ordered custody agreement. All custody agreements are kept in a confidential file in the school office.

BEHAVIOR AND DISCIPLINE

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

The following rules must be observed at all times - in all classrooms, on the blacktop, during morning opening and dismissal, on field trips, in church, in the lunchroom and gymnasium, during sports activities, general assemblies, Extended Day, and school activities before and after the school day.

RESPECT FOR OTHERS

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

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

RESPECT FOR SCHOOL PROPERTY

Students are expected to respect school property both indoors and out of doors.

Bathrooms, locker rooms, textbooks, desks, and lockers must be neat and well kept.

All trash and debris must be placed in the trash cans located throughout school property. Students are expected to report any damage to the school grounds or property immediately. Damaging or defacing school property is a major offense and is cause for serious punishment, suspension, or expulsion.

Chewing gum is not permitted on school grounds.

Proverbs 21:3

To do what is right and just is more acceptable to the LORD than sacrifice.

ILLEGAL AND HARMFUL OBJECTS

Alcohol, tobacco, and drugs may not be carried or used at any time. Matches, fireworks, knives, guns, slingshots, chemicals and objectionable materials or objects are not to be brought to the school at any time.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com®, Twitter®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

BULLYING AND CYBERBULLYING

St. Paul Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats seriously, in jest, or online, face detention, suspension, and/or expulsion.

Every student will respect the feelings of others. Language or behavior that is hurtful, threatening, unkind will not be tolerated. Any type of harassment, sexual or otherwise, will not be tolerated. Tripping, pushing, shoving, spitting, swearing, or making rude noises or gestures, are cause for disciplinary action.

CELL PHONES

Cell phones may be brought to school, but are to be handed in to the school office immediately following morning opening and retrieved at dismissal. No cell phones are allowed in class, backpacks, lockers, locker rooms, playground, cafeteria, or blacktop. Use of a cell phone in class, including text messaging, will result in consequence deemed appropriate by the classroom teacher and administration. Any cell phone not turned into the school office will be taken away from the student until a parent is able to retrieve it. Students who disregard the cell phone policy will lose the privilege of bringing cell phones to school.

PERSONAL ITEMS

Toys, electronic games, watches with distracting sounds, I-pods, TV's, tape recorders, skateboards, and similar items must be left at home unless permission to bring them is granted in advance by the teacher.

STUDENT SAFETY

- Running is permitted only during physical education classes or on the playground during supervised activities. There is never a reason to run inside the school buildings, hallways, or stairwells.
- All students are expected to be orderly and quiet in the hallways. Loud, boisterous behavior is not necessary and will not be permitted.
- Animals may be brought to the school only with the approval of both the teacher and the Principal. Animals are not allowed on the blacktop during morning opening or dismissal, unless previous arrangements have been made with the administration.
- Parents are required to help maintain discipline in the school by cooperating fully with school policies. Parents will be notified of unacceptable behavior and attitudes.

STUDENT RIGHTS AND RESPONSIBILITIES

Students in grades 3-8 will be required to sign a Student Rights & Responsibilities form twice a year. Teachers use this opportunity to review the expectations for student behavior. Students are assured of the school's efforts to maintain a safe, happy, and respectful place for students, faculty, and staff.

DISCIPLINARY REFERRALS TO THE ADMINISTRATION

Students may receive written disciplinary referrals to the school administration if unacceptable behavior has not been corrected. Parents are notified and appropriate action is taken by the administrator. This action can include, but is not limited to, a phone call home, after school detention, a written assignment, in-school suspension, Saturday detention, out of school suspension, probation, or expulsion. The written referral is sent home for a parent signature. Referrals must be returned on the following school day with a parent signature. Students who

fail to return the signed referrals will serve an in-school suspension upon returning to school. All referrals are kept in the school office.

STUDENT SUSPENSIONS

In School Suspension: Students with disciplinary referrals may be required to serve an in school suspension. Students are sent to another classroom for the designated period of time and are permitted to complete any class work that the teachers have provided. All class work, tests, or quizzes completed during an in school suspension will have 10% of the final grade deducted.

Out of School Suspension: Students with disciplinary referrals may be required to serve an out of school suspension. Students are not permitted to attend school during this time and may be given an assignment to complete prior to returning. All class work, tests, or quizzes missed during an out of school suspension may be made up, with 25% of the final grade deducted.

APPEAL POLICY

Diocesan policy specifies an appeal process for students in cases of serious disciplinary matters. Academic issues are not included in this appeal. The appeal process must be initiated by the student or parent(s) with a written request to the school administrator within 5 business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing before the school's panel within these 5 business days forfeits the right to a hearing.

EARLY CHILDHOOD PROGRAM: EC 3 and 4

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

Children must be completely toilet trained to attend. Teachers and staff are not licensed to change clothing. In the event of an accident, parents are called to come to school and change their child's clothing.

Aggressive behavior which causes harm to other children or serious classroom distractions, such as hitting, biting, or continual yelling/crying, will result in the child going home the remainder of the day.

COMMUNICATION

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

SCHOOL WEBSITE

<http://www.sp1930.org>

This website is updated regularly to help keep you informed of school and classroom news. Teachers use the website to post homework assignments, current newsletters, spelling lists, study guides, and informative information for parents. The school posts current information regarding announcements and reminders, newsletters, calendars, and much more.

STUDENT ASSIGNMENT BOOKS

Students in grades 2 - 5 use daily assignment books to communicate between the classroom and home each day. Students are expected to have all homework assignments, test and quiz dates, and project due dates written in their assignment books. Parents are asked to sign and check their child's assignment book each night.

Middle School Students use an assignment book to keep track of all homework assignments, tests, quizzes and project due dates.

NEWSLETTERS

The school office sends home a newsletter every other Friday. The classroom teachers send home regular informative newsletters. Please be sure to take the time to read these letters. This is a valuable way of communicating important information to our families.

THE BROWN ENVELOPE

The "Brown Envelope" will continue to be used at the beginning of the school year as a means of communication to parents. The envelope is sent home every Friday with the oldest child in the family and is used only to communicate school information. Parents must sign and date the Brown Envelope and return it to school on the following Monday. If the Brown Envelope is not returned by Thursday morning, it will not be sent home that week.

COMMUNICATING THROUGH TECHNOLOGY

The 2009 – 2010 school year will be a time of transition for our school as we gradually implement more effective ways to use technology for communication. The brown envelope will slowly be phased out as we begin to communicate more through our school website. Classroom and school newsletters will soon be e-mailed to parents

PROGRESS REPORTS AND REPORT CARDS

Parents and students can check grades and continued progress online through Power School. For the 2009 – 2010 school year, homework assignments will also be posted on power school.

Report cards are distributed every nine weeks in Grades 1-8. Kindergarten receives an assessment report in January and a final report card at the end of the school year.

Parents should examine and discuss the report card with their children. Attention should be given to the conduct and effort grades. Report cards are to be signed and returned promptly to the school.

Please look at the conduct and effort grades and check carefully to see if a parent-teacher conference is requested. Parents must sign report cards and return them to school promptly. Please call the school to schedule an appointment if necessary.

PARENT-TEACHER CONFERENCES

Days are set aside during the school year for teacher conferences. Teachers may request a conference with parents to discuss academic achievement or behavior. Parents may also request conferences by calling or e-mailing the teacher for an appointment.

APPOINTMENTS WITH THE PRINCIPAL

The Principal feels it is very important to keep the lines of communication open. Parents are always welcome to call or e-mail (efulham@sp1930.org) her to schedule an appointment. When parents have questions or concerns in regards to a classroom situation, the school policy is to discuss the situation with the classroom teacher prior to contacting the principal. This often brings clarity or a better understanding to an existing problem or concern. Parents may also contact the pastor if there is no resolution.

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

MORNING ARRIVAL

Students may arrive at school by car, bicycle, or by walking.

- Arrival by car: There are two locations for morning drop off:
 - Entering from 17th Avenue North, on the blacktop behind the church
 - In front of the school, on 12th Street, in the designated cone area
 - Parents and students must use the crosswalk in front of the school when crossing 12th Street
- Arrival by bicycle:
 - Students must enter the blacktop on the sidewalk between the convent and the school.
 - Students must walk bicycles while on school property.
 - Students must be in fourth grade or older to ride a bicycle to school, unless accompanied by an adult.
 - Bicycles must be placed in the bike racks provided. All bicycles must be securely locked at all times. The school will not be responsible for stolen or damaged bicycles while in the racks.
 - Florida law requires all students to wear helmets when riding their bicycles.

Walking to school:

- Students must enter the blacktop on the sidewalk between the convent and the school
- Students must be in fourth grade or older, or accompanied with someone in fourth grade or older, to walk to school
- Parents and students must use the crosswalk in front of the school when crossing 12th Street

Rainy Days: Parent must remain in their cars There are two areas to drop children off:

1. The front of the school, on 12th Street, in the area with cones and patrols
2. Entering from 17th Avenue, behind the church, parents may drop off on the blacktop by the cafeteria. Students will enter through the cafeteria where they will be supervised.

AFTER SCHOOL DISMISSAL

Leaving by car: There are two car lines:

- EC 3 – grade 1 line up on the playground side of the blacktop. Older siblings line up on this side as well.
- Grades 2 – 8 line up on the side of the blacktop that is closest to the convent and school.

- All students picked up by car must use the carline.

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

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

- Students may not use cell phones in car line.

Rainy Day Car Line:

- On rainy days, students will be dismissed from the gymnasium.
- Cones will be set up on the blacktop to guide cars to the proper path for rainy day pick-up.

Romans 12:9

Your love must be sincere. Detest what is evil, cling to what is good. Love one another with the affection of brothers and sisters.

PARENT RESPONSIBILITIES IN CAR LINE

- To prevent the need to cross in front of other cars when approaching the blacktop. parents are expected to be in the proper lane for car line.
- Cars should enter the school grounds from 17th Avenue North and form a line behind the traffic flags on the school blacktop. The traffic flags will be removed after the final physical education class.
- Parents of children in EC 3 through grade 1 should place their family name sign in clear view on the left side of the dashboard.
- Cell phone use while on the school blacktop is not permitted
- Parents are not to socialize with staff members while they are supervising the safety of the students.
- Be cautious exiting onto 20th Avenue North.
- Parents must stay in their cars at all times
- Students should never walk between vehicles. This includes going to the trunk of the car in car-line.
- Parents of very young children will be asked to pull over to the side, near the Parish Center to buckle their child into the car seat.

Walkers Dismissal:

Students must be in fourth grade or older to walk home, unless they are accompanied by someone in fourth grade or older. Students who walk home sign out with a teacher and are dismissed to 20th Avenue North. Walkers are expected to leave the school grounds promptly, following the sidewalk on 20th Avenue North. Walkers are to walk directly home when dismissed. Permission forms for all students who walk home must be filled out and returned no later than the first week school.

Bicyclers Dismissal:

- Only students in Grades 4-8 are allowed to ride bicycles home from school, unless accompanied by an adult.
- Students must walk bicycles while on school property.
- Florida law requires all students to wear helmets when riding their bicycles.

RETURNING TO THE BUILDING AFTER DISMISSAL

Once students are dismissed, they are not permitted on the school grounds unless they are in a supervised activity. Students may not re-enter the school building without permission of the administration or a teacher.

DISMISSAL TO AFTER SCHOOL ACTIVITIES

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

MIDDLE SCHOOL STUDENTS STAYING TO WATCH SPORTING EVENTS

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

STAYING AFTER SCHOOL

Students who stay after school for extra help or to work in the computer lab, must be picked up promptly at 3:30 p.m. at the front door to the school. After that time, pick up

is at Extended Day. To avoid last minute calls to the office, parents are asked to make pick up arrangements before their child leaves home in the morning.

SCHOOL CLOSINGS DUE TO HAZARDOUS WEATHER

Pre-Hurricane Procedures

St. Paul Catholic School will continue to follow the decision of Pinellas County Schools in regards to school closings in preparation for a hurricane.

Post-Hurricane Procedures

If Pinellas County Schools are open, St. Paul Catholic School will be open.

If Pinellas County Schools are closed, St. Paul's will not automatically be closed. We will assess our situation and make a decision by 3:00 p.m. for the following day. Parent should check the school website and answering machine, and watch BAY NEWS 9 for more information.

SCHOOL EVACUATIONS

In the event that St. Paul Catholic School has to be evacuated, due to toxic or hazardous materials on the premises or in the area, students will be walked to either St. Paul Catholic Church or St. Paul Parish Center, depending on the location of the hazardous materials. The church address is 1800 12th Street North. The Parish Center address is 1358 20th Avenue North. The fire department will determine when it is safe for students and staff to return to the building.

DAILY MORNING OPENING

Students should be in line on the blacktop when the morning bell rings at 7:50 a.m. This bell signals the beginning of the school day. Each child is expected to be present as we begin our day with a welcome, prayer, and Pledge of Allegiance. Children who are not present at this time are considered late. Children who are not present miss out on a special ceremony in which we begin our day as a St. Paul Catholic School family. It is a solemn ceremony with a great feeling of unity that is unique to our school.

Birthdays are celebrated every Thursday at Morning Opening. Special awards and honors ceremonies are also scheduled throughout the school year. Students and parents will be notified in advance when a special ceremony will be included during Morning Opening.

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

ATTENDANCE

Regular attendance and punctuality have a marked influence upon scholastic achievement. These are essential elements to good progress in school. Being absent means missing out on important classroom instruction. A student's presence each day is an important responsibility for both the student and their family. Good attendance is required in order to receive a good grade in each class. It is up to the teacher's discretion to deduct points for lack of classroom participation.

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

Students must have a written note with a parent signature upon returning after an absence. After eight cumulative days of absence, parents are required to submit a letter of explanation for these absences to the school principal.

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

TARDY POLICY

Students who arrive after 7:50 a.m. are late. Late records appear on report cards and become a part of each student's permanent record. Students who arrive late must report to the school office. Students are required to be present each morning for Opening Ceremony. Students who do not walk into school with their class are required to enter through the front of the school

with a parent or guardian. Entering through the front door after morning opening ceremony will be counted as tardy.

Each student will receive ten "free" tardies to use during the year. Students who are tardy with a doctor/dentist note will be excused, and the tardy will not count as one of the ten free tardies. As a consequence for excessive tardies, students will serve a half-day, in-school suspension upon the eleventh tardy and for every tardy there after.

LEAVING DURING SCHOOL HOURS

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

SAFETY PATROLS

Safety Patrols are on duty before and after school. Safety Patrols have volunteered their time to help with school safety. They provide a major service to students and the school administration. All students should respect the patrols and follow school rules at all times.

Students accepted as patrols must report for duty at the appointed time, and wear the belt and badge neatly and proudly. Patrols are expected to conduct themselves in a responsible, mature, and courteous manner.

USE OF SCHOOL GROUNDS / EXTRACURRICULAR ACTIVITIES

After-school activities are a privilege. Participation in extracurricular activities (sports, student council, yearbook, school newspaper, etc.) is determined by a student's academic as well as conduct record.

Students who are not involved in extracurricular activities or after school programs **MUST NOT** remain on the school grounds or in the school building. Any student who is present after regular school hours will be placed in the St. Paul Extended Day Program.

EXTENDED DAY

The St. Paul Extended Day Program is available to meet the needs of families with children enrolled at St. Paul Catholic School. The Program is available from school dismissal until 5:30 p.m. All students must be registered for the Extended Day Program in the event that the parent is late for car line. Monday through Friday. Parents may choose to register their child until 4:30 each day, for the cost of \$25.00 per week, or until 5:30 each day for the cost of \$35.00 per week. For full time attendance, a discount of \$5.00 will be taken off the total weekly bill for families with more than one child enrolled. The one day drop-in cost is \$10.00 per child (\$12.00 on noon dismissal days) and must be paid at the time of pick up. Parents are required to sign out their child each day.

IN LIEU OF THE EXTENDED DAY PROGRAM

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

HOMEWORK AND MAKE UP ASSIGNMENTS

It is the policy of the school to have regular homework assignments. Absence from school does not excuse a student from written or study assignments. Students are responsible for the subject matter in all classes, even when they have been absent. It is the student's responsibility to get make-up work from teachers. For each day a student is absent, they are given one day to turn in missed work. For example, if a student is absent for three days, all missed work must be turned in within three days of returning to school. Parents requesting work to be sent home for an absent child must give teachers 24 hours notice.

FAMILY NIGHT

Family Night occurs the first Thursday of each month. It is our goal to encourage families to spend quality time together. No homework is given to students in Kindergarten through Grade 5 on these nights. Middle School students will receive less homework on Family Nights.

PHYSICAL EDUCATION (P.E.)

Students in grades K-3 must bring sneakers to change into for P.E. class. Girls in grade K-3 may wear shorts with their regular school uniforms for P.E.

Students in grades 4-8 will wear the gym uniform. Towels and soap for showering should be brought to P.E. class in a separate gym bag, small enough to fit in their lockers. To prevent loss and confusion, the bag and all clothing, towels, etc. should be clearly labeled. Students should not wear expensive rings, crosses, chains, etc. during P.E. or at school. Any injury, no matter how minor, must be immediately reported to the P.E. Teacher, administration, and homeroom teacher.

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

HONOR ROLL

The Honor Roll is published in the school newsletter after each grading period. Students in grades 6-8 who excel in scholastic achievement will be included on the Honor Roll. First Honors are awarded to students with straight A's. Second Honors are awarded to students with all A's and B's. Students who receive any NI's or U's in any area are not eligible for the Honor Roll.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The NJHS was founded to recognize and encourage academic achievement while developing other characteristics essential to citizens of a global society. St. Paul Catholic School is a charter member of the NJHS. After the third grading period, 7th grade students may be selected for membership in the NJHS. Selection is based upon scholarship (a minimum 3.5 grade point average) as well as leadership, service, character, and citizenship as judged by the faculty council. Students are not eligible due to grade point average alone. Detailed information on NJHS is given to 7th grade students and parents at the beginning of the year.

GRADUATION REQUIREMENTS

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

Eighth grade students who receive a failing grade in one core subject will receive a blank diploma at graduation. An official diploma will be received upon the documented completion of required summer coursework. Eighth grade students who receive a failing grade in two or more core subjects will be subject to retention.

- ❖ The High School and College Prep Choice class is a graduation requirement.

REMEDIATION GUIDELINES

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Writing/Composition, Science, and Social Studies. A student enrolled in St. Paul Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in retention.

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

1. Two (2) hours per subject / per week of remediation for 11 weeks of Summer Vacation.
2. Remediation must take place in one of the following:
 - a remediation program in a Catholic School within the Diocese of St. Petersburg
 - by a teacher certified in the subject area contracted by the parent and approved by the Principal

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

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

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

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

recorded separately on the permanent record card

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

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

TRANSFER OF SCHOOL INFORMATION

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

ILLNESS

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

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

After an illness, students may return to school if the above symptoms have not been present for at least 24 hours. Parents of children with a contagious condition such as chicken pox, strep throat, MRSA infections, or lice must notify the St. Paul Catholic School office. Parents are not permitted to send students to school if they have lice or nits. If a child is sent home for having lice or nits, the school will immediately implement the written policy for lice treatment and prevention. A copy of this policy is given to all parents of students who are sent home with lice or nits. A copy is available in the school office for parent's information.

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

Parents must send a written explanation to the school for their student's absence. If students get sick or injured at school, their parents will be called to pick them up right away. The school is not able to take care of sick students for long periods of time.

HEALTH POLICIES AND PROCEDURES

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

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

MEDICATION

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

There is a serious health need, such as chronic illness, or failure to take prescribed medication could jeopardize the student's health. All prescription medications and over-the-counter medications dispensed in school require by law a written prescription by a doctor or dentist. Written permission for medication to be given must be on file in the school office. Notes must include the medication to be given and the time it is given. All medication must be in the original container and sent to the office. Students bringing cough drops must have written permission from parents. Cough drops must be kept in the office and dispensed by office personnel. Please insure that medication is reliably and safely delivered directly to the school office with written permission and the reason the medication is needed.

FIELD TRIPS

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

Because of higher risk when taking students off campus, no side trips are permitted. Only St. Paul Catholic School students are permitted on field trips. Only parents who have completed A Level II Background Screening through the Diocese of St. Petersburg and Safe Environment Training may serve as chaperones. No siblings are permitted on field trips.

Exemplary conduct is expected on all field trips. This is an opportunity for students to give witness to the values of the St. Paul Catholic School Community.

TELEPHONE USE

The office telephone is available for important matters. Teachers are to send the students requesting use of the phone to the office for permission to use the phone.

LOCKERS

Lockers are the property of the school.

LOST AND FOUND

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

BIRTHDAYS

Parents wishing to send a treat in for their child's birthday are asked to send in something simple such as cookies, popsicles, or cupcakes. The treat will be shared with the class during lunchtime only. Please keep in mind that gifts such as balloons and flowers are very distracting and will not be delivered to classrooms or Extended Day. These items are best saved for after the school day.

INVITATIONS TO OUT-OF-SCHOOL PARTIES

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

EMERGENCY DRILLS

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

FIRE DRILLS

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

TORNADO AND HURRICANE DRILLS

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

LOCKDOWN

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

CAFETERIA

Hot lunch is available each day. Updated menus with prices are posted on the school website.

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

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

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

PLAYGROUND

Thanks to the financial assistance of parents, alumni, and others, St. Paul Catholic School has a well equipped playground. Volunteer parents prepared the grounds, painted, assembled, and installed the new equipment. The same rules of safety and conduct used in the classroom and buildings apply to the playground area. Personal playground equipment may not be brought to school. Students will not be permitted to use personal equipment, and the school cannot be held responsible in case of loss.

TEXTBOOKS

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

MEDIA CENTER

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

STUDENT COUNCIL

Students have a voice in their school through their representative to the Student Council. Each grade elects its own representative. The President (an 8th grader) and Vice-President (a 7th grader) are elected by the students.

YEARBOOK

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

RESOURCE TEACHER

A full-time certified resource teacher works with the teachers in meeting the needs of students who qualify for accommodations or have a Student Support Plan. The resource teacher also teaches math strategies classes. These classes are taught in the strategies classroom, with a limit of ten students in each class. Students who are struggling in math can receive extra accommodations while learning the same curriculum being taught in the classroom. During the 2009 – 2010 school year, math strategies classes are offered to students in grades 3-5.

SCHOOL COUNSELOR

A part time school counselor is available to students to assist them in the development of healthy self-esteem, problem solving, peer relations, and other matters. Teachers may refer students to the counselor. Students and/or parents may request an appointment. Parents are notified if the situation warrants. Parents who do not want their children to be seen by the school counselor must submit a written request to the school administration. Such request does not prevent the school counselor from addressing the entire class.

ST. PAUL CATHOLIC SCHOOL ATHLETIC PROGRAM

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

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

The following policy points should be followed with regard to

athletic participation:

Open tryouts will be held for positions on all athletic teams. While it is desirable to foster the participation of as many students as possible, the number of positions available for each team shall be at the discretion of the team coach.

An athlete who is selected for a team after a try-out will be committed to that team until the conclusion of that sport season. Athletes are required to attend all practices and games. Removal of an athlete from a team by the parents during a sport season MUST be preceded by a discussion with the coach. Failure to adhere to this rule may lead to the exclusion of that student from future participation in the athletic program. Final selection of all team roster spots will be the responsibility of the team coach.

St. Paul Catholic School has a head coach who oversees all sporting events. Parents may become involved by assisting the head coach if help is needed. Parents may never be head coach for a team in which their own child is involved. If a student does not attend the first day of tryouts, the student will not be permitted to tryout unless there is an extenuating circumstance that the head coach has approved or there is a note from a doctor excusing absence. Any request for an exception must be put in writing and addressed to the head coach for consideration. Each of the above points shall be followed in order to maintain St. Paul Catholic School involvement in leagues with other Catholic schools. Sensitivity should be exhibited by all coaches in dealing with students who are not selected for participation on a particular team and in determining the mix of grade levels on all teams. Grades 6-8 shall be considered Varsity. Grades 5-6 shall be considered Junior Varsity. When additional students are needed to field a team, great care and consideration must be given to the social and emotional maturity along with the skill level of a 4th grade child before they are chosen. At all times, however, the ultimate decision for student selection to athletic teams will be the responsibility of the coach.

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

Representing St. Paul Catholic School as an athlete is a privilege, which may be revoked if athlete's actions are in violation of the spirit and philosophy of our school. Athletes are also

expected to maintain at least a "C" average in all classes. Exceptions can be made for students with documented learning difficulties and a Student Support Plan, who are working to their potential.

CHEERLEADING

Opportunities are also provided to participation on varsity and junior varsity cheerleading squads. The following policy points should be considered with regard to participation on cheerleading squads

Varsity

Open tryouts will be held for seventh and eighth grade students for positions on the varsity squad. The number of positions available on the squad will be at the discretion of the coach and/or coordinator. Final selection of all roster spots will be the responsibility of the coach and/or coordinator. If a student does not attend the first day of tryouts, the student will not be permitted to tryout unless there is a note from the doctor excusing absence. Any request for an exception must be put in writing and addressed to the head coach for consideration.

Junior Varsity

Participation will be open to all sixth graders who wish to participate on the junior varsity squad.

To the extent practical and determined by the coach and/or coordinator, participation on the junior varsity squad will not be limited to a specific number of roster spots, tryouts/cuts, or other factors.

PARTICIPATION IN AFTER SCHOOL SPORTS

Students who are absent or unable to participate in P.E. during the school day may not participate in after school sports, extracurricular activities, or tryouts on that day. Any student who arrives after 10 a.m. will not be permitted to participate in any extra curricular activity except for doctor/dentist visits (note from office visit required).

TRANSPORTATION TO AND FROM ATHLETIC EVENTS

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

ATHLETES' CODE OF CONDUCT

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

SPECTATORS' CODE OF CONDUCT

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

UNIFORMS AND PERSONAL APPEARANCE

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

DRESS CODE

Students are to be in full uniform each day. The following steps will be taken for students who are not in full uniform:

Step One: Teacher issues a verbal warning.

Step Two: Teacher sends a written warning to parent, which parent must sign and return.

Step Three: Teacher notifies office to send a letter of notification through the Brown Envelope.

Step Four: Parent receives written notification from Principal.

Step Five: Teacher notifies Principal if infraction continues - Principal issues an in-school suspension.

Step Six: Continuing offenses may result in additional in-school suspensions and referral to the School Counselor.

GIRLS UNIFORM

K – 8: White or navy blue short sleeve shirt with School logo.

Shirts must be purchased from Fontaine Apparel and must be tucked in.

K – 8: Uniform khaki shorts. Blue shorts are not permitted for girls

Grades K–4: **St. Paul plaid skorts.** Must be worn on Mass days - Wednesdays

Grades 5–8: **St. Paul plaid skirt or skort.** The 2009 – 2010 school year will be the last year for girl's skirts. They will be replaced with skorts in the 2010 – 2011 school year. Skirts may not be more than 3" above the middle of the knee.

Grades K–8: Uniform navy blue or khaki slacks may be worn during the months from November through March. Slacks may be worn on mass days during cold weather.

Grades K – 8: Belts, black or brown, are required with shorts and slacks.

Grades K – 8: White quarter cut socks or white Bobby socks. Low cut, no-show, or white knee-high socks or tights are not permitted.

Grades K–4: Navy blue tights may be worn on cold weather days.

Grads 5 – 8: Navy blue knee socks may be worn on cold weather days.

K – 8: Hair ribbons- Girls who wear hair ribbons and headbands must choose designs and colors that are not distracting to others and compliment the school uniform.

Lord, make me an instrument of your peace. St. Francis of Assisi

BOYS' UNIFORM

White or navy blue short sleeve shirt with School logo. Shirts must be purchased from Fontaine Apparel and must be tucked in

Uniform khaki or navy blue shorts or slacks.

White quarter cut socks. Low cut, no-show, or white knee-high socks are not permitted.

ALL STUDENTS

Shoes

- All leather dress shoes in black or brown
- Heel must be no higher than one 1 ½ inch
- Slip on or tie shoes are permitted
- Girl's Mary Janes are permitted

Shoes Not Permitted

- Sketchers
- Boat Shoes
- Flats for girls (Soft ballet type shoes with no heels)
- Black or brown tennis shoes
- Leather and suede combination shoes

Long Sleeve Shirts: Navy blue long sleeve shirt with school logo may be worn on cold weather days.

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

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

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

SCHOOL ADMINISTRATION HAS FINAL DECISION

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

BOYS: Boys are expected to come to school each day with their hair combed neatly. Conservative hairstyles are required. Hair may not touch the collar, eyebrows, or ears. In the event hair is too long, parents are notified. Boys have three calendar days to correct length of hair. Fad hairstyles, hair coloring, or highlighting is not permitted. Facial hair is not permitted. Boys may not wear earrings, bracelets, or decorative necklaces. Simple religious necklaces are permitted.

GIRLS: Conservative hairstyles are required. Hair coloring, and hair extensions are not permitted. Makeup of any kind is not allowed. This includes lipstick, eye makeup, foundation, artificial nails, colored nail polish, etc. Clear nail polish is permitted. Girls may wear only one small earring in each ear. No large or dangling earrings are permitted. Girls may not wear bracelets, or decorative necklaces. Simple religious necklaces are permitted.

OUT-OF-UNIFORM DAYS

The principal reserves the right to judge appropriate attire.

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

- No t-shirts (Exceptions to this rule would be class t-shirt days, the out-of uniform festival day or selected end-of-year field trips.)
- No sleeveless shirts. All shirts must have a sleeve. All shirts must be long enough to cover the mid-section. There will be no exceptions.

- No shoes without a back strap
- Girl's heels must be no higher than 1½ inches.
- Parents will be called to bring in proper attire when an outfit is judged to be inappropriate.

DRESS UP DAY

Students must dress nicely and follow all of the above guidelines. No blue jeans, denim skirts, shorts, or tennis shoes are permitted on dress up days. SHIRTS MUST HAVE COLLARS.

CASUAL DAY

Students may wear jeans, pants, or school uniform shorts. SHIRTS MUST HAVE COLLARS. Tennis shoes may be worn. All of the above out-of-uniform guidelines must be followed.

CLASS T-SHIRT DAY

Students must wear their Class T-shirt in place of their uniform shirt. Tennis shoes may be worn on class t-shirt days.

EVENING SCHOOL EVENTS AND PERFORMANCES

Students are expected to follow the "Dress Up Day" dress code for all evening events at school. The only exception is the eighth grade graduation banquet at which time the girls may wear sleeveless dresses-- straps, however, are not permitted.

GRADUATION AWARDS

Eighth grade students and their families participate in a Graduation Awards Dinner at the end of each year. Awards include Christian Character, Service, and Academic recognitions, Male and Female Athlete of the Year, Valedictorian, Salutatorian, and the St. Francis Award.

Matthew 7:12 "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

SCHOOL ADVISORY COMMISSION (SAC)

The St. Paul Catholic School advisory commission is a consultative board to the Pastor and Principal. Their mission is as follows:

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

The school advisory commission consists of nine members who hold three-year terms. Meetings are held once a month. General elections are held each May. Members may be elected, appointed, or re-appointed by the Pastor or Principal.

HOME & SCHOOL ASSOCIATION

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

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

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

TUITION POLICY

All families must use the SMART tuition program, with the exception of those who choose to pay once or twice per year. For those who participate in the SMART program, payments are deducted on the 10th of each month. There are 12 installments- June through May. Parents are legally responsible for payment of tuition and all fees for the full year. For families paying tuition once or twice per year, the first and second installments are due and payable to St. Paul

Catholic School on June 1 and January 1. Students whose account is not current will not be permitted to re-register for the next school year. Tuition subsidy recipients who are delinquent in tuition payments may lose their tuition subsidy. Tuition matters must be settled with the bookkeeper prior to the opening day of school in order for students to attend.

CLASSROOM PARTNERSHIPS

Parents and business owners are given the opportunity to adopt a class by becoming classroom partners. 100% of the money donated with classroom partnerships goes directly to the teachers to spend on classroom and instructional enhancements and enrich student learning. There are four levels of partnerships: Bronze - \$25.00, Silver - \$50.00, Gold - \$100.00 and Platinum - \$150.00.

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

All two parent families are required to volunteer 25 hours during the course of the school year. Single parent families are required to volunteer 12 hours. Working on Home and School Association projects, driving for field trips, assisting teachers, and staffing the clinic are just a few ways to volunteer time and fulfill the 25 Hours of Parent Energy. There is a \$15.00 per hour fee for unfulfilled H.O.P.E hours. Families who do not complete or pay for the required hours for the previous year must pay this amount before the new school year. Please see the school website for a link to log in H.O.P.E. hours.

FIELDTRIP DRIVERS

Anyone providing transportation must have a valid Florida Drivers License and automobile liability insurance . The vehicle used must be in safe operating condition, and the number of passengers must not exceed the maximum occupancy for that vehicle. The Diocese of St. Petersburg provides insurance coverage, but only as a secondary source after a driver's insurance. In order to be covered under the Diocesan Plan, proof of insurance must be furnished.

FIELDTRIP DRIVER GUIDELINES

- Field Trip Drivers must meet all of the previously stated volunteer requirements for background checks and Safe Environment Training.
- No alcohol consumption prior to or during the volunteer driving event
- No smoking at any time during the fieldtrip

- Drivers are expected to arrive on time and dress appropriately.
- Drivers must keep in their possession for the duration of the field trip, permission forms for the students they are transporting.
- No volunteer driver should ever transport a youth alone.
- Drivers are not permitted to make unscheduled stops.
- Drivers are not permitted to bring younger siblings or children.
- Drivers are expected to be sure all passengers use seatbelts at all times while in the vehicle and to drive safely at all times.



Handbook Acknowledgment Form

All parents are required to complete and return this form to the school office. Forms are to be returned in the brown envelope no later than Monday, September 14, 2009

I have read the 2009 - 2010 Parent and Student Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

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

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

