

**ST. PAUL CATHOLIC
SCHOOL**



**Parent - Student
Handbook**

2020-2021

**3121 Hyde Park Road
Pensacola, FL 32503
Phone: 850.436.6435
Fax: 850.436.6437**

Website: www.stpaulcatholicsschool.net

St. Paul Catholic School is a Christ-centered learning community that inspires lifelong growth of mind, body and spirit.

Be it known to all who enter here that Christ is the reason for this school.

He is the unseen but ever-present teacher in its classes.

He is the model of the faculty and the inspiration of its students.



*We believe in **REVERENCE***

for the Christian experiences of God who is Love.

*We believe in **RESPECT***

for the dignity of every human being.

*We believe that teaching involves **RESPONSIBILITY***

and partnership among the parents, students and teachers.

LOVE GOD – SERVE OTHERS – MAKE DISCIPLES

TABLE OF CONTENTS

Introduction, 3
Mission Statement / Belief Statement, 3
Faculty and Staff, 4
Admissions Policy, 7
Finance Policy, 9
Curriculum, 12
Uniform Dress Code, 18
Code of Conduct, 21
Health Issues, 26
General School Policies, 28
Volunteer Requirements, 39
Student Organizations, 40
Middle School Policies & Procedures, 47
Parent Groups, 51
Extended Day, 53
Pre-K, 53
Catholic Youth Sports League, 54
Technology Program, 56
Acceptable Use Policy, 56
Acceptable Use Agreement, 57
1:1 Chromebooks, 61
Chromebook Contract, 68
Discrimination Policy, 70
Weapons, 71
Management of Asbestos, 72
Index, 73
Letter of Understanding, 74

Welcome to the St. Paul Catholic School Community!

We recognize that parents have the primary responsibility for the education of their children and the school exists to help the parents accomplish this duty. Let us examine and be understanding of our respective goals and unite in our endeavors. In this way, we will gain mutual support while pursuing our common goal – the well-being of our children.

The purpose of this handbook is to familiarize you with the policies and procedures of St. Paul Catholic School and to create an even closer relationship between students, teachers, and parents.

Please take time to read it carefully and discuss its contents with your child(ren). Sign and return the Letter of Understanding, which is found at the back of this Handbook.

We are proud of the quality of our educational program, our students, and their parents. We hope the school year will be an enjoyable Christian learning experience for all involved in our program!

MISSION STATEMENT

St. Paul Catholic School is a Christ-centered learning community that inspires lifelong growth of mind, body, and spirit.

BELIEF STATEMENTS

The faculty and staff of St. Paul Catholic School believe that a Catholic education aids the parents in every aspect of the development and training of their children. St. Paul Catholic School has, as its specific duty, the complete formation of its students through spiritual, intellectual, social, aesthetic, emotional, and physical endeavors. This integration of faith and life is part of a life-long process of conversion, until the student becomes what God wishes him/her to be.

1. We provide a Catholic Faith Formation program for all of our students, guiding them toward their individual goals and commitment to share Christ's life, love, and truth with all.
2. We provide a rigorous academic curriculum in keeping with today's best practices, utilizing integrated technology, innovations, and continuous improvement.
3. We instill within our students a desire to **reach their potential** by aiding them in their development of spiritual, physical, intellectual, moral, and social abilities.
4. We develop in our students an attitude of **self-discipline** by providing them the knowledge and skills needed to make informed choices in order to become effective witnesses for Christ.
5. We stress the importance of **cooperative communal effort** whereby students, parents, priests, faculty, and administration work together in creating and preserving a genuine Catholic environment.
6. We provide an environment in which students feel secure, confident, and motivated as they challenge each other to grow toward higher levels of competence, responsibility, and maturity.

ACCREDITATION

St. Paul Catholic School is "Accredited" by the Florida Catholic Conference. Teachers hired by the school meet the requirements of the State of Florida Department of Education and the Department of Education for the Diocese of Pensacola-Tallahassee.

Student Privacy Diocesan Policy # 307

It is the policy of the Diocese of Pensacola-Tallahassee not to disclose information about any of our students consistent with the Family Educational Rights and Privacy Act (FERPA). This is done not only to protect privacy but to provide a safe and secure environment in which the students may learn and grow.

All media requests must be referred to the Diocesan Communications Office (except for Athletics).

FACULTY AND STAFF

<p>Mrs. Blair Hodge B.S. – Georgia Institute of Technology M.Ed. – University of West Florida FL Certificate: Biology 6-12 and Educational Leadership K-12 Total years of teaching experience: 15 Total years in administration: 5</p>	Principal	hodgeb@stpaulcatholic.net
<p>Mrs. Sarah Fox B.A. – University of West Florida FL Certificate: English 6-12 Total years of teaching experience: 15 Total years in administration: 1</p>	Assistant Principal	foxs@stpaulcatholic.net
<p>Mrs. Lorenda Ortega B. A. – Louisiana University at Monroe M.A. – University of West Florida FL certificate: School Psychologist Total years of experience: 28</p>	Guidance Counselor	ortegal@stpaulcatholic.net
<p>Mrs. Susan Devoe B.A. – University of West Florida M.A. – University of San Diego Total years of teaching experience: 20 Total years in Guidance: 2</p>	Guidance Counselor	devoes@stpaulcatholic.net
<p>Mrs. Anne Decker B.S. – University of Wisconsin FL Certificate: Prekindergarten/Primary Education Age 3 – 3rd grade, Elementary Education K-6 Total years of teaching experience: 31</p>	Learning Specialist	deckera@stpaulcatholic.net
<p>Mrs. Linda Fusilier Miami Dade College Total years of experience: 41</p>	Office Manager and Finance	fusilierl@stpaulcatholic.net
<p>Mrs. Lisa Frazier B.A. – Auburn University Total years of experience: 5</p>	Administrative Assistant	frazierl@stpaulcatholic.net
<p>Mrs. Sharon Benoit Total years of experience: 5</p>	Administrative Assistant	benoits@stpaulcatholic.net
<p>Mrs. Tiffany Browning B.S. – University of West Florida Total years of experience: 7</p>	Administrative Assistant	browningt@stpaulcatholic.net
<p>Mrs. Tracy West B.A. – Florida State University M.S. – Florida State University FL Certificate: Early Childhood Total years of teaching experience: 13</p>	PreK3 Teacher	westt@stpaulcatholic.net
<p>Mrs. Sonnia Bush Total years of experience: 4</p>	Instructional Aide, PreK3	bushs@stpaulcatholic.net
<p>Mrs. Tara Mann B.A. – University of West Florida FL Certificate: Elementary Education K-6, VPK Certified Total years of teaching experience: 7</p>	PreK4, VPK Teacher	mannt@stpaulcatholic.net
<p>Mrs. Berdina Clarke Pensacola Junior College VPK Certified Total years of experience: 4</p>	Instructional Aide, PreK4, VPK	clarkeb@stpaulcatholic.net

<p>Mrs. Kathy Matthews (2) B.S. – Saint Mary’s Dominican College FL Certificate: Elementary Education K-6 Total years of teaching experience: 34</p>	Kindergarten Teacher	matthewsk@stpaulcatholic.net
<p>Mrs. Julie Wilson University of South Alabama Total years of experience: 25</p>	Instructional Aide, Kindergarten	wilsonj@stpaulcatholic.net
<p>Mrs. Patricia Griffin B.S. – State University of New York at Oneonta FL Certificate: Elementary Education 1-6 Total years of teaching experience: 22</p>	First Grade Teacher	griffinp@stpaulcatholic.net
<p>Mrs. Becky Spillar Pensacola Junior College Certified in Search and Teach Total years of experience: 20</p>	Instructional Aide, First Grade	spillarb@stpaulcatholic.net
<p>Mrs. Lisa Struck B.A. University of Southern California FL Certificate: Elementary Education K-6 Total years of teaching experience: 24</p>	Second Grade Teacher	struckl@stpaulcatholic.net
<p>Ms. Breanne Clasen B.S. – Virginia Commonwealth University Total years of experience: 1</p>	Instructional Aide, Second Grade	clasenb@stpaulcatholic.net
<p>Mrs. Beverly Peirce B.A. – Auburn University FL Certificate: Prekindergarten/Primary Education Age 3 – Grade 3 Total years of teaching experience: 27</p>	Third Grade Teacher	peirceb@stpaulcatholic.net
<p>Mrs. Susan Smart B.A. – Florida State University M. Ed. – University of West Florida FL Certificate: Language Arts 6-12 Total years of teaching experience: 41</p>	Instructional Aide, Third Grade	smarts@stpaulcatholic.net
<p>Mrs. Carolyn Tansey B.A. – St. Mary’s College California Multiple Subject Teaching Credential Total years of teaching experience: 5</p>	Fourth Grade Teacher	tanseyc@stpaulcatholic.net
<p>Mrs. Kathi St. Amant (2) B.A. – University of South Florida FL Certificate: Elementary Education 1-6 and Mentally Handicapped K-12 Total years of teaching experience: 38</p>	Instructional Aide, Fourth Grade; English, Sixth Grade	stamantk@stpaulcatholic.net
<p>Mrs. Amy Blamires (2) B.A. – Rhode Island College M.Ed. – University of West Florida FL Certificate: Elementary Education K-6 with a gifted endorsement and Educational Leadership K-12 Total years of teaching experience: 17</p>	Fifth Grade Teacher	blamiresa@stpaulcatholic.net
<p>Mrs. Meghan Carr B.A. – University of West Florida M.A. – University of Memphis Total years of experience: 2</p>	Instructional Aide, Fifth Grade	carrm@stpaulcatholic.net
<p>Mrs. Sara Frederickson B.A. – University of West Florida FL Certificate: English 6-12 Total years of teaching experience: 6</p>	Sixth Grade Homeroom; Literature, Sixth Grade; English, Seventh & Eighth Grade	fredericksons@stpaulcatholic.net
<p>Mrs. Jennie Lary B.A. – Wichita State University</p>	Sixth Grade Homeroom; Theology	laryj@stpaulcatholic.net

M. Ed. – Wichita State University Certification: English 6-12, School Counseling PreK-12 Total years of teaching experience: 10		
Ms. Haley Richards B.A. – Flagler College FL Certificate: Social Sciences 6-12 and Middle Grades Integrated Curriculum 5-9 Total years of teaching experience: 7	Seventh Grade Homeroom; Social Studies, Sixth, Seventh, and Eighth Grade	richardsh@stpaulcatholic.net
Mrs. Sue Mallak B.S. – Grand Valley State University M. Ed. – Union University FL Certificate: English 6-12 Total years of teaching experience: 20	Seventh Grade Homeroom; Literature, Seventh Grade; English and Literature, Eighth Grade	mallaks@stpaulcatholic.net
Ms. Brittany Ripp B.S. – Bridgewater College FL Certificate: Alternative Certification in progress Total years of teaching experience: 1	Eighth Grade Homeroom; Science, Seventh and Eighth Grade	rippb@stpaulcatholic.net
Mrs. Erin Huppert B.S. Michigan State University FL Certificate: Mathematics 5-9 Total years of teaching experience: 16	Eighth Grade Homeroom; Math, Sixth and Eighth Grade	hupperte@stpaulcatholic.net
Ms. Lauren Brown B.S. The Ohio State University FL Certificate: Mathematics 5-9 Total years of teaching experience: 6	Science, Sixth Grade; Math, Seventh Grade; Technology Elective Teacher	brownl@stpaulcatholic.net
Mrs. Paige Hering Tallahassee Community College Total years of experience: 9	Instructional Aide, Middle School	heringp@stpaulcatholic.net
Mr. Ian Werth B.A. – University of West Florida FL Certificate: Music K-12 Total years of teaching experience: 10	Music	werthi@stpaulcatholic.net
Mrs. Julie Fink B.A. – Saint Mary's College E.P.I. – Pensacola State College FL Certificate: Art K-12 Total years of teaching experience: 12	Art; Theology, Fifth Grade	finkj@stpaulcatholic.net
Mr. Pat Judd B.S. and B.A. – University of West Florida M.A. – Troy State FL Certificate: Physical Education K-8, Physical Education 6-12, and Administration/Supervision K-12 Total years of teaching experience: 46	Elementary P.E. Teacher	juddp@stpaulcatholic.net
Mrs. Nancy Robichaud B.S. – Mississippi State University FL Certificate: Family and Consumer Science 6-12 Total years of experience: 19	Instructional Aide, P.E.	robichaudn@stpaulcatholic.net
Mrs. Rachel Janosky B.S. – University of Texas at Austin Total years of teaching experience: 1	5 th -8 th Grade P.E. Teacher	janoskyr@stpaulcatholic.net
Mrs. Meegan Lane B.S. – Creighton University M.Ed. – University of South Alabama Total years of experience: 10	Instructional Aide, P.E.	lanem@stpaulcatholic.net
Mrs. Montserrat Garcia B.A – University of West Florida M.A. – Troy State University Total years of experience: 3	Spanish Teacher, 3K- 5 th grade	garciam@stpaulcatholic.net

Mrs. Maria Harbour Total years of teaching experience: 9	Spanish Teacher, 6 th -8 th grade	harbourm@stpaulcatholic.net
Mrs. Alexis Stottlemeyer B.A. – Christopher Newport University Total years of teaching experience: 2	Eighth Grade Intro to Algebra	stottlemeyera@stpaulcatholic.net
Mrs. Christina Myerski B.A. – Arizona State University Total years of experience: 10	Librarian	myerskic@stpaulcatholic.net
Mrs. Caroline Brelsford B.A. – University of West Florida Total years of teaching experience: 4	Latin Elective; Art Elective	brelsfordc@stpaulcatholic.net
Ms. Leanne Whalen Klauss B.A. – University of West Florida Music Director at Holy Cross Episcopal Church – 3 years Independent Musician: 12 years Total years teaching experience: 4	Violin, Third, Fourth, and Fifth Grade; Music Elective Teacher	klaussl@stpaulcatholic.net
Mrs. Emily Stubblefield B.F.A. – University of West Florida FL certificate: Music K-12 Total years of teaching experience: 6	Music Elective Teacher	stubblefielde@stpaulcatholic.net
Mrs. Aimee Miller Total years of experience: 4	Extended Day Care Director	millera@stpaulcatholic.net
Mr. Clay Carrell B.A. - Southern Arkansas Total years of experience: 3	Athletic Director	carrellc@stpaulcatholic.net
Mrs. Sam Richardson B.S. – University of Florida Total years of experience: 2	Communications Director	richardsons@stpaulcatholic.net

ADMISSIONS POLICY

An essential criterion for admission to St. Paul Catholic School is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Catholic values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. ***Parents/guardians who do not fully cooperate and/or who are disruptive in their actions to such may be asked to withdraw their children from school.***

NON-DISCRIMINATORY NOTICE

It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, disability, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, disability, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school administered programs. St. Paul Catholic School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

- **Admission priority** will be as follows:
 1. Currently enrolled students who have met the previous years' financial obligations;
 2. Siblings of currently enrolled students and children of teachers dependent on available classroom space;
 3. Children of registered, contributing and participating members of St. Paul Catholic Parish based on length of time in parish;
 4. Children of families registered in another Catholic parish;
 5. Non-Catholics who qualify and agree to conform to the school's religious instruction and policies.
- **Acceptance of students** for admission or re-admission will be judged individually and on the basis of past academic records, citizenship, and behavior. Admission may be denied to individuals for any reason deemed

appropriate by school authorities, including but not limited to the following:

- Students with past disciplinary or academic problems;
 - Students who require special services not available at St. Paul Catholic School;
 - Students whose families fail to meet financial responsibilities to the school or parish.
- **All students entering PreK** must be four years old by September 1. Documentation necessary for registration includes:
 - Certificate of Eligibility issued by Escambia County VPK office;
 - Birth Certificate;
 - Immunization Records / Physical Examination Report.
 - **All students entering kindergarten** must be five years old by September 1. Documentation necessary for registration includes:
 - Birth Certificate;
 - Immunization Records / Physical Examination Report.
 - **Acceptance of new students** will not be final until all health and academic records are received and verified. All financial obligations to prior private or parochial schools must be paid to those schools. All new students will be on probation academically and behaviorally for the first quarter following their admission.
 - **Student Transfers:** Per Diocesan Policy # 305, The pastor and superintendent are to be consulted in cases of doubt or unusual circumstances about registering a student. The pastor and superintendent are to be consulted or informed when a student is dismissed. The principal of a school being asked to enroll a transfer student from another local school will consult the principal of the other school prior to accepting the student on mid-year transfers. Consultation is optional if transferring during the summer. However, the decision is that of the principal at the receiving school, subject to review by the superintendent.

REGISTRATION

Registration for current students is taken during the month of January. A registration packet is sent home with students whose financial accounts are current.

PreK3, PreK4, Kindergarten and New Family registration is taken the second Monday and Tuesday of February.

IMMUNIZATIONS

Per Diocesan Policy # 310, all students shall comply with State of Florida required Immunization and Health laws prior to admission. If the child's immunization status proves to be inadequate, said student shall be excluded until such time that the appropriate requirements have been completed. Parents have 30 days to bring immunizations up to date from the date they move to the state of Florida. Parents must keep the office informed of all updated immunizations. There are no exceptions to this policy. There are generally recognized to be three types of exemptions sought from the schools' immunization policy – *religious, conscience and medical*.

- **Religious exemptions:** There is nothing in Catholic moral teachings which would hold that the use of vaccines is immoral and sinful. Accepting the opinion of the much-respected *National Catholic Bioethics Center*, the Bishops of Florida take the position that, "Catholic schools or a Catholic diocese cannot grant an exemption from vaccination on *religious* grounds since the Catholic Church does not teach that the use of vaccinations...is intrinsically evil." Accordingly, requests for exemptions based on religious beliefs will not be considered in any Catholic schools of this diocese.
- **Conscience exemptions:** The risk to public health in our Catholic schools has been determined to be too grave to allow exemptions from immunizations on the basis of conscience, or even for parents who erroneously believe that it would be sinful to have their children immunized. Social teachings of the Catholic Church are firm and consistent on the "*common good*" as the principle guide to reason in this regard. In justice, we consider and sometimes place the needs of others above our own. It is in that spirit that the Catholic Church recognizes a parent's right to decide what is in the best interest of their child, so long as the effects of that decision only impacts them or their child. It is clearly a different matter when the consequence of that decision potentially puts

others at risk. The good of respecting the conscience of parents of a single child is outweighed by the harm which could come to many as a result of an exemption on the basis of conscience. Accordingly, requests for exemptions based on conscience will not be considered in any Catholic schools of this diocese.

- *Medical exemptions:* Medical exemptions will be considered, but only if a determination can be made by diocesan officials that, based on medical evidence, admission of the child without a vaccination would not constitute a health risk to the school community under the circumstances. If such determination cannot be made, a medical exemption will not be granted. This exemption is reserved to Diocesan officials and is not to be granted at the parish or school administration level.

St. Paul Catholic School

Tuition and Fees

2020-2021

FINANCE POLICY

Tuition includes textbook fees.

Tuition Payment plans (**12-month schedule**) begin June, 2020 through May, 2021

K3-8 Registration Fee (Non-Refundable): due at the time of registration
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Returning K4 with extended program & K5 – 5 th grade students	\$150
Returning 6 th -8 th grade students	\$175
New K3 (K4 with extended program) – 5 th grade students	\$200
New 6 th – 8 th grade students	\$250

K5-8 Tuition:

One Child	\$8,397
Two Children	\$16,794
Three Children	\$25,191
Four Children	\$33,588

St. Paul Parishioners: K5-8 Tuition <u>WITH</u> Parish & Multi-Student Grant*:

One Child	\$6,095
Two Children	\$11,263
Three Children	\$16,121
Four Children	\$19,142
Five Children	\$22,162

Other Catholic Parishes: K-8 Tuition <u>WITH</u> Parish & Multi-Student Grant*:
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One Child	\$6,400
Two Children	\$11,815
Three Children	\$16,922
Four Children	\$20,098

K3 Preschool Program Tuition:

2 days a week	\$2,807
3 days a week	\$4,210
5 days a week	\$7,018

K3 – 5 days a week program can apply for multi-student grant of \$800

K4 Preschool Program (5 days a week) Tuition:

VPK with extended full day program per student \$4,095

Non VPK full day program per student \$7,018

*K4 – 5 days a week program **non-VPK** can apply for multi-student grant of \$800*

Graduation Fees:

Kindergarten Graduation Fee \$25

Eighth Grade Graduation Fee \$125

***To qualify for Parish Grant you must be registered in a Catholic parish:**

1. All family members regularly attend Sunday Mass
2. Support of the parish through reportable income of 5% or more (offertory envelope or ACH)
3. Donation of time and talent to the various ministries within the parish

St. Paul Parishioners to complete the Parish Participation Form and return to school, the parish will review your status and send a letter of acceptance or denial.

Families applying for a Parish Grant from a parish other than St. Paul must meet with your parish priest to go over his requirements. Return completed and signed Parish Participation Grant Form to the school office at the time of registration.

Note: pastors reserve the right to revoke the subsidy if a family is not meeting the established obligations.

TUITION PAYMENT PLAN

Payment plans for tuition begin June 1, 2020 and are completed May 1, 2021 (**12-month schedule**).

Option One: Annual single payment due June 1, 2020

Option Two: Semi-annual payments due June 1, 2020 and January 1, 2021

Option Three: Quarterly payments due June 1, Sept 1, Dec 1 and March 1

Option Four: Monthly payments due June 1 through May 1

Payments will be made through FACTS tuition. Parents must register for facts and can do so through the St. Paul Catholic School website.

A late fee of \$25 will be added for payments made after the due date.

There is a \$25 fee for returned checks.

All tuition, fees, and fines must be paid in full before final report cards are given and/or transcripts sent. All tuition, fees, and fines must be paid in full before a student may participate in graduation ceremonies.

FINANCIAL ASSISTANCE

FINANCIAL AID SCHOLARSHIP

Financial aid is determined through a third-party assessment by FACTS. An application must be completed through FACTS Grant & Aid Assessment at www.factstuitionaid.com. After completing the online application, supporting documentation must be mailed or faxed to FACTS. Submission of application does not guarantee financial aid.

PARISH GRANT

To qualify for Parish Grant, the following applies:

- You must be registered in a Catholic parish.
- All family members must attend Mass weekly.

- You must be an active member of your parish by sharing your time, talent and treasure. St. Paul parishioners must submit a “Stewardship Commitment Card” yearly.
- You must make verifiable contributions toward your parish through the Offertory, Catholic Sharing Appeal or Parish Building Fund.
- A completed Parish Participation Grant Form must be returned to the school office at the time of registration. Note: Pastors reserve the right to revoke the subsidy if a family is not meeting the established obligations.

STEP UP FOR STUDENTS (CORPORATE TAX SCHOLARSHIP)

The Step Up for Students Program is an initiative of the Florida Tax Credit (FTC) Scholarship Program. This program provides K-12 education scholarships for qualifying low-income students who are entering kindergarten through fifth grade OR who attended public school the previous year. The scholarships cover up to a projected \$6,420.00 for grades K-5 and \$6,712.00 for grades 6-8 private school tuition. More information and applications can be found at www.stepupforstudents.org.

TUITION REFUND POLICY

For students withdrawing from school at the request of the school administration at any time, a full pro-rated refund of all remaining tuition other than the registration, book and miscellaneous fees, will be made.

If a child is withdrawn prior to July 1st, there will be a full refund of tuition minus fees. As of July 1st, there will be no refund of two (2) months of tuition.

Prior to the beginning of the school year, if two or more month’s tuition is not paid the student’s registration may be automatically terminated and the student’s position is relinquished to another student.

If a student withdraws from school once classes have begun, tuition up to and including the quarter in which the student withdraws is non-refundable.

In the event of a transfer of employment of the parent over 60 miles from their original home, the principal may use his or her discretion in the refunding of tuition and will notify the Schools Office of the Diocese of Pensacola-Tallahassee of his or her decision.

There are no refunds on fees. In the event that a student withdraws from the school at any time, there will be no refund of fees paid. This includes book fees, registration fees, graduation fees, retreat fees or other fees established by the school.

For purposes of calculating the amount of refund due as a result of a student's withdrawal, the departing student will be considered the last child of the family. For example, if a family with three children in school withdraws one of its students, the refund will be calculated using the tuition rate for the third child of the family.

At any time during the school year, if a family is delinquent in tuition payments by more than one month, the student may not attend school until payments are made current. This includes taking semester exams.

A child’s attendance may be terminated if tuition is two (2) months in arrears, unless a payment plan has been approved by the Administration.

FINANCE COUNCIL

The Finance Council is a standing committee of the School Advisory Council and is responsible for the preparation and monitoring of the annual school budget and drafting a long-term financial plan for the school. Members are appointed by the pastor and principal.

CURRICULUM

FAITH FORMATION

St. Paul Catholic School reflects the spirit of Catholic life and learning and offers students a complete program of spiritual activities, including daily Religion instruction as a core subject. Note: all students attending St Paul Catholic School, regardless of religious faith, must participate in our Religion classes and activities according to Diocesan Policy #304. Catholic doctrine is presented at each grade in a relevant and meaningful manner. Our Catholic faith is celebrated through regular prayer services, the weekly celebration of the Eucharist, and Holy Day liturgies. Parents are always welcome to join the school community in prayer.

In all spiritual activities, the school recognizes that parents have the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. It is expected that parents and children attend weekly Sunday Mass and participate in parish life.

SACRAMENTAL PREPARATION PROGRAM

St. Paul Catholic School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist and Reconciliation within the Catholic community of prayer and worship. The Sacraments of Reconciliation and Eucharist are ordinarily received in the Second Grade. Preparation for the celebration of these Sacraments is a joint effort of parents and the religious education staff of the parish. Periodic meetings and activities are scheduled throughout the year.

ACADEMICS

Kindergarten

Religion
Language Arts
Mathematics
Science
Social Studies
Handwriting
Spanish
Music
Computers
Physical Education
Art
Library

Primary

Religion
Reading/Phonics
English
Mathematics
Science
Social Studies
Spelling
Handwriting
Spanish
Music
Computers
Physical Education
Art
Library

Intermediate

Religion
Reading
English
Mathematics
Science
Social Studies
Spelling
Handwriting
Spanish
Music
Computers
Physical Education
Art
Library

Electives

Band
Drama
Latin
Science Olympiad
STREAM

Middle School

Religion
Language Arts
Vocabulary
Mathematics
Science
History
Technology is Integrated
Physical Education

Electives

Band
General Music
Choir
General Art
Sculpture
Latin
Musical Theater
Theatre Set Design
Lego Robotics
3D Design/Fabrication
Yearbook
Aerospace
Mock Trial
Public Speaking
Creative Writing
Study Skills (required for 6th grade students)

REPORT CARDS

The school year is divided into two semesters, each semester into two quarters. Progress is evaluated at the end of each quarter. The final Report Card for the year will be mailed.

Per Diocesan Final Grades Policy #302, quarter grades must be no lower than 50, but there is no minimum grade on middle school semester exams. Assignments may receive a zero (0). The maximum grade allowed on report cards is 100. Each grading category must have at least three (3) assignments in each quarter with a minimum of nine (9) grades per quarter.

Report Cards will not be distributed to individuals prior to the established general distribution date. Grades are based on written tests, quizzes, oral and written projects, class participation, and homework.

The following grading scale is used for grades 2-8:

A	90-100%	C	70-79%	D	60-69%
B	80-89%			F	Below 60%

CONDUCT GRADES

. Conduct grades are given quarterly and are as follows:

1. Above Average
2. Satisfactory
3. Needs Improvement
4. Unsatisfactory

FINAL GRADES

At the end of the year, a final average is given for each student in grades 3-8 based on the four-quarter marks. The mid-year and final exam marks are also averaged in the final grade for those students who take them. In computing the final grade, each quarter grade bears twice the weight of a semester exam.

EXAMS

Students in grades 6-8 will be given exams at the end of the first semester and the end of the second semester in all core subjects.

Exemptions from Final Exams (8th Grade)

Exemption from a final exam is a privilege earned by eighth grade students and granted by the Administration. In order to be exempt from a final exam in a subject:

- The student must have an A-average for all 4 quarters and the midterm exam.
- The student must have a 1 or 2 in conduct all year.
- The student cannot have received any after-school penance halls during the year.

For the purposes of determining exemptions, the Language Arts components of Literature, Grammar and Vocabulary will be treated separately.

Exemptions will be posted on the Friday before the week of exams.

HONORS CRITERIA

An Honor Roll will be established each quarter naming those students in grades four through eight who have demonstrated academic excellence together with consistent effort and good conduct. Honor Roll ribbons are included with each quarter's report card for those students in Gr. 4-8 who earn them.

The following criteria will be used:

- **Academic Excellence-** All A's in all subjects, including Electives and Specials (Music, P.E., Art, Computers, Library, Spanish), and 1's, 2's, and 3's in conduct. (Note: handwriting grades do not count toward honors.)
- **Outstanding Academics:** Only A's or B's in all subjects, including Electives and Specials (Music, P.E., Art, Computers, Library, Spanish), and 1's, 2's, and 3's in conduct. (Note: handwriting grades do not count toward honors.)

HOMEWORK GUIDELINES

Homework is the extension and application of learning initiated by the teacher in school and continued at home. Because some assignments take longer, some students may be required to set aside more time each day to complete assignments. If homework does not require the whole time, please take the opportunity to read with your child or if you have an older child, have him/her read or review material for upcoming tests, etc.

Homework will not always be a *written* exercise. Often teachers assign pages to be read or facts to be studied. Each teacher's criteria for late assignments is outlined in the policy and procedure handout which is distributed by the teacher at the beginning of the school year.

Please Note: With the exception of long-term projects, homework will not be given over the weekend for the primary grades nor will testing be scheduled on Mondays. Intermediate and middle school students may have homework assigned over the weekend and testing may take place on Mondays.

Time allotments for homework are approximate and will fluctuate, but should generally be:

- 30 minutes for Grades 1-2
- 30-45 minutes for Grade 3
- 45-60 minutes for Grades 4-5
- 60-90 minutes for Grades 6-8

There will be no homework given on evenings of PTO meetings, banquets or special events for grades K-5 in which attendance at school in the evening is required. At the discretion of the teacher, homework may be given for middle school students.

Deduction of points will be taken for late work that is not previously approved by the teacher and not due to an excused absence. Please see the section marked Absences to see policy regarding make up work. The following guidelines will be used in gr. 2-5:

- a. 1 day late = drops one letter grade i.e. a perfect grade of 100% drops to an 89%
- b. 2 days late = drops by two letter grades i.e. a perfect grade of 100% drops to a 79%
- c. 3 days late = drops by three letter grades; i.e. a perfect grade of 100% drops to a 69%
- d. 4 days late = drops by four letter grades; i.e. a perfect grade of 100% drops to a 59%
- e. 5 days late = 0

The following guidelines will be used in gr. 6-8 for late work:

- a. 1 day late = drops 25 points i.e. a perfect grade of 100% drops to a 75%
- b. 2 days late = drops 50 points i.e. a perfect grade of 100% drops to a 50%
- c. 3 days late = 0

TESTING

The TerraNova Test is given to the students in grades two through eight in the spring as required by the Diocese of Pensacola-Tallahassee. The results of these tests are placed in the student's cumulative files and a copy given to the parents. These tests denote specific skills mastered by students and aid teachers in setting up individual programs for students. These tests are also used to evaluate the strengths and weaknesses of the curriculum.

RETENTION POLICY

Parents are encouraged to contact their child's teacher at the FIRST SIGN of a student's difficulty in any academic subject. It is the teacher's duty and responsibility to notify parents through PowerSchool, conferences and report cards that academic problem(s) exist. Parents and teachers will work together in planning possible remedies to the problem.

Grades PreK3-1

The faculty involved and the school administration determine retention in grades PreK3 through one.

Grades 2-3

If a student in grade 2 or 3 receives a D or below in Reading and/or Mathematics, s/he must receive a minimum of 16 hours of instruction per subject administered by a certified teacher or at an accredited facility. The faculty involved and the school administration will determine retention.

Grades 4-8

If a student in grades 4-8 fails one subject s/he must attend summer school if available. In the event that summer school is not available, then grades 6-8 must take the course online through Florida Virtual School and grades 4-5 must receive mandatory tutoring as determined by the Child Study team. If a student fails in two or more core subjects, it is an automatic retention, and the student will need to repeat the grade. If the student is retained in grade eight, s/he cannot remain at St. Paul Catholic School.

Students will not be promoted because of parental request. St. Paul School deems this to be a socially disadvantageous situation for students. Should a parent or guardian disagree with the decision of the school administration regarding retention, a written explanation of the action taken shall be filed with the school, and the child will not be permitted to re-enroll in the school.

FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program and provide a valuable addition to the classroom curriculum. They provide students with experiences to expand their educational and cultural horizons. Each child must have a school-issued permission slip and a medical treatment release form, signed by a parent or guardian, in order to accompany the class on a field trip. (Verbal permission or handwritten note by parent will not be accepted.) If special financial arrangements are needed, please see the principal privately. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. **Only students enrolled in St. Paul School will be allowed to participate in class field trips. Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members.**

When valid school bus transportation is not available and private vehicles are used, the following is required:

- Qualified volunteer drivers over 25 years of age must complete and be in compliance with all stipulations on the Volunteer Driver Information Form.
- Every student in a car must wear a seat belt or be in a booster seat; they may not sit in the front seat.
 - **Students in grades PreK-2** must be in an approved booster seat, provided by their parents. (If a student is 4'9" or taller, s/he may sit with a seat belt. That student will not be required to have a booster seat, if the seatbelt fits correctly according to American Academy of Pediatrics guidelines.

A list of driver/chaperone responsibilities and requirements may be found in this Handbook and on the school website.

P.A.T.S. (GIFTED PROGRAM)

The **Program for Academically Talented Students** is provided by the Escambia County School System. Students must be tested in order to be eligible for the program. Parents must provide their student's transportation to and from the P.A.T.S. Center. The students are responsible for checking with their teachers for assignments they will need to have completed when they return.

If the child will be absent from the P.A.T.S. program for the day, parents are to contact St Paul School by 9:00 a.m. via phone or e-mail. If you remove your child from P.A.T.S. program for any length of time, please notify the school office as well as the P.A.T.S. office.

This program offered at discretion of Escambia County School District

ADDITIONAL EDUCATIONAL & EXTRA CURRICULAR OPPORTUNITIES

• Abide – girls, grade 6-8	• History Fair – grade 7
• Accelerated Reader – grade K-5	• Electives- grade 4-8
• Altar Servers – grade 5-8	• NJHS – grade 6-8
• Band – grades 4-8	• Mass Prep- grade K-8
• Basketball – boys & girls, grade 2-8	• Safety Patrol – grade 6
• Cheerleading – girls, grade 6-8	• Science Fair – grade 8
• Chess Club – girls, boys 1-8	• Scouts – boys, grade K-8
• Christian Service Projects- gr. prek-8	• Soccer – boys, girls K-8
• Discipulus- boys, grade 1-5	• Student Council – grade 5-8
• Flag Football – boys and girls, gr. 1-6	• Track - boys and girls, grade K-8
• Football – boys, grade 6-8	• Volleyball – girls, grade 4-8
• Fraternus – boys, grade 6-8	• Little Flower Girls Club- grade 1-5

END OF YEAR ACADEMIC AND SERVICE AWARDS

St. Paul Catholic School believes in celebrating the successes of our students and acknowledges this success with yearend awards. All students excel in some area of their life and many opportunities are given at St. Paul Catholic School for students to exhibit their best. Teachers will assess students' top areas of strength to determine subject area awards. Christian service awards are based on merit determined by observation by several staff members throughout the year. Academic achievement awards are determined by grades only. Students may receive the following awards:

- **Dan Hanley Award for Excellence in Christian Service – grades 1-8.** This award is given to students in each grade level who exemplifies the spirit of service toward others. These students show compassion, kindness, and an intrinsic willingness to help others.
- **St. Paul School Distinguished Student Award – grade 8:** Students who have earned the highest and second highest grade point average overall with 1's and 2's in conduct for the eighth-grade year. These students have worked diligently throughout the school year in all core and non-core subjects.
- **St. Elizabeth Ann Seton Award for Overall Academic Excellence– grades 2-8:** This award is given to those students who achieve an A in every subject, including specials and electives, every quarter for the

current school year. (Note: handwriting grades do not count toward this award.)

- **St. Scholastica Award for Outstanding Academics-Gr. 2-8-** This award is given to students who achieve A's and B's in every subject, including specials and electives, every quarter for the current school year. (Note: handwriting grades do not count toward this award.)
- **St. John Paul II Award for Excellence in Religion-** This award is given to students who show an aptitude for the study of Religion.
- **St. Francis of Assisi Award for Excellence in Science-** This award is given to students who show an aptitude for the study of Science.
- **St. Thomas More Award for Excellence in Social Studies-** This award is given to students who show an aptitude for Social Studies.
- **St. Thomas Aquinas Award for Excellence in Math-** This award is given to students who show an aptitude in Math.
- **St. Paul Award for Excellence in Language Arts-** This award is given to students who show an aptitude in Language Arts.
- **St. Dominic Savio Award for Excellence in Writing-** This award is given to students who show an aptitude in Writing.
- **St. Benedict Award for Excellence in Perseverance-** This award is given to students who persevere joyfully in the face of adversity.
- **St. Catherine of Siena Award for Encouragement and Positive Attitude-** This award is given to students who brighten the lives of others with their positivity and their ability to encourage.
- **St. Barnabas Award for Faithful Friendship-** This award given to students who are faithful friends to classmates.
- **St. Joseph Award for Excellence in Art-** This award is given to students who show an aptitude for art.
- **St. Luke Award for Creativity-** This award is given to students who demonstrate an aptitude for out of the box thinking and find creative solutions to life's challenges.
- **St. Isidore of Seville Award for Excellence in Technology-** This award is given to students who show an aptitude for the use of technology.
- **St. John of the Cross Award for Excellence in Library Science-** This award is given to students who show an aptitude for research.
- **St. Cecilia Award for Excellence in Music-** This award is given to students who show an aptitude for music.
- **St. Genesius Award for Excellence in Theater-** This award is given to students who show an aptitude for the technical or performance aspects of Theater.
- **St. Juan Diego Award for Excellence in Spanish-** This award is given to students who show an aptitude for foreign languages.

- **St. Sebastian Award for Excellence in PE:** Students who score at or above the 50th percentile on all five measures of the test (curl-ups, shuttle run, one mile run/walk, pull-ups and sit and reach) indicating a basic but challenging level of fitness.
- **Principal’s Award and Gift for Pillar of Excellence – grade 8:** This award recognizes students who have demonstrated outstanding scholarship by achieving all A’s from grade 6 through grade 8.
- **American Legion Award – grade 8.** This award is given to one boy and one girl based on courage, honor, leadership, patriotism, scholarship and service.
- **Spartan Spirit Award – grade 8:** This award is given to one boy and one girl who best represent the qualities of an “ideal” St. Paul Catholic School student. These qualities include willingness to help the faculty, staff and fellow students, unselfish participation in various functions, and representation of our school in an exemplary fashion. This award is decided by faculty vote.
- **Marilyn Peklo Service Award – grade 8:** This award is given to an eighth grade student who unselfishly dedicates his or her time and talent to St. Paul Catholic School and is proud to be a member of the SPCS community.

UNIFORM DRESS CODE

School uniforms for Prek3 – 8th grade are to be purchased only through:

Zoghby’s Uniforms

2309 W. Fairfield Drive

Pensacola, FL 32507

850-898-3207

www.zoghbyuniforms.com

Students in grades K – 8th grade are required to wear P.E. uniforms to school on their scheduled P.E. days.

BOYS Pre-K3 & K4	<ul style="list-style-type: none"> • Pants or shorts - uniform navy twill all elastic waist shorts or pants • Shirt - uniform columbia blue short or long sleeve polo shirt with SPCS logo • Socks – ankle or crew in solid white, gray, black or navy (socks must be visible above shoe) • Athletic Velcro shoes that child can easily put on by themselves, preferably a shoe that is majority solid white, gray, or black but not required for the 3 and 4-year olds
BOYS Kindergarten – 5th Grade	<ul style="list-style-type: none"> • Pants or shorts - uniform gray twill pleated or flat front worn with solid dark brown or black belt (Kindergarteners may wear uniform gray twill all elastic waist shorts or pants without a belt) • Shirt – uniform navy performance polo shirt with SPCS logo; tucked in
BOYS Middle School Grades 6th – 8th	<ul style="list-style-type: none"> • Pants or shorts - uniform dark gray pleated or flat front worn with solid brown or black belt • Shirt - uniform navy performance polo shirt with SPCS logo; tucked in

<p>All BOYS Prek3 – 8th Grade Other</p>	<ul style="list-style-type: none"> • Solid white T-shirt may be worn under the school shirt. • Compression shorts, if worn, must be solid white, gray, black or navy • One religious necklace may be worn inside the shirt • A watch is permitted (but no smart watch or devices that connect to internet) • Hair should be conservative - may not fall below the neckline nor touch the ears or eyebrows • must be clean-shaven • ITEMS NOT PERMITTED: <ul style="list-style-type: none"> ○ ankle or wrist bracelet ○ tattoos, temporary or permanent ○ writing or drawing on hands, arms, legs ○ tinted, highlighted or dyed hair ○ earrings and body piercings
<p>GIRLS Prek3 & Prek4</p>	<ul style="list-style-type: none"> • Skort – uniform navy twill <u>knee length</u> all elastic skort • Shirt – uniform columbia blue short or long sleeve polo shirt with SPCS logo • Socks – ankle or crew, knee high or tights in solid white, gray, black or navy that are easily visible above the shoes • Athletic Velcro shoes that child can easily put on by themselves, preferably a shoe that is majority solid white, gray, or black but not required for the 3 and 4-year olds
<p>GIRLS Kindergarten, 1st & 2nd Grade</p>	<ul style="list-style-type: none"> • Jumper – uniform plaid <u>knee length</u> jumper model #23 <ul style="list-style-type: none"> ○ Jumper should touch the top of the knee when purchased. Once the jumper is 2 inches above the top of the knee then either the hem needs to be let out or a new jumper purchased. • Shirt – white blouse with peter pan collar
<p>GIRLS 3rd, 4th & 5th Grade</p>	<ul style="list-style-type: none"> • Skirt – uniform plaid <u>knee length</u> skirt with build in shorts model #23 <ul style="list-style-type: none"> ○ Skirt should fit properly in the waist and touch the top of the knee when purchased. Once the skirt is 2 inches above the top of the knee then either the hem needs to be let out or a new skirt purchased. • Shirt – uniform navy polo (cotton/polyester blend) with SPCS logo; tucked in
<p>GIRLS Middle School 6th – 8th Grade</p>	<ul style="list-style-type: none"> • Skirt – uniform dark gray <u>knee length</u> skirt with build in shorts model #23 <ul style="list-style-type: none"> ○ Skirt should fit properly in the waist and touch the top of the knee when purchased. Once the skirt is 2 inches above the top of the knee then either the hem needs to be let out or a new skirt purchased. • Shirt – uniform navy polo (cotton/polyester blend) with SPCS logo; tucked in
<p>All GIRLS Prek3 – 8th Grade Other</p>	<ul style="list-style-type: none"> • Hair accessories are limited to solid color white, navy, gray, black, red & uniform plaid bows • Hair should be conservative and a reasonable length and style • One religious necklace may be worn inside the shirt • A watch is permitted (but no smart watch or devices that connect to internet) • Simple post, <u>pencil-eraser size</u> earrings are permitted, one per lobe • ITEMS NOT PERMITTED: <ul style="list-style-type: none"> ○ Ankle or wrist bracelet ○ tattoos, temporary or permanent ○ writing or drawing on hands, arms, legs ○ tinted, highlighted or dyed hair ○ body piercings ○ Eye and face makeup, including mascara, lipstick or colored lip gloss ○ Nail polish and/or artificial nails
<p>BOYS & GIRLS Kindergarten – 8th Grade PE Uniform</p>	<p>Students in grades Kindergarten – 8th grade are required to wear P.E. uniforms to school on their scheduled P.E. days</p> <ul style="list-style-type: none"> • Shirt – columbia blue dri-fit shirt with SPCS logo or cotton t-shirt with SPCS logo • Shorts – navy mesh nylon athletic shorts with SPCS logo. Shorts must be an appropriate length (may not be shorter than 4 ½" from the middle of the knee.) • Pants – navy athletic pants with SPCS logo • Socks – ankle or crew in solid white, gray, black or navy that are easily visible above the shoes • Athletic shoes – mostly white, gray, or black, that are appropriate and secure for running • Compression shorts or other athletic garments, if worn, must be solid white, gray, black or navy. <p>All jewelry MUST BE REMOVED during P.E. class, except for religious necklace, which may be worn inside the shirt</p>

<p>All Students Outerwear</p>	<p>Only outerwear purchased through Zoghby's Uniform Company is allowed</p> <ul style="list-style-type: none"> • Navy cardigan sweater with SPCS logo • Navy full zip fleece jacket with SPCS logo • Navy half zip sweatshirt with SPCS logo • Crew neck sweatshirt with SPCS logo • Navy jacket with SPCS logo • In cold weather girls may wear ankle length white, gray, black, or navy leggings under skirts • Heavyweight outerwear needed for very cold days (40 degrees or lower) may be worn to school, but must be removed in the school building. <p>Hooded pullover sweatshirt with SPCS logo are no longer permitted beginning the 2019-2020 school year</p>
<p>BOYS & GIRLS Kindergarten – 8th Grade Uniform Shoes and socks</p>	<ul style="list-style-type: none"> • Boys and girls may wear ankle socks or crew socks in solid white, gray, black or navy (socks must be easily visible above shoe) • Girls may wear knee high socks or tights in solid white, gray, black or navy • Leather shoes - mostly solid, white, gray, black, brown; closed-toe, closed-back, low heel (example: Mary Janes, Sperry (Ked, Ked saddle shoes) • Athletic shoes – mostly solid, white, gray or black; may also be worn with regular school uniform; Grades PreK-5 are encouraged to wear them every day. • Shoe strings must be white, gray, black, or brown • NOT PERMITTED: <ul style="list-style-type: none"> ○ light-up shoes, glitter shoes, sandals, crocs, platform shoes, shoes with a heel over 2 inches, boots, or mid or high-top sneakers.

Scout Uniform may be worn on designated days. Scout clothing should follow all school rules.

Student Council Uniform may be worn on designated days:

- ~ Student council navy polo shirt and khaki pants.
- ~ Khaki uniform shorts or khaki uniform skorts for girls.
- ~ All other dress code rules still apply as in the regular uniform rules.

NJHS uniform may be worn on designated days:

- ~ NJHS navy t-shirt
- ~ Jeans or Khaki pants or Capri's below the knee
- ~Socks, shoes and belts apply as in the regular uniform rules.

DRESS DOWN DAYS AND BIRTHDAYS

Students may participate in "Dress Down Days" by wearing appropriate casual clothing to school on the assigned day. Students may also dress casually on their birthdays unless it is a Mass Day, in which case the student may choose another day or bring casual clothes to change into after Mass. If it is a P.E. day, then P.E. shoes MUST be worn.

Appropriate casual clothing includes:

- Jeans (various colors, no holes), P.E. shorts
- Appropriate shirt of choice with sleeves;
- Boys may wear dress shorts, athletic shorts or athletic pants.
- Girls may wear capris, athletic pants, or dresses/skirts if appropriately modest and no shorter than 3 inches above the knee cap.
- Socks are required unless wearing a ballet flat.

The following are not permitted:

- Oversized, baggy clothing;
- Tight, immodest pants or shirts, including hip-hugger jeans, low-rise jeans, "jeggings" and mid-riff shirts;
- Shirts with inappropriate sayings or advertising inappropriate products or places;
- Hats or other accessories that are distracting to the academic environment;
- Shoes NOT permitted on dress down days- light-up shoes, sandals, Heelies, crocs, platform shoes, skater shoes, shoes with a heel over 2 inches.

This list is a sample and not to be considered all-inclusive

DRESS UP DAYS

GIRLS:

- Skirts or dresses are to be no shorter than 3 inches above the knee cap.
- Sleeveless dresses or blouses must be worn with a sweater and may not be backless, low-cut, or immodest in any way.
- Socks are required unless wearing a ballet flat.

BOYS:

- Dress shorts are allowed. Shirt does not have to have a collar but must be dressy (no casual t-shirts).
- Shirt must be tucked in.
- Socks and belt are required.

ALL STUDENTS:

- Jeans are not allowed.
- Sandals are not allowed.
- If a dress up day falls on a student's PE day, the student must wear or bring athletic shoes for PE class.
- If a student does not want to participate in a dress up day, then he/she must wear the regular school uniform.

APPEARANCE AND GROOMING

All students are expected to be well-groomed, neat and presentable at all times. Clothing should be clean, properly fitting and modest.

Parents are responsible for ensuring that students are PROPERLY attired. Since it is impossible to identify in advance all possible deviations from acceptable dress and grooming, the Administration reserves the right to determine what is acceptable. In all cases, the decision of the principal will be final.

Parents will be contacted if a student is dressing inappropriately for school.

<h2>CONDUCT AND DISCIPLINE CODE</h2>

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning environment. The Catholic school, as a Faith Community, encourages an atmosphere conducive to the academic growth of students as well as the cultivation of Christian virtues.

The immediate objective of the school discipline, recognizing the dignity of every person, is to maintain effective learning conditions for all students. The ultimate objective is to teach and promote virtuous behavior so that students can live freely and joyfully in friendship with Christ. In order to accomplish this, heavy emphasis will be placed on positive behavior techniques that instill in each child a sense of individual responsibility for one's own actions. Educating students in virtue will help them to choose to turn away from behavior that needs change and toward a closer relationship with God.

“Human virtues acquired by education, by deliberate acts, and by perseverance ever-renewed in repeated efforts are purified and elevated by divine grace. With God's help, they forge character and give facility in the practice of the good. The virtuous man is happy to practice them” (CCC 1810).

Developing the habits of virtue is a lifelong process. As a school community, the faculty, staff, administration, and parents of St. Paul are committed to counseling, encouraging, and aiding each child as they grow and mature. Students are expected to abide by the Conduct and Discipline Code of St. Paul Catholic School. Should infractions occur, students will be held accountable for violations, and disciplinary actions will be taken. The principal reserves the right to act on disciplinary matters not specifically addressed in this handbook.

PreK3-2nd Grade Conduct and Discipline Code

In order to promote a favorable teaching-learning climate at school and to help all students develop appropriate standards for self-discipline, students will be disciplined in a reasonable and fair manner with regard to the offense. Teachers in grades K-3rd use discipline plans appropriate for grade level. Discipline procedures are sent home by the teacher and discussed at parent orientation. Students who do not respond to the classroom discipline plan will meet with the principal. If a student continues to be unresponsive to the classroom discipline procedure, a parent conference will be arranged to set up an individual behavior plan. A student's continuation of school attendance will be based on the improvement of behavior. If student is unresponsive to school policies or procedures, the student will be asked to withdraw from St. Paul Catholic School.

Consequences for Minor Offenses

1st Offense:	Classroom behavior policy
2nd Offense:	Classroom behavior policy
3rd Offense:	Classroom behavior policy and student will meet with principal to discuss behavior. A one day lunch/recess penance hall may be assigned if warranted.

Consequences for Major Offenses

1st Offense:	Parent conference including student, teacher, parents and/or guardian. A one day lunch/recess penance hall will be assigned. Child will eat in the office.
2nd Offense:	One day of one hour after school penance hall will be assigned.
*3rd Offense:	Three days of one hour after school penance hall will be assigned. Behavior plan will be created.
*4th Offense:	One day of In-School Suspension will be assigned. Behavior plan will be created
**5th Offense:	Student will be assigned three days of In-School Suspension. Behavior plan will be created or evaluated to determine continued enrollment.

2nd - 8th Grade Conduct and Discipline Code

Level 1

1. Chewing gum
2. Eating without permission
3. Using chromebook without permission
4. Off-task behavior
5. Minor horseplay in classrooms or hallways, including running, pushing, shoving, and yelling
6. Bringing nuisance items to school without permission from the teacher
7. Mischievous behavior regarding the possession of others
8. Violating dress code
9. Lack of responsibility (3 signatures on responsibility sheet)

Level 2

1. Disruption of the educational process
2. Disrespect
3. Defiance/insubordination
4. Inappropriate chromebook use
5. Irreverent/Inappropriate behavior during campus events or on school related trips
6. Major horseplay in classrooms or hallways, including running, pushing, shoving, and yelling
7. Inappropriate displaying of affection
8. Selling any items not approved by the school
9. Possessing over-the-counter medications
10. Dishonesty, lying
11. Using inappropriate language, including slang with negative connotations
12. Any other conduct that is inconsistent with the philosophy of St. Paul Catholic School

Blue slips are received for Level 1 and Level 2 offenses. Within a nine week period, the following schedule will be followed:

(Consequences for blue slips in grades 2-5 will be considered for age-appropriateness.)

Consequences for Level 1 and Level 2 Offenses:

Three (3) - Level 1 Blue Slips = one step
One (1) - Level 2 Blue Slip = one step

Step 1 – one day after school penance hall

Step 2 – two days after school penance hall

Step 3 – three days after school penance hall

Step 4 – four days after school penance hall; parent contacted by administrator to discuss behavior plan for student success

Step 5 – five days after school penance hall

Step 6 – one day In-School Suspension

Once a student reaches the Step 6 within a 9-week period, a student/parent/administration meeting will be scheduled to evaluate the student behavior plan and discuss probation for continued student enrollment.

Level 3/Major Offenses

Students committing a major offense will be sent to the principal's office, and parents will be notified.

1. Disrespect in any form towards faculty or other adults (arguing, talking back)
2. Any form of fighting, including provocations that are verbal and/or physical (retaliation); No distinction is made as to "real" or "play" fighting.
3. Leaving school grounds without permission
4. Copying or cheating on tests or schoolwork, or plagiarism
5. Lying/Forging
6. Gambling
7. Pranks
8. Misconduct regarding the use of electronic devices including violation of St. Paul AUP
9. Continued misconduct that warrants being sent to the principal's office
10. Use of curse words
11. Theft or destruction of others' possessions
12. *Vandalism
13. **Harassment or threat of bodily harm or destruction
14. **Possession, distribution, or consumption of any type of pornographic materials, weapons or dangerous items, drugs, including drug paraphernalia, alcohol or tobacco products
15. Any other conduct that is inconsistent with the philosophy of St. Paul Catholic School
16. Bullying and/or cyberbullying
17. Violation of any law of the State of Florida.

*Parents and students will be personally liable, including financially, for any damage that occurs as a result of an act of vandalism. This includes both property damage and/or damage to an individual's possessions, occurring either at school or at a school function.

**St. Paul procedures for reporting, investigating, and disciplining any form of behavior related to threat, harassment, and/or possession of illegal materials:

All reports made to an employee of St. Paul will be documented on an Incident Report form. If the offense is founded, the St. Paul Discipline Code will be enacted and will result in punishment at the 4th offense level (see Consequences for Major Violations).

Consequences of Level 3 Major Offenses:

- 1st Offense/pink slip: 3 days of after-school penance hall; students may not enter after-school care following penance hall.
- 2nd Offense/pink slip: 5 days after-school penance hall; students may not enter after-school care following penance hall.
- *3rd Offense/pink slip: 2 days of In-School Suspension; parent/student/administrator meeting to create behavior plan
- **4th Offense/pink slip: Student will be assigned three days of Out-of-School Suspension. Parent/student/administrator to meet to discuss behavior plan and continued enrollment

Level 3 major offenses and consequences carry through the entire school year.

***In-School Suspension**

In-school suspension will be used as a time for the student to reflect on his/her behavior, the consequences of his/her actions, and make reparation to any parties involved. Mass, reconciliation, and adoration of the Blessed Sacrament may be included in the day's activities. These activities will be presented to the student and parents as opportunities to spend time in the presence of God in order to reflect and grow in virtue rather than being considered a punishment. Students will be given daily assignments that were missed as a result of the suspension at the end of the school day. All classwork and homework assignments are due to the respective teachers the following school day. If the student does not turn in missed assignments, the late penalty will be applied. A behavior probation plan will be put into effect. A substitute teacher will be assigned to this student and parents are responsible for all costs incurred (\$75/day).

****Out-of-School Suspension (Home)**

Student will be required to stay home for 3 days. Student will not be permitted to make up any missed work or tests. Students missing quizzes, tests, or homework because of a disciplinary procedure will be required to take assessments and turn in homework upon return. Students will not receive credit for work turned in. If a student committed a 4th level offense, he/she is considered to be unresponsive to the classroom/school discipline procedures and in violation of their behavior probation plan. The student may be expelled or asked to withdraw from St. Paul Catholic School.

Green Slips

As part of the St. Paul Catholic School Code of Conduct, students will have the opportunity to earn positive behavior incentives called Green Slips. Green Slips are given at the discretion of the faculty and staff, and are used to recognize exemplary, virtuous behavior that goes above and beyond the school's expectations. Elementary and middle school Green Slips earn points for the House System, and school-wide Green Slip recognition celebrates those students who are serving as role-models for their peers and have earned Green Slips for their positive behavior.

Bullying Prevention

Per Diocesan Policy # 311, Bullying is defined as the willful and repeated harm inflicted upon another individual which may involve but is not limited to: harassment, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social networking sites). Bullying reflects a pattern of behavior, not a single isolated incident.

Bullying is unacceptable. It is to be addressed in a prompt and effective manner. Repeated incidents of bullying by a child are to be considered serious and will be addressed by the administration. In serious and/or repeated incidents of bullying, the child's parents/guardians are to be notified, in writing.

Consequences are determined according to the age of the child and the severity of the offense. In serious cases, probation, suspension or expulsion may be appropriate consequences.

Conduct Outside of School

St. Paul students must behave in a manner consistent with the beliefs, values, and code of conduct of the school both on and off school property. Behavior includes but is not limited to electronic communication. Any conduct deemed by the principal and/or pastor to be inappropriate or disrespectful to the integrity of St. Paul Catholic School or any of its students, may be subject to school disciplinary action.

PARENT NOTIFICATION

Students are expected to communicate with parents when they receive a blue slip for Level 1 and Level 2 offenses. A disciplinary referral form (blue slip) is used as a means of communication to parents and as a consequence to inappropriate behavior. The referral form identifies the needed area of improvement in both the student's academic and behavioral skills. Disciplinary referral forms must be signed and returned the following

school day. We encourage and appreciate parental support. Conferences are available if desired for the benefit of the student.

PENANCE HALL

Grades 2-8: After-school penance halls will be held every Wednesday from 3:15-4:15 pm. The student will be charged a fee of \$10, which will be used to pay the teacher for his/her time. Teachers will supervise penance halls on a rotating schedule. A student in penance hall will not be allowed to do homework, study or sleep. A student athlete participating in CYSL will be benched one game for each penance hall received. If only one penance hall was received during the week, then the athlete will be "benched" for the first game of that weekend's sporting event per the CYSL rules.

PROBATIONARY CONTRACT

Repeated acts, which indicate a pattern of non-compliance with the Code of Conduct, will require further action. One such action may be to place the student on a probationary contract or behavior plan for a predetermined length of time. The contract requires the student to follow the Code of Conduct scrupulously. A conference with the parent, student, administration and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction of the Code of Conduct should occur, the student will be required to withdraw from St. Paul Catholic School.

EXCLUSION FROM SCHOOL

I. Suspension

The principal is empowered to suspend a student. While suspended from school, a student is not allowed to attend class, participate in, or attend any school-sponsored activity. Any suspended student who, without the permission of the Administration, returns to school grounds may be recommended for expulsion. Time lost due to a suspension from class or school must be made up by the student at the principal's discretion.

A child on suspension may not practice or participate in the sports program.

The Administration may decide that an in-school suspension is appropriate. During an in-school suspension, the child will be placed in another classroom or the office and will not have any contact with his/her classmates.

The Administration shall determine the length and type of suspension.

II. Expulsion

The term "expulsion" shall mean the permanent dismissal of a student from St. Paul Catholic School.

Expulsion is reserved for serious or repeated violations of those articles of misbehavior stated under "Violations" which is determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good name of the school. The decision for expulsion is reserved to the principal.

VANDALISM

Students and their parents shall be financially liable for any damage to school property or to another student's property. This liability applies to items such as, but not limited to, books, supplies, equipment, buildings, and grounds.

COMMUNICATING CONCERNS

To address an issue or concern, a parent or student must follow the chain of command procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involved.

"If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother."
– Matthew 18:15

Step One:	Classroom Teacher
Step Two:	Principal
Step Three:	Pastor

LUNCH TIME BEHAVIOR

Staff members and/or teachers are responsible for the supervision of the students during lunch and recess. Students are to show them the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while in the classroom and on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others is to be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students:

- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- Food is not to be shared for hygiene purposes and to prevent allergic reactions.
- All students are responsible to clean up after themselves.
- During outdoor recess, students may play in the field. Primary grades PreK- 3rd grade may use the enclosed playground on assigned days.
- Soccer and kickball should be played on the field. Dangerous and rough activities, such as tackle football, wrestling, and piggy-back riding, are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.
- Physical or verbal bullying will not be tolerated.
- Students may not leave the playground without permission or supervision.
- Students who are injured while playing should report to one of the staff members. Student will be taken to the office for treatment if necessary. As usual, parents will be notified of any injury that may need further attention.
- **In general, it is expected that the behavior and language of each child reflects the Catholic teachings and values that parents and teachers try to instill in all of the St. Paul Catholic School children.**

HEALTH

The school participates in health programs for schools and staff provided by the Escambia County Health Department and Sacred Heart Hospital. St. Paul Catholic School utilizes the services of Sacred Heart and Baptist Hospitals for Health Day and special needs. The school utilizes Escambia County Health Department for record verification.

MEDICATION

Should it be necessary for a child to receive prescription or non-prescription medicines during the school day, the following regulations shall apply:

- **A written consent form signed by the parent or legal guardian must be in the office before *any* medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.)
- Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, and strength of the medication.

- Medication shall be given to the child listed on the label only and will be given in accordance with the label instructions.
- The **only** non-prescription medications that can be dispensed are Tylenol (acetaminophen), Motrin (Ibuprofen) and Benadryl and must have a signed medical form on file.
- The dosage for non-prescription medicine shall not exceed the label instructions, unless prescribed by a physician, for the particular age of the child.
- No child will be allowed to take medicine without supervision.

Children will not be allowed to have in their possession ANY medications. Rescue medications such as inhalers for asthma, epipens for severe allergies, and glucose medication for Type 1 diabetics as prescribed by a physician will be kept in an emergency bag that will travel with the child's class for ease of access in the event the child is in acute need. Parents will need to provide the prescription medication to be left at school. Medication will not travel back and forth from school to home with the child. Parent must put the request for this into writing accompanied by a doctor's note illustrating the need.

The parent must supply all medication. All medication left in the school office at the end of the school year will be destroyed.

It is the parent's responsibility to apprise the teacher and office personnel of any medication a child is taking.

INDIVIDUAL MEDICAL EMERGENCY PLANS

Individual emergency care plans for students with chronic illnesses such as diabetes, asthma, known food or insect anaphylaxis, or hemophilia, should be submitted to the school by parents. These plans will be kept in the main office. Teachers are made aware of pertinent medical conditions of students at scheduled in-services during the school year.

ILLNESS

For the protection of your child, other students, faculty, and staff, your child will not be allowed to remain in school if s/he displays any of the following symptoms:

- temperature equal to or greater than 100.4
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- any type of non-treated communicable disease

A child is never sent home before a parent or guardian is contacted. Emergency Care cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office. Students are excluded for the following illnesses but may be re-admitted after the time.

<u>Illness</u>	<u>Time Required Before Returning to School</u>
Chicken Pox	Exclude until 1 week after the eruption of the first crop of lesions and all lesions have crusted
Coxsackie	Exclude until fever free for 24 hours without medication. (Also known as Hand, foot and mouth disease)
Fifth Disease	No exclusion if rash is diagnosed by a doctor
Head Lice	Exclude until treated, nit free and confirmed by office
Influenza	7 days or with the excuse of a doctor
Impetigo	Exclude until under treatment, lesions are healing, and no new ones appear
Mononucleosis	Exclude until under medical care and physician approves return

Mumps	Exclude until swelling or other symptoms have disappeared
Pink Eye	Exclude until under medical care and drainage from eyes has cleared
Ringworm	Exclude until under medical treatment
German Measles	Exclude until 5 th day after onset
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has begun
Strep Throat	Exclude until 24 hours after antibiotic treatment has begun

All students must be free of fever for 24 hours without medication prior to returning to school.

MEDICAL EMERGENCIES

Parents are called for all medical **emergencies** and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file in the office. **It is absolutely essential that contact information is kept current in the office.**

ACCIDENTS

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified. School law prohibits the use of first aid equipment and medicine given orally.

STUDENT ACCIDENT INSURANCE

The Diocese of Pensacola-Tallahassee provides accident coverage to school students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis, which means the parents first file the medical expense claim with their insurer, and then the diocesan policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, the diocesan policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage.

GENERAL SCHOOL POLICIES

ARRIVAL/DISMISSAL PROCEDURES

Morning Arrival Grades K-8

- From Bayou Blvd. Turn onto Hyde Park Rd.
- Turn right onto Foulis Drive
- Turn left onto Conway
- Turn right into first entrance on into parking lot between parish office and school
- Follow around to sidewalk
- Students will exit from right side of vehicle
- Exit campus right on Conway Dr.
- If a parent needs to come to the office, please park on the school/church side of the building and enter at the school entrance.
- Due to the chaotic nature of the time of day, please refrain from walking students to their classroom. An instructional aide will accompany them to their room if your child is in need of assistance. Thank You!

1. Students need to **stay in their cars until 7:30 a.m.** The only doors that are unlocked for students to enter through will not open before 7:30. Please time your arrival at school so your child will have enough time to unpack and settle down before the morning prayers/announcements which begin promptly at 7:45 a.m.
2. Parents ***do not*** need to walk their children into the building. All of our instructional assistants will be on hand in the drop off lane to walk small children to their classrooms for the first few weeks until they feel comfortable walking there themselves.
3. Please ***DO NOT*** drop off students anywhere on the parish property but the drop off lane.
4. Please pull all the way forward in the drop off lane so that we can get as many students unloaded at a time as possible.

Morning Arrival for PreK3 and PreK4: Parents are to park in the parking lot next to Spartan Hall and enter Spartan Hall through the side door facing parking lot. A sign-in sheet is posted at the door. The parent signs in the child. The children will be walked to their classroom by their teacher or instructional assistant.

Dismissal changes: Parents are required to send written notification of any changes for dismissal (i.e. if the student will be picked up by someone other than usual person, if they are attending Scouts, etc.)

Dismissal for PreK3 and PreK4 Students and their Siblings: Dismissal for PreK3 and PreK4 will begin at 3:00 p.m. Parents are to go to side door of the Library/Spartan Hall to sign out their PreK3 or PreK4/VPK child. Note: The parent **must** use a full signature on the sign-out sheet. Older siblings of the prek student will be escorted to Spartan Hall for dismissal at 3:00.

Dismissal

Please have your name card in the window even if you are well known by most of the staff. Processing names to faces takes extra time and causes unnecessary delay. If you need a replacement, please let the office know.

- From Bayou Blvd. Turn onto Hyde Park Rd.
- Turn right onto Foulis Drive
- Turn left onto Conway
- Turn right into first entrance on into parking lot between parish office and school
- Follow around to sidewalk
- Place family last name in the window of the car for easy visibility
- Students will be assigned to a cone number as they are called and should be waiting for you
- Students who do not come out of school in a timely manner will require parents to pull to the side to wait for them as to not hold up the car line.
- Exit campus right on Conway Dr. towards Hyde Park Rd.

At no time should parents park cars on Conway Drive or Hyde Park Rd. for the purpose of picking up students at dismissal time. Safety in the parking lot is paramount for students and parents alike. Children walking in a parking lot are difficult to see when driving.

Students are supervised in the car line until 3:15 p.m. each day. Any student not picked up once carline has ended, will be sent to the Extended Day Program and families charged.

Walkers and Bicycle Riders

Children walking or riding bikes to and from school:

- **Bike riders must wear helmets**
- Observe all safety regulations set forth by the Pensacola Police Department
- Observe all safety regulations for parking lot safety set forth by St. Paul Catholic Church and School.
- A supervised crossing at Hyde Park Road is provided in the morning from **7:30-7:45 a.m.** and again at the end of the school day.
- The student is responsible for locking up his/her own bike with a personal bike lock.
- The school is not responsible for stolen or damaged bicycles.
- If raining, parents are to make arrangements to pick up their walkers or riders. They will not be sent out in heavy rain or storms.

ATTENDANCE

Punctual and regular attendance is important for consistent academic progress. A report card may be marked as incomplete from a student who has been absent for seven or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 30 days of the school year's 180 days may jeopardize student promotion.

Students must be in attendance during the school day in order to participate in any extra-curricular activities for that day and the following 24 hours.

All absences are to be reported to the school office by:

- Telephone or e-mail, school@stpaulcatholic.net.
- Calls should be made by 9:00 a.m.
- For safety reasons, if we do not receive a call by 9:00 a.m. from a parent to report the absence, a call will be made from the school office to verify the absence.

When a child returns to school after an absence, he or she is to:

- Present a ***dated written excuse*** from his or her parent.
- Students are responsible for the work they missed during their absence.
- Each student is responsible for checking with his/her teacher(s) for work and tests missed during the absence.
- Students are also responsible for approaching the teacher(s) to arrange taking missed tests.
- Lessons and tests should be made up after or before regular school hours.
- Tests must be made up within two days of return to school.
- Time allotment to do make-up work is *one day for each day missed*.
- Students will receive the same number of days as the other students to complete a project if the project is assigned during an absence; however, if the project is assigned *before* the absence, the teacher may use his/her discretion in assigning a new due date if needed.

Lengthy planned absences for students during the school year are not encouraged. Written work can be made up but the actual teacher instruction and class participation cannot, leaving the student at a disadvantage. We strongly urge parents to consider their child(ren)'s academic average when planning family vacations with the realization that a lengthy absence from school may adversely affect those averages.

If a student is to be absent for a length of time, the parent must send a note to the school office and to each child's teacher(s) at least one week in advance. Homework is an extension of class lessons and often cannot be done until after the lesson has been presented. Parents should keep this in mind when requesting homework for proposed or extended absences.

Early Check-Out- Students will not be checked-out between 2:30 p.m. and 3:00 p.m. If parents know they need to check out students early, please do so before 2:30. Afternoon announcements and classroom transitions make it difficult for students to check out too close to dismissal.

Tardiness

Expecting students to be "on time" is preparing them to be responsible as well as forming a good habit. One person's tardiness has consequences reaching out to many others.

When a student is late for school, s/he must report to the school office with a parent. The parent must sign-in the student and an admittance slip will be issued to the student for entrance to the classroom. If the parent and student arrive during the morning announcements, prayer, pledge, and singing of the national anthem then they will be asked to wait to sign in until those activities are completed in order to allow the office to staff to respectfully participate as well.

A parent meeting with administration will be required after 5 unexcused tardies.

A note from the dentist or doctor must accompany a student returning to school or coming late from an appointment in order to have this be an **“excused tardy”**. This note from the dentist or doctor will assist us in keeping accurate records of the “excused tardies” vs. a verbal excuse.

BIRTHDAY TREATS

Teachers must be contacted in advance if a parent wishes to celebrate a child’s birthday with a treat. Treats should be simple, and there should be something for each child. A number of our students have allergies. Please check with the homeroom teacher or school office if you need to bring something special for students with certain allergies.

BOOKS

St. Paul Catholic School rents the textbooks to students. As the books are owned by St. Paul Catholic School, students are expected to treat the books with care. **A fine will be assessed for any damaged book(s)**. Book covers are to be removable (no contact paper) and kept on books to preserve them. Students use the books for one year and return them to the school in May. Textbooks are updated as necessary to stay current with curriculum needs.

CALENDAR

St. Paul Catholic School follows the calendar outlined by the Diocese of Pensacola-Tallahassee. It will be observed throughout the school year unless parents are notified of a change in the monthly newsletter or weekly memo. The most accurate and up-to-date calendar for St. Paul School is located on our web site, www.stpaulcatholicsschool.net. Call the office to obtain the username and password to access online calendar.

CARE OF SCHOOL PROPERTY

The appearance of a school and the way it is kept has a great deal to do with the reputation of the school. Care shown of school property portrays pride and good spirit. For this reason, all students will regard with great care whatever school property is allowed for their use: desks, furniture, books, audio-visual aids, sports equipment, as well as all parts of the building and, in particular, the lavatories.

Desks, books, and materials are assigned to students for their use. No student has the right to freely use another person's assigned materials without permission. **Students will be held responsible for any damage done to books, desks, and all other school equipment entrusted to them.**

Because gum is difficult to remove from carpeting and furniture, **no student may chew gum on the school premises.**

CELL PHONES

If a parent deems it necessary for a student to have a cell phone for an after school activity, the student **MUST** turn in the cell phone in the designated space as indicated by the principal. Any student who is using a cell phone during the day or who has it in his/her possession during the day will have the phone confiscated and turned in to administration. Phones that have been confiscated may only be retrieved by a parent from the school office during school hours.

- The first time a phone is confiscated, the parent may pick it up at the end of the day and the student will receive one penance hall.
- The second time a phone is confiscated, the parent may pick it up at the end of the day and the student will receive 3 days of penance hall.
- If there is a third offense, the student will no longer be allowed to bring a cell phone to school.

COMMUNICATIONS

St Paul Catholic School's website www.stpaulcatholicsschool.net is a wonderful communication tool which also helps us become better stewards of the environment. The calendar, documents, forms, PowerSchool, teacher links, and many other helpful items may be found on the website. Additionally, teachers have classroom websites utilizing PowerSchool Learning, a Learning Management System, with grades 3-8 posting daily assignments on their websites. Parents may also keep track of grades through PowerSchool.

A weekly communication, the Weekly News, is sent home each week via email.

SchoolMessenger, a rapid notification system, will be used to communicate last minute schedule changes, upcoming events, and emergencies that may require the closure of school.

CUSTODY ISSUES

It is the responsibility of single or divorced parents or legal guardians to notify the school about custody issues upon entrance to St Paul Catholic School and any changes in child custody. This needs to be provided by written notification of court proceedings. If administration deems it necessary, the student(s) involved may be required to be signed out from the front office for daily dismissal.

DAILY SCHEDULE

7:00 – 7:20 a.m. Before School Care is available for 3K-8th grade

7:30 a.m. School supervision begins for K-8 students. ***Students are not permitted to enter the school building until this time unless dropped off for Before School Care prior to 7:25.*** Students in grades K-8 **are to** enter by the art room and go straight to their classrooms/lockers. Students in grades 3K and 4K are to be signed in by a parent/guardian in the school library. Older siblings of 3K and 4K students may also enter from the school library.

For the safety of all children, we ask that parents of 3K-8 students do not come into the classroom with their child(ren) when dropping off in the morning. All contacts with teachers can be made by calling the school office or by email, as teachers are required to supervise their classes at all times during the school day. Teachers are not permitted to confer with parents before school unless an appointment has been made. Communication between parents and teachers is important, so please do not hesitate to call the office to set up an appointment.

7:45 a.m. Tardy bell rings. All students are to be in classrooms at this time. Students arriving after this time must obtain a tardy slip from the school office in order to be admitted to the classroom. **A parent must come into the school and sign for the child who is tardy.** If a student is tardy due to a dentist/doctor's appointment, please present a note from the physician.

7:55 a.m. Morning announcements for the school day begin with prayer, Pledge of Allegiance and the National Anthem.

11:18-11:43	grades 4-5 eat lunch	11:45-12:00 grades 4-5 outside recess
11:43-12:08	grades 6-8 eat lunch	11:25-11:40 grades 6-8 outside recess

12:10-12:35	grades 1-3 eat lunch	K-3 recess time set by classroom teacher
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12:00	PreK4 and K eat lunch in classrooms	PreK4 and K recess time set by classroom teacher
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11:40	PreK3 eats lunch in classroom	PreK3 recess time set by classroom teacher
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3:00 p.m. Afternoon Dismissal

On the occasional early dismissal days, dismissal will be at noon.

DRIVER / CHAPERONE GUIDELINES

Parents are a vital part of our class field trips. Without the chaperones, it would be impossible to give our students this wonderful opportunity. But we must remember, chaperones are on the field trips to ensure the safety of all children. Please read the guidelines below before chaperoning any field trip.

- Complete required forms for each field trip and return when requested. Provide copies of all requested information. NOTE: Parents are strongly encouraged to complete all forms and meet Diocesan requirements early in the year, and not wait until a field trip is scheduled. (A list of requirements can be found on the school website.)
- Only students enrolled in St. Paul School will be allowed to participate in class field trips. Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members.
- Attention must be given to students under your supervision at all times.
- Students must not be allowed to go to restrooms without a chaperone.
- Be aware of the location of the teacher at all times. Cell phones can be used between chaperones to keep each other aware of their location.
- Your vehicle should be filled with gas before arriving for the field trip.
- When driving students, there is no stopping for any reason except an emergency. If anything should happen on an unscheduled stop, you would be held liable.
- Every child must be in a seatbelt or a booster seat. No child should be sitting up front unless it is your own child, and they meet the weight and height requirements.
- Candy or gum is not permitted; **drivers are not permitted to give snacks or treats (including gum) to students in the vehicle.**
- Written directions to the field trip site will be provided and must be followed.
- If bus transportation is used, parent chaperones should be seated throughout the bus for supervision purposes.
- Chaperones are volunteers. All volunteers must be fingerprinted and comply with diocesan policies.

Chaperone to Student Ratio:

K-Grade 8: 1 adult per 4 children or what is deemed necessary for event

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be presented to the teacher and cleared through the school office the morning of the early dismissal. Parents/guardians must sign out the student in the school office. **Students must be checked out before 2:30 so as not to interfere with the end of the day procedures.**

EMERGENCY DRILLS

Students will be asked to practice emergency procedures in the event of fire, tornado, lockdown (intruder), etc. Teacher will review the procedures and inform the students exactly what they are to do in that situation. The school will then have scheduled and unscheduled drills to ensure a timely response can be made to emergency situations. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout the entire drill - in the classroom, halls, and on school grounds. Notification of drills will be sent home via email for parents to reinforce procedures and to calm any fears a young student may have about the process.

FUNDRAISERS AND EVENTS

Several opportunities are available to families who wish to support SPCS through fundraising efforts. Fundraisers provide additional revenue to the school which is used to supplement the school's budget and helps keep the tuition at competitive rates. Below a few successful fundraising activities for St. Paul Catholic School have been listed. We are continually looking for new ideas to fund our school.

Amazon Smile- This allows 0.05% of all purchases made through smile.amazon.com to go to St. Paul Catholic School

Book Fair – The book fair is an annual event, which takes place two times a year, Spring and Fall. Resources acquired from this endeavor are used by the staff to purchase books for classroom and library use.

Box Tops for Education – The school typically receives 10 cents per box top.

31 Day Spartan Drawing – This is the only major fundraising event of the year. Each family is asked to participate by selling tickets. The drawing takes place each day in March.

FUNERAL MASSES

If a student of the school dies, the whole school will attend the funeral Mass if it is celebrated at St. Paul Church. If a parent or a sibling of a student dies, that student's class may be excused to attend the funeral Mass if it is celebrated at St. Paul's. If a staff or faculty member dies, the administration may close school for faculty to attend the funeral Mass.

GUESTS / VISITORS

All parents, guests and visitors must have their driver's license scanned every visit and sign in at the main office to receive a visitor pass that is to be worn during the entire time that they are in the school. Students and faculty have been instructed to inform the office if they observe anyone in the building who does not have a visitor pass. Visitors are also required to sign out and return the pass to the office when they leave. Visitors/parents may not visit teachers or students during school hours unless previously approved by the principal. Appointments/requests will be taken in the office and relayed to the teachers involved. ***Meetings with teachers must be scheduled in advance.***

GUM

Gum is not permitted in school. Damage as a result of gum will be the financial responsibility of the parent.

POWERSCHOOL LEARNING

PowerSchool Learning is a Learning Management System that offers teachers a full suite of tools to help teach, students learn, and everyone connect online. PowerSchool Learning revolves around the teacher's content. Classroom pages are created and content blocks are added and organized. Content can be embedded from YouTube, Google Docs, Maps, Skype and dozens of other third-party services or teachers can create their own. This allows students to easily access the resources they need in a contained and focused environment. Also available is LTI (Learning Tool Interoperability) Modules like flash cards, quizzes, and other interactive activities which will integrate seamlessly with the class pages. PowerSchool Learning is designed to let the teacher spend more time teaching and less time managing assignments, tracking down homework, and grading papers. Assignments can be quickly created with students handing in digital files and the teachers can provide online comments and feedback.

Using PowerSchool Learning's **WikiProjects**, students can work together as an entire class, in groups, or as individuals to post text, links, photos, videos, and more to project pages within the classroom website.

Grades PreK-8 publish class websites using. Grades 3-8 post daily assignments and additional technology resources for the students. PowerSchool Learning is the primary means of communicating assignments for grades 3-8, although students are still responsible for writing in their agenda books for last minute corrections.

Log-in information will be given at Curriculum Night.

ITEMS NOT PERMITTED IN SCHOOL

Students may not use any items or materials in the school building other than those required for a class assignment. This includes, but is not limited to tablets, iPods, iPads, mp3 players, CD/DVD players, radios, Smart Watches or personal electronic equipment of any kind. Devices that connect to the internet or have the capability to receive and/or send text messages are not allowed. Also excluded are skateboards, roller blades and anything deemed unsafe by the Administration. "Show and Tell" items are an exception and are regulated by the teacher.

LIBRARY/MEDIA CENTER RULES

Students have available to them the resources of the Media Center. The Center includes not only literary resources but also a multimedia center. It is the responsibility of the students to return school library materials on the date due and in the condition issued. Fines are assessed for late, damaged or lost books.

1. Books are checked out on a weekly basis. Books can be renewed.
2. Students are welcome to look at the magazines while in the Media Center during their library time; however, magazines are to stay in the Center unless there is a special need for a magazine for class research. A note from the teacher will be needed.
3. Computers and other equipment are to be treated properly in the Library Media Center.
4. Courteous and studious behavior is always expected in the Library Media Center.

The **Accelerated Reader Program** is available to students in grades K-5. After reading a book, students may take a computerized test and accumulate points during the quarter. Students may use their points to attend a reward party given by the Media Specialist.

LOST AND FOUND

Lost and found articles are stored in a rolling cabinet located in Spartan Hall. Parents and students are encouraged to check the cabinet when looking for missing items. **All school items (clothing, lunch boxes, etc.) should be clearly labeled with the child's name.** Unclaimed items will be donated to a local charity at the end of each semester.

LUNCH

Students must remain on campus during the lunch period. Children may bring lunch from home or order lunch through "Campus Cuisine".

Campus Cuisine is an online service that delivers specialties from the local restaurants. Menu selections include nutritious, child friendly foods for students.

- Parents set up account, which can be done the first week of school, www.campuscuisine.net.
- Parents order lunches for student online – changes and cancellations can be done as late as 11:00 a.m. the day prior.
- Parents pay for lunches online.

Please note: This service is completely independent of the school. If you need assistance with your orders during the school year, please contact Kathryn@campuscuisine.net or call 1.866.876.6496.

Beverages

- Milk is available for purchase and is ordered and paid for on a yearly basis only. Milk order forms are included in the "Back to School" information packet or they can be obtained from the school office or the website.
- Students may have flavored waters or juice in the lunch room only during lunch.
- Students will not be allowed to purchase soda from the vending machines during the day.
- Water bottles will be allowed in the classrooms, all other beverages including flavored waters or juice are not allowed. The sugar content is unnecessary between meals for development and spills create a sticky mess that attracts insects.

If it is necessary for a parent to bring a child's lunch to school, it is to be delivered to the office, not the classroom.

LUNCH RECESS

Although not required by the State of Florida, we consider recess a good outlet for students to get some extra exercise and take a break from academic pressures. During recess, weather permitting, children will go outside and will not be allowed to return to the building until the recess period is over. Students will be supervised by their teachers. Children should use the restrooms before going outside. In the event of rain, children will remain in their classrooms.

ORIENTATION DAY/ MEET THE TEACHER

Orientation Day takes place prior to the opening of school. This special day is reserved so parents and students may meet the teachers, bring in school supplies and necessary paperwork.

PARENT-STUDENT SCHOOL EVENTS

Throughout the school year there are many occasions where parents are invited to participate or observe events at school. Some examples of these events include: Back to School Dinner/Movie, Science Fair, History Fair, and Sports Banquet. Please take these opportunities to be with your children to see them interact with their peers and how they have matured in Christian development and academic excellence. During these events parents are responsible for their children. ***Appropriate behavior is expected.***

PARENT-TEACHER CONFERENCES

Formal Parent-Teacher Conferences are held at the end of the first quarter. These are student-led conferences. If the student does not attend the conference then he/she will be marked absent. Parents and/or teachers may request a conference at any time throughout the school year.

PESTICIDES

As part of St. Paul Catholic School's pest management program, pesticides are occasionally applied. If prior notification is needed, please provide the school with your name, address and telephone number.

PETS ON CAMPUS

Per Diocese of Pensacola-Tallahassee Operations Policy 113: With the exception of certified service animals, pets are not permitted on School Property.

PLAYGROUND FACILITIES

Grades Pre-K3 through grade 2 may use the playground during school hours under the supervision of the faculty. The playground is enclosed in a secured fenced area and is off limits when students are not in school.

POWERSCHOOL

The Diocese of Pensacola-Tallahassee utilizes a grade book program called PowerSchool. This program is an

excellent communication tool between teachers and parents and is **the primary means of communicating students' grades**. It is also available as an app for smartphones. The program allows parents to look at their student's grades and attendance. Clicking on a teacher's name will allow a parent to send an e-mail to that teacher. Clicking on the quarterly grade will allow the parent to view all assignments that make up that grade.

PowerSchool is used for grades 1-8. To login to PowerSchool, go to the website <http://ptdioceseschools.powerschool.com> and type in the user name and password. Parents are given a Username and a Password. Note: usernames and passwords are case sensitive.

Teachers update assignments and grades on a weekly basis. Any questions concerning the PowerSchool program should be directed to the front office or Ian Werth by emailing werthi@stpaulcatholic.net .

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer, both formal and informal, is an integral part of the school day. Students and teachers start the day with prayer, begin classes with a prayer, and pray together at other appropriate times.

Individual, private prayer is also encouraged throughout the day. Classes may spend time in Eucharistic Adoration in the chapel.

Students participate in the Pledge of Allegiance and the singing of the National Anthem during morning exercises. Morning Exercises are conducted over the public address system by members of the Student Council, the Principal or the Campus Chaplain. **Parents and students who are in the hall are expected to stand still and participate in the Morning Exercises.** It is the adult's responsibility to set the proper example in this behavior.

RAINY DAY DISMISSAL

The carline dismissal is the same for all days. The office will determine whether or not the students who walk or ride bikes home from school should do so on rainy days. Florida weather changes quickly. School is dismissed at 3:00, so the decision on the weather is made at 2:45. Students who walk or ride a bike will call their parents at that time for a ride. Be sure that the office has accurate home and cell phone numbers for quick contact. Students who walk or ride bikes need to have an established "back up" plan with their parents for inclement weather.

SAFETY PATROL

Members of the Safety Patrol must be mature, responsible students. Students who demonstrate the qualities necessary to ensure the safety of the school children may apply to the School Safety Patrol Moderator, Linda Fusilier.

SCHOOL EMERGENCY CLOSING

In case of hazardous weather conditions (hurricane, tornado, etc.), the Diocesan elementary schools will follow the decision of Escambia County concerning dismissal or cancellation of school. St. Paul Catholic School also uses SchoolMessenger, a rapid notification system, to pass important information to parents via text, voice calls, and emails. If the situation warrants announcements may also be made on the radio (WCOA 1370 AM) and TV stations (Channel 3). The principal with the Superintendent of Catholic Schools' collaboration will decide if necessary for schools to re-open earlier than the County public schools. St. Paul Catholic School will make-up any days missed due to inclement weather to meet the 180 day requirement unless excused by the office of Catholic Schools.

SERVICE PROJECTS

Christian service projects are implemented in each grade to help the students develop into caring individuals. Our students participate in serving the needs of the greater community. Helping students find ways to care, to share, and to help others is a key component of providing an education for life, and faith for living.

SNACKS

Snacks are permitted during the morning break in grades PreK3-5. When packing snacks, please send nutritional items. Water bottles only are permitted for snack.

STUDENT RECORDS

A cumulative record of each student is kept on file in the school office. The student record includes final averages for grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The Withdrawal from School Form must be completed and submitted to the school office prior to records being sent. Parents may review their child's records by making an appointment with the principal.

SUSPECTED CHILD ABUSE

State law requires designated persons in a supervisory role, having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical or sexual abuse or neglect by an adult, must report the matter promptly to the Department of Children and Families in the county where the suspect injury occurred. Parents need not be notified of such a report.

TELEPHONE USE BY STUDENTS

Use of the telephone by students will be limited to emergencies only. Students must receive teacher permission before using the telephone in the office. The office staff has the right to deny student use of the telephone if it is not an emergency or illness. All family arrangements and business should be taken care of before child(ren) leave for school. We do not call your child(ren) to the office for non-emergency messages. Students will not be allowed to call home for forgotten items such as homework, sporting equipment or to make social plans.

TESTING SERVICES

As a result of Public Law 94-142, private schools are entitled to testing services provided by Escambia County. Students with learning difficulties, as well as those who are gifted, are eligible for testing. Referral for testing must come from the teacher, principal, and the school guidance counselor, with the consent of the parents. Testing and services are available for speech therapy.

VOLUNTEER GUIDELINES

1. Volunteers need to wear school-appropriate attire while working at school or chaperoning on field trips (no tennis outfits, short shorts, etc.) Volunteers must adhere to the approved dress code while on campus.
2. Volunteers may not divulge any confidential information to which s/he may have access in the classroom or school.
3. Volunteers may not talk, text or post information about students to others.

4. Volunteers must check in and out at the school front office. Volunteer nametags are to be worn while working in the school. Nametags are to be returned when signing out in the office.
5. Siblings ***may not*** accompany adult chaperones on field trips or to other volunteer assignments. Volunteers must be able to give their undivided attention to their volunteer tasks and the children at the school.
6. Volunteers need to be prompt in reporting to the volunteer assignment.
7. If a volunteer encounters difficulty working with a child or doing a certain task, the supervising teacher is to be notified as soon as possible.
8. St. Paul Catholic School is a smoke free area. Smoking is not permitted anywhere in the buildings or on the school grounds.

VOLUNTEER REQUIREMENTS

Before any parent/adult volunteers to work in the school or to be a chaperone, s/he must meet the following requirements. Parents are strongly encouraged to complete the requirements early in the year to allow time for processing.

- I. Have completed required courses through Armatus, the online Safe Environment Education Course, website.PraesidiumInc.com/enroll
- II. Have a background check with digital fingerprints completed through Fieldprint (a link can be found on the Diocesan website for making appointments)
 - a. Background checks must be reprocessed every five years.
 - b. A VECHS waiver must be signed and returned to the school (waiver can be obtained through the office or the Diocesan website.)
- III. **DRIVERS** must complete a “Diocese of Pensacola-Tallahassee Driver Information Sheet” to give authorization for a Motor Vehicle Report (MVR) which needs to be renewed every two years. Additionally drivers:
 - a. Must be at least 25 years old.
 - b. Must be a Florida licensed driver.
 - c. Must have three years of clean driving record history or less than six points on their license within the last year.
 - d. Must have \$100,000/300,000 car insurance liability.
 - e. Must complete a background check/fingerprints.
 - f. Must complete a safe environment workshop (Shield the Vulnerable).
 - g. Must not have any medical condition nor be taking any medications that would impair ability to operate a motor vehicle.

The cost of Shield the Vulnerable, digital fingerprints and the MVR is \$55 payable to St. Paul Catholic School (SPCS receives an invoice from the Diocese).

- Education courses and fingerprints/background checks are good for five years.
- MVR report is good for two years. (The MVR is part of the \$55 fee which is billed every five years).

STUDENT ORGANIZATIONS

National Junior Honor Society Bylaws St. Paul Chapter Est. February 2012

ARTICLE I: NAME AND PURPOSE

Section A: Name – The name of this organization shall be the St. Paul Chapter of the National Junior Honor Society of St. Paul Catholic School.

Section B: Purpose – The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of St. Paul Catholic School.

ARTICLE II: MEMBERSHIP

Section A: Membership - Membership in this chapter shall be known as active and honorary. Honorary membership may be bestowed upon individuals who have extended outstanding service to the school or community in keeping with the purposes of the Honor Society. Honorary membership bestows upon an individual all the privileges of membership without imposing any of the obligations of membership. Active members become graduate members upon graduation. Graduate and honorary members have no voice or vote in chapter affairs.

Section B: Criteria – Membership in this chapter is an honor bestowed upon deserving students by faculty, and shall be based upon the criteria of scholarship, service, leadership, citizenship, and character.

Section C: Eligibility - To be eligible for selection for membership in this chapter, candidates must:

- Be in the second semester of sixth grade or in grades seven through eight.
- Have been in attendance for a period of one semester at St. Paul Catholic School.
- Have a minimum cumulative GPA of 3.75 (out of 4.0). This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.

Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on his/her service, leadership, citizenship, and character.

1. Service - The student who serves:

- Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, religious groups, volunteer services for the elderly, poor, or disadvantaged.

- Mentors in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

2. Leadership – A student exercises leadership when her or she:

- Is resourceful in proposing new solutions, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability

3. Citizenship – The student who demonstrates citizenship:

- Understands the importance of civic engagement
- Has a high regard for freedom and justice; respects the US form of government (representative democracy); and respects the law for all citizens at the local, state, and federal levels
- Demonstrates mature participation and responsibility through involvement with such activities as community organization or school clubs

4. Character – The student of character:

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability, etc.)
- Cooperates by complying with school policies and regulation and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility.

ARTICLE III: SELECTION OF MEMBERS

Section A: Selection Committee – The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five (5) faculty members appointed by the principal. The chapter advisor shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section B: Selection – The following selection process shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students determined as scholastically eligible ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
3. The faculty shall be requested to evaluate scholastically eligible candidates using the official evaluation form provided by the chapter advisor.

4. The Faculty Council shall review the Student Activity Information Form and faculty evaluations to determine membership based on service, leadership, citizenship, and character.

5. The selection of new active members shall be held once a year during the second semester of the school year.

Section C: Induction - Candidates become members when inducted at a special ceremony. Once selected and inducted, all members are expected to maintain all obligations of membership.

Section D: Student Transfers – An active member of the National Junior Honor Society who transfers **from** this school will be given a letter indicating that status of his or her membership and signed by the principal or chapter advisor. An active member of the National Junior Honor Society who transfers **to** this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements, and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section A: Discipline – Consideration for dismissal from the National Junior Honor Society shall include:

- Any member who falls below the standards of scholarship, leadership, character, citizenship or service. A member of the National Junior Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to the school and community.
- Any member whose cumulative GPA falls below the standard in effect when he or she was selected, he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.
- Any member who fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.
- Any violation of the law or school regulations. These violations include, but are not limited to, stealing, destruction of property, cheating, truancy, possession, selling or being under the influence of drugs or alcohol at school or school-related activities.
- Offenders of the school conduct code (such as profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section A: Dismissal – In all cases of pending dismissal:

- The member will received written notification indicating the reason for possible dismissal from the advisor or Faculty Council. The member and the chapter advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.
- The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member. The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the advisor.

ARTICLE IV: OFFICERS

Section A: Election – The officers of the chapter shall be president, vice president, secretary, and treasurer.

- Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.
- A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.
- In the event an officer, other than the president, leaves the chapter for any reason, a special election will be held to fill that position.

Section B: President – it shall be the duty of the President to:

- Preside at meetings

Section C: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the president
- Keep record of members' contributions to leadership and service.
- In the event the president leaves the chapter for any reason, the vice president shall assume those duties and a special election will be held to fill the position of vice president.

Section D: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Be responsible for all official chapter correspondence

Section E: Treasurer – It shall be the duty of the Treasurer to:

- Keep record of chapter expenses, dues, and all other financial transactions of the chapter.

ARTICLE V: EXECUTIVE COMMITTEE

Section A: Responsibility – This committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

Section B: Membership – This committee shall consist of the faculty advisor and the chapter officers.

ARTICLE VI: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the school year. All chapter members are expected to attend all regularly scheduled chapter meetings.

Section B: Parliamentary Authority – Robert's Rules of Orders, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VIII: ACTIVITIES

Section A: Chapter Projects - The chapter shall determine one or more service projects for each school year. All members shall regularly participate in these projects. The chapter shall publicize its projects in a positive manner. These projects shall have the following characteristics:

- Fulfill a need within the school or community
- Have the support of the administration and the faculty
- Be appropriate and educationally defensible

- Be well planned, organized and executed

Section B: Individual Projects – Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and is approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute.

ARTICLE IX: EMBLEM

Section A: Privilege - Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Junior Honor Society. Chapter members who are completing eighth grade in good standing shall be granted the privilege of wearing the honor cords or other insignia adopted at the local level at graduation.

Section B: Return - Any member who withdraws, resigns or is dismissed from the chapter shall return the emblem to the chapter. If the member purchases such emblems, the chapter is obligated to reimburse the student for said expense.

ARTICLE XI: POWERS

Section A: Chapter Advisor – The chapter advisor is given the authority to supervise the administration of the chapter activities as delegated by the school principal.

Section B: Principal – The school principal shall reserve the right to approve all activities and decisions of the chapter.

Section C: Bylaws - These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obliged to adhere to the provisions of the National Constitution in all activities it undertakes.

ARTICLE XII: AMENDMENTS

Section A: These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal. Bylaws and amendments must be consistent with the constitution of the National Honor Society.

STUDENT COUNCIL BYLAWS

I. Moderators:

Mrs. Patricia Griffin
Mrs. Lisa Struck

II. Elected Members:

President, Vice-President, Secretary, Treasurer
Ten Class Representatives (K-8)

III. Qualifications:

A. Academic and Conduct Grades for Officers and Representatives

1. 3.0 GPA with no grades lower than C.
2. Conduct grades in all classes must be 1's and 2's
3. Grades to qualify for elections in September will be based on the previous year's final grade. Thereafter, continued membership on Student Council will be based on current year's grades.
4. No more than 2 penance halls during the second semester of the previous year.

B. President:

Seventh or eighth grade student

C. Vice-President:

Seventh or eighth grade student

D. Secretary:

Middle School Student

E. Treasurer:

Middle School Student

F. Representatives:

One representative from each grade for each grade; exception: a fifth grade student will be the representative for Kindergarten.

IV. Election of OFFICERS:

A. Maximum of four candidates on ballot for each office.

B. Preliminary Screening:

1. Interested candidates must submit a typed essay entitled, "What it Means to Serve on Student Council"
2. Essays are due at designated time by moderators.
3. After reviewing the qualifications, the top essays will determine who will campaign for each office.
4. Names will be announced to the school by the moderators.

C. Petitions

1. Officer candidates must submit a petition signed by the Principal, and three faculty members.
2. Petitions must also include the signatures of ten students in grades 6-8 and returned to the moderator at designated time by moderators

D. Campaigning

1. Candidates will be allowed to display two posters per hallway one week before Election Day
2. Candidates are responsible to remove all posters after the election.
3. No candidate may engage in negative campaigning.
4. No candidate may distribute candy, buttons or other such novelties.

E. Speeches

1. Each candidate will prepare a speech to present to the student body as designated by the moderators
2. Speeches must be a minimum of one minute in length, and may not exceed three minutes.

F. Elections

1. Ballot vote will determine the winner by simple majority vote.
2. Officers will be officially installed in an all school assembly.
3. Announcement of elected offices at the end of the day.

V. Election of REPRESENTATIVES

A. Maximum of four candidates per homeroom.

1. After the election of officers, interested candidates for Representatives must submit their names within the announced time frame to the Student Council Moderators for review of qualifications. Those students who ran unsuccessfully for an officer position, may run again for a homeroom representative position.
2. Should there be more than four students desiring to run for Representative, the pool will be reduced by a mini-classroom election.
3. Eligible candidate will be informed by within a week.

B. Speeches

1. Candidates must deliver a one-two minute speech to his/her homeroom.

C. Elections

1. Representatives shall be elected by a simple homeroom majority ballot vote.
2. Representatives will be formally installed in an all-school assembly.

VI. Term of Office

All officers and representatives shall serve a one-year term. Each may choose to run for re-election the following school year.

VII. Removal from Office

A. Candidate will be removed from office for:

1. Academic grade lower than a C average in any class;
2. Conduct grade of a 3 or 4 in any class;
3. Three unexcused absences from Student Council Meetings.
4. First penance hall will result in a meeting with the Student Council Moderators and the student will be placed on probation with Student Council.
5. Second penance hall will result in a meeting with the Student Council Moderators with possible dismissal from Student Council.

B. Vacancies

1. Person who received the second- highest vote tally in the election will be declared the officer or representative, serving the remainder of the year.
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Knights of St. Paul Catholic School

The Knights of St. Paul School is comprised of students in grades 6, 7, 8. They are divided up between four different groups. Within these groups, they will work on team building, academic success, citizenship, competition, and service to the school, the diocese, and to the community.

These communities will enable all of students to have a feeling of belonging to a special group, and will foster a healthy spirit of excellence, team building, and service through various activities. The four knighting communities are called:

- The Knights of St. Michael
- The Knights of St. Joseph
- The Knights of St. Thomas More
- The Knights of St. Stephen

These names were chosen to honor four of the schools that contributed to Catholic Education in the Pensacola area, but are no longer in existence. We feel that by using these names we will be adding to the spirit of Catholic Education in the local Pensacola area. We continue the work that they started so long ago. Incoming knight candidates learn about each of the schools that the groups were named for, then a spiritual reflection on their role in their families, school, and community.

MIDDLE SCHOOL POLICIES AND PROCEDURES

In order to promote the development of responsible young people who achieve self-discipline and responsible behavior, consistent discipline and classroom policies are enforced throughout middle school. Emphasis is placed on student responsibility. Note: Middle School policies are subject to change based on administrative/teacher discretion and class need.

Classroom Rules: (Reverence, Respect, Responsibility)

1. Be prepared to start class on time.
2. Have all materials necessary for class, i.e. pen/pencil, paper, books, homework.
3. Students who repeatedly disrupt another class to retrieve any forgotten items will receive a blue slip for not being prepared for class.
4. Students must have Chromebook charged and ready for class.
5. Respectful behavior is required at all times.
6. Give your best effort every day.
7. Complete all assignments on time.
8. Talk only at appropriate times.
9. Only appropriate educational notes may be written in class.
10. Remain seated during learning times.
11. Cell phones must be left in designated area. Any student who is using a cell phone during the day or who has it in his/her possession during the day will receive an automatic penance hall and the phone will be confiscated.

Technology Program

Student use of school computers, networks and internet services is a privilege, not a right. Students are required to comply with the Technology Acceptable Use Policy and sign the Acceptable Use Agreement with their parent/guardian.

Each student in middle school is issued a Google Chromebook for use both in and out of the classroom. Before a Chromebook is issued to the student, s/he and his/her parent/guardian must sign the Chromebook Contract. (The Acceptable Use Policy, Agreement, Contract and Care for Chromebooks can be found in this Handbook and on the school website.)

Science Fair / History Fair

Grade Seven – History Fair; individual projects only

Grade Eight – Science Fair; individual projects only

Algebra 1 Honors Diocesan Policy #309

Diocesan elementary schools may offer an Algebra 1 Honors course for those rising 8th grade students who qualify.

Only students who score a minimum of ten points on the Algebra Qualification Matrix may participate in Algebra 1 Honors for High School Credit, with Principal's approval.

Each Algebra 1 Honors course will consist of a minimum of 225 minutes per week.

ALGEBRA 1 HONORS QUALIFICATION MATRIX

AREA	3 POINTS	2 POINTS	1 POINT
Iowa Algebra Aptitude Test	99-93%ILE	92-86%ILE	85-80%ILE
Terra Nova Math Composite	99-93%ILE	92-86%ILE	85-76%ILE
Pre-Algebra Class Final Grade Average	100-93	92-86	85-80
Terra Nova Science Composite	99-93%ILE	92-86%ILE	85-76%ILE
Current Science Class Average	100-93	92-86	85-80

To earn high school credit for middle school Algebra I Honors and move into high school Geometry, middle school students taking Algebra 1 Honors must meet the following minimum criteria:

Placement into Honors Geometry:

Grade of A- in Algebra 1 Honors, 5 of 5 on Algebra 1 EOC, 85%ILE on Terra Nova Test

Placement into Geometry:

Grade of B in Algebra 1 Honors, 4 of 5 on Algebra 1 EOC, 76%ILE on Terra Nova Test

Students with access to courses available through a virtual instruction program option, including the Florida Virtual School, shall receive credit for successful completion of Algebra 1 by meeting the following minimum criteria:

Placement into Geometry:

Grade of A- in Algebra 1 Honors, 4 of 5 on Algebra 1 EOC, 76%ILE on Terra Nova Test

Grade of A in Algebra 1 Honors, 5 of 5 on Algebra 1 EOC, 90%ILE on Terra Nova Test

In the extremely rare occurrence that a student took a math beyond Algebra 1 Honors in 8th grade, the student shall receive credit for successful completion of the math course by meeting the following minimum criteria:

Grade of A- in the course, 5 of 5 on the EOC, 90%ILE on Terra Nova Test

Assignment/Homework Policy:

1. Homework will be given to students for enrichment purposes each day/week.
2. Assignments will be posted on PowerSchool Learning. Students should also write assignments in agenda book for any last-minute corrections.
3. Assignments/homework need to be legible and in pencil or black/blue ink (no colored ink). Students can use erasable or non-erasable ink (non-erasable ink=white-out **tape** for corrections).
4. Assignments/homework (handwritten or typed) must use the proper heading and format according to the Middle School Style Guide.
5. Assignments that are sloppy or illegible will not be accepted and must be corrected.
6. Due to the nature of PE class, if a dress down day occurs on a PE day and the student chooses to wear clothes that abide by the dress down policy but are not conducive to participating in PE class, then the middle school student must bring a school PE uniform and PE shoes to change in to for PE class in order to avoid a deduction of points for their daily PE grade.
7. Late assignments/homework will be graded in the following manner:
 - a. 1 day late = drops 25 points i.e. a perfect grade of 100% drops to a 75%
 - b. 2 days late = drops 50 points i.e. a perfect grade of a 100% drops to a 50%
 - c. 3 days late = 0

8. Parents can check for missing work by using PowerSchool (grades will be updated bi-weekly).
9. Homework must be completed with integrity by the student making an honest effort to learn from the assignment by avoiding plagiarism and cheating. Use of the internet must be ethical and approved by the teacher. If a student is having difficulty discerning what digital resources are allowed then they should consult with the teacher prior to the due date. The use of answer keys found on-line is considered cheating and is never allowed to be used by students.

Quizzes and Tests Policy:

Procedures for test taking are left to individual teacher discretion. Please see individual class syllabus for general test policies.

1. Quizzes may be announced or unannounced depending on teacher/class.
2. Quizzes may be a combination of open-note/ closed note & open/closed book.
3. Students will stay in their seats during quizzes and tests.
4. Students will remain quiet during quizzes and tests.
 - o ANY COMMUNICATION during a quiz or test will result in a zero,
 - o Cheating during a test or quiz will result in a zero and an after-school penance hall.
5. All tests are reviewed with students. Parents are able to review student grades on PowerSchool and tests are available upon parent request.

Diocesan Final Grades Policy #302

Courses taken in the middle school will be given two (2) separate semester grades that will be averaged into a final grade. The Semester Grade for each subject will be based on two (2) quarter averages and the semester exam. The weighting of each semester grade will be that each quarter will account for 40% of the grade and the semester final will account for 20% of the semester grade.

The averages will be calculated numerically and will reflect the actual percentage of the grade.

Quarter Grades must be no lower than 50, but there is no minimum grade on exams. Assignments may receive a zero (0). The maximum grade allowed on report cards is 100.

Each grading category must have at least three (3) assignments in each quarter. If teacher does not have categories, there must be a minimum of nine (9) grades per quarter.

Each teacher must create lesson plans and long range course plans, to be defined by the principal.

All tuition payments must be completed for a student to take final exams.

Powerschool Weighting for Quarterly Grades:

Homework/participation – 20%

Classwork/Quizzes – 30%

Tests/Projects – 50%

Powerschool Weighting for Elective Grades:

Assignments – 50%

Tests/Projects – 50%

Textbooks

Textbooks are to remain covered at all times with a removable cover (no contact paper).

Absent Student Policy:

1. Attendance during the school day is mandatory for participation in any extra-curricular activity for that day and for the following 24 hours.
2. All students/parents are strongly encouraged to use *PowerSchool Learning* to get absent homework assignments.
3. Upon the day they return, students are responsible to ask the teacher for any work that was distributed during their absence.
4. Students need to see the teacher if they have any questions/concerns about missed work.
5. Students have the number of days absent to complete and turn in work. For example, if a student is absent 2 days then s/he will have 2 days to complete the missed lesson.
6. Students will receive the same number of days as the other students to complete a project if the project is assigned during an absence; however, if the project is assigned *before* the absence, the teacher may use his/her discretion in assigning a new due date if needed.
7. If a student is absent when a long-term project is due, s/he must find a way to get the project to the teacher by the time of that student's class (ex: English at 1:45=project due by 1:45 or it will be considered late). One way a student may accomplish this is by emailing the report to the teacher.
8. Tests must be made up when the teacher determines or within two days of the absence. Student delay will result in a reduction of 10% per day up to 4 days.

Tardy Policy:

Expecting students to be "on time" is preparing them to be responsible as well as forming a good habit. One person's tardiness has consequences reaching out to many others.

When a student is late for school, s/he must report to the school office with a parent. The parent must sign-in the student and an admittance slip will be issued to the student for entrance to the classroom. If the parent and student arrive during the morning announcements, prayer, pledge, and singing of the national anthem then they will be asked to wait to sign in until those activities are completed in order to allow the office to staff to respectfully participate as well.

A parent meeting with administration will be required after 5 unexcused tardies.

A note from the dentist or doctor must accompany a student returning to school or coming late from an appointment in order to have this be an "**excused tardy**". This note from the dentist or doctor will assist us in keeping accurate records of the "excused tardies" vs. a verbal excuse.

Student Concerns on Assignments/Tests/Homework/Projects/Grades:

As we are preparing students for high school and for becoming responsible young adults, it is important to encourage them to learn how to present their concerns in a reflective and responsible manner. Therefore, if a student has a concern about an assignment, grade, test, etc., s/he must discuss the concern with the teacher prior to parent contact with the teacher. If the concern has not been resolved after the teacher/student conference, the teacher will be happy to schedule a conference with parents/guardians.

All other concerns are welcome and a teacher/parent meeting can be scheduled

Plagiarism Policy:

Plagiarism is defined as: to steal and pass off the ideas or words of another as one's own; to use a created production without crediting the source. The use of unauthorized answer keys found on-line will be considered a form of plagiarism and result in disciplinary consequences.

1. Students who plagiarize will automatically receive a zero on their work.
2. Students who plagiarize will receive up to 3 days of after-school penance hall.

Substitute Teacher Policy:

1. Students will treat a substitute teacher as a guest to the building/class.
2. Students will respect a substitute teacher
3. Substitute teachers can write blue slips for students who do not follow the Code of Conduct.
4. Students who create problems for a substitute teacher will receive the appropriate consequences according to the Discipline Policy and may be instructed to write an apology for his/her behavior to the substitute.

Before or After-School Tutoring/Make-up Work:

Students who wish to stay before or after school for make-up work must have PRIOR approval from the supervising teacher. Students are not permitted to come early or stay after school if they are not supervised by a teacher, even if they have parental permission.

PARENT GROUPS

SCHOOL ADVISORY COUNCIL (SAC)

The purpose of the School Advisory Council (SAC) is to advise the Pastor of St. Paul Parish and the Principal of St. Paul Catholic School in the organization and operation of the School. The SAC does not exercise any actual authority with respect to the administration of the School but rather acts solely in an advisory capacity. This is to ensure that the interests and concerns of the school families are effectively considered in support of the delivery of a strong Catholic education to St. Paul Catholic School students. The SAC consists of seven (7) to ten (10) members who are parents or legal guardians of St. Paul Catholic School students. New members are nominated by members of the SAC, approved by the Principal, and appointed by the Pastor and serve for a term of Two (2) to three (3) years.

The standing committees of SAC are:

- Development Council
- Finance Council
- Parent Teacher Organization (PTO)

PARENT-TEACHER ORGANIZATION (P.T.O.)

The purpose of the PTO is to promote and encourage communication between parents, teachers, administration and the community. The PTO also sponsors and organizes fundraising and school events, which deepen our community spirit and enrich our children's educational, social, and developmental experiences at St. Paul Catholic School. All parents of SPCS students are members of the PTO, with membership dues incorporated in the yearly tuition.

The PTO meets two times a year and sponsors the following school events:

Back to School Dinner	Ice Skating Party
Christmas Breakfast	Sports Banquet
Faculty Appreciation Breakfast	Novelty Events
Halloween Carnival	

HOMEROOM PARENTS / COORDINATORS

Homeroom parents/coordinators are the liaisons with the PTO committees so that each grade is represented. They also organize the other parents in the class for school and classroom events. A list of homeroom parents will be posted online after the beginning of the year.

Specific projects include:

PreK

Fundraising Events
Assist with Service Project
Pumpkin Patch
Halloween Carnival
Thanksgiving Feast

Kindergarten

Fundraising Events
Assist with Service Project
Pumpkin Patch
Halloween Carnival
Thanksgiving Feast

1st Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Pumpkin Patch
First Communion Reception
Year End Field Day

2nd Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Pumpkin Patch
Kindergarten Graduation

3rd Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
PreK End of Year Celebration
Year End "Field Day"

4th Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Year End "Field Day"

5th Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Assist with Field Trips
Year End "Field Day"

6th Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Dance Chaperones
Eighth Grade Graduation Dance

7th Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Eighth Grade Graduation Reception
Dance Chaperones

8th Grade

Fundraising Events
Assist with Service Project
Halloween Carnival
Dance Chaperones
Eighth Grade Class Trip

EXTENDED DAY PROGRAM

St. Paul Catholic School offers an after-school care program for students enrolled at St. Paul Catholic School. This Extended Day program begins with the first day of school and continues every day except the day of the Halloween Carnival, Last Day of School before Christmas Break and the Last day of school. This program is designed for working parents or those who need supervised care for their children after school. Under caring supervision, children will be provided with a snack, followed by a homework study period. Other activities include games, arts and crafts, recreation, and physical activities both indoors and outdoors. Daily and weekly rates are available.

The code of conduct of SPCS also apply to the Extended Day Program. For example, items or behavior that are not permitted during the school day are also not permitted in Extended Day. Extended Day staff are empowered to use the discipline policy and issue blue slips if needed.

At afternoon dismissal, any student not picked up once carline has ended, will be sent to the Extended Day Program and families charged.

PreK3, PreK4 - VPK

A Florida constitutional amendment created a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program.

St. Paul Catholic School is a provider for the VPK program, allowing students to benefit from free state-supported education in the mornings.

Hours of operation:

The SPCS full-time PreK4/VPK program runs five days a week – Monday through Friday.
The SPCS PreK3 program runs 2, 3, or 5 days Monday-Friday

Morning drop-off begins at 7:30am with class starting at 7:45am.

Lunch is from 12:00pm to 12:45pm.

Afternoon pickup is at 3:00pm.

All students must be signed in and out each day. ***Per state mandate, parents need to use "full name signature" on the sign in/out sheets.***

PreK3 and PreK4 follows the same calendar as St. Paul Catholic School.

State Requirements:

- Fifteen (15) full time students or a combination of part-time students are accepted into the PreK3 Program.
- Twenty (20) students are accepted into the St. Paul VPK program. To participate in the VPK program the parent is required to apply through the Escambia County VPK office. A Certificate of Eligibility will be issued for your child. This documentation must be received before registration into the SPCS program can proceed.

School Requirements:

To complete the admissions process, the following is needed:

- copy of your child's birth certificate
- copy of your child's social security card
- updated shot records and health card (physical exam by your child's pediatrician within one year of

admission).

The above information is required before your child can begin school.

Tuition:

Tuition Payment plans (**12-month schedule**) begin June, 2020 through May, 2021

K3-8 Registration Fee (Non-Refundable): due at the time of registration

Returning K4 with extended program & K5 – 5th grade students \$150
New K3 (K4 with extended program) – 5th grade students \$200

K3 Preschool Program Tuition:

2 days a week \$2,807
3 days a week \$4,210
5 days a week \$7,018

K3 – 5 days a week program can apply for multi-student grant of \$800

K4 Preschool Program (5 days a week) Tuition:

VPK with extended full day program per student \$4,095
Non VPK full day program per student \$7,018

*K4 – 5 days a week program **non-VPK** can apply for multi-student grant of \$800*

CATHOLIC YOUTH SPORTS LEAGUE

The Catholic Youth Sports League is intended to provide students in our Catholic schools, as well as the surrounding private schools, the opportunity to participate in an elementary and middle school sports program that promotes values, which are the foundation of our Catholic faith. The following guidelines have been reviewed and adopted by the CYSL Administrative Council:

Eligibility

A student may be eligible to play in the Catholic Youth Sports League if he or she meets **one** of the following criteria:

1. Is enrolled as a full-time student at one (1) of our Diocesan Elementary Schools.
2. Is enrolled as a full-time student of a school which has been invited to participate in the Catholic Youth Sports League, by 2/3 approval of the Administrative Council. These students must play for their school team. St. Ann Gulf Breeze has an open invitation to enter a volleyball team and track & field team with their established parish members.

Academics

A student is academically eligible to play in the Catholic Youth Sports League if he or she meets the following criteria:

1. The student has a cumulative GPA of 2.0 in all core classes, which include English/Language Arts, Math, Social Studies, Reading, Religion, and Science.
2. At the discretion of the principal, any student may sit for the weekend's game(s) for an "F" average in any core classes.

Discipline

If a student is enrolled in a member or invited school, the student will, at the principal's discretion, be benched for one (1) game for each penance hall during the season. Athletic consequence for suspensions will be determined at the school on a case-by-case basis. It is the responsibility of the principal or the athletic director to communicate a student's disciplinary action to the head coach.

Special Notes

1. Any exceptions must be presented in writing to the Administrative Council and must be passed by 2/3 of the Council.
2. Any violation of any rule, determined by the Administrative Council, may result in the forfeit of some or all games and the team being eliminated from participating in all tournament play.

Revised May 22, 2019

Student Attendance:

- Must be in full attendance the day before or day of an event.
- Regular attendance and promptness at practice is a must. If a student is either late or absent, he/she must notify the coach in advance and have a valid excuse upon return.
- The student can have no more than 5 unexcused absences during the sport's season.

Student Behavior:

Student athletes of St. Paul Catholic School are expected to conduct themselves in an appropriate manner as representatives of St. Paul Catholic School and are to abide by the code of conduct as well as adhere to the rules given to them by their coach for the team on which they are playing. Student athletes and their parents will be required to sign an agreement to abide by the CYSL Athletic Code of Conduct.

If a student receives an after-school penance hall, s/he will be "benched" per CYSL guidelines. The student will be required to dress in uniform and sit on the bench during the entire game. If a student is suspended from school, s/he may not attend that week's sporting event.

Serious behavior infractions may result in suspensions or permanent exclusion from the team. The athletic director and the school administrator will make such determinations.

Girls:

- Shorts are allowed to be worn at tryouts, practices and games. Shorts may not be shorter than 4/12 inches from the middle of the knee.

Parents:

- Need to sign CYSL Code of Conduct for Parents.
- Attend the Parent Meeting scheduled at the beginning of the school year.
- Most importantly, the parents' role is to set the example of Christian behavior at games. (Note: a parent who displays inappropriate behavior to a child, coach, another parent, uses abusive language, or displays inappropriate behavior will be asked to leave the game.)

Guidelines for Supportive Parents:

- Hold to the philosophy that is the aim of our athletic program, which is:
 - To assist in the wholesome growth of the child through physical fitness.

- To provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained into adulthood.
- To teach children to work toward a common good through teamwork.
- Emphasize improved performance rather than competition.
- Decrease the pressure to win.

Sports Banquet

A Fall Sports Banquet is held in November to honor the coaches and athletes in grades K through 8 who participated in volleyball, football, flag football, and cheerleading through our CYSL program. A Spring Sports Banquet is held in May to honor the coaches and athletes in grades K through 8 who participated in basketball, soccer, and track through our CYSL program. The banquet is exclusively for the athlete, his/her parents/guardians and coaches only. We ask that siblings or extended family members not attend as our goal is to honor our hard-working student athletes and their coaches in a formal manner that truly recognizes their accomplishments. Attire for the evening must be “dress up” or “Sunday best” (no jeans, shorts or flip flops). Students must be accompanied and supervised by an adult and may not have cell phones.

TECHNOLOGY PROGRAM

ACCEPTABLE USE POLICY

St. Paul Catholic School (known as SPCS) has implemented a technology program which will be used to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology program includes computer systems encompassing, but limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the SPCS’s Technology Program must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the Technology Program is a privilege, not a right. Any communication or material used for and/or with the program, including electronic mail or other files deleted from a user’s account may be monitored or read by school officials.

The SPCS Principal shall establish administrative rules and procedures containing the appropriate uses, ethics and protocol for the Technology Program. The procedures shall include:

- 1) a prohibition against use by school employees and students of the school’s computer equipment and communications program for sending, receiving, viewing or downloading illegal material via the internet;
- 2) provisions, including the selection and operation of a technology protection measure for the school’s computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a) child pornography as set out in FL Statute Section 847.0137 or as defined in 18 U.S.C. § 2256;
 - b) obscenity as defined by FL Statute Section 847.0133 or 18 U.S.C. § 1460;
 - c) cyber-crime as defined by FL Statute Section 815.16;
 - d) cyber-bullying as defined by FL Statute Section 1006.147C
 - e) material that the school deems to be harmful to juveniles as defined in FL Statute Section 847.0138, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- 3) provisions establishing that the technology protection measure is enforced during any use of the School’s computers by minors;
- 4) provisions establishing that the online activities of minors will be monitored;

- 5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- 6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful activities by minors online; and
- 7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors.

Use of the School’s Technology Program shall be consistent with the educational or instructional mission or administrative function of the School as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The School’s Technology Program is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the SPCS Technology Program Acceptable Use Agreement before using the School’s Technology Program. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of Technology Program privileges, disciplinary action, and/or appropriate legal action. Additionally, each middle school student and his/her parent/guardian must sign the Chromebook Contract before a Chromebook is assigned to him/her.

The SPCS Principal shall be responsible for overseeing the implementation of this Policy and the accompanying Agreement and Contract. S/he is also responsible for advising the School Advisory Council (SAC) of the need for future amendments or revisions to the policy/rules. The SPCS Principal may develop additional administrative procedures/rules governing the day-to-day management and operations of the Technology Program. The SPCS Principal may delegate specific responsibilities to school personnel and others as s/he deems appropriate.

Annually, the SPCS Principal shall include this Policy and accompanying Agreement and Contract in the SPCS Parent/Student Handbook.

Adopted: August 15, 2013

Legal Refs: Florida Statutes, 2012, as amended, §§ 847.0137, 847.0133, 815.16, 1006.147C, and 847.0138.
18 U.S.C. §§ 1460, 2256. and 47 U.S.C. § 254.

ACCEPTABLE USE AGREEMENT

St. Paul Catholic School provides a technology program which includes use of computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. SPCS believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that the school establishes reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with the Technology Acceptable Use Policy and this Agreement. Middle School students must also comply with the accompanying Chromebook Contract. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All St. Paul Catholic School Technology Program assets remain under the control, custody, and supervision of the school. The school reserves the right to monitor all technology program activity, including, but not limited to, computer and internet activity, by students. Students have no expectation of privacy in their use of the school technology program.

While reasonable precautions will be taken to supervise student use of the internet, St. Paul Catholic School

and/or the Diocese of Pensacola-Tallahassee cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of SPCS policies/procedures and school rules. The school is not responsible for the accuracy or quality of information that students obtain through the internet.

The rules and guidelines set forth in this Agreement are intended to provide general guidelines and examples of prohibited uses of the SPCS Technology Program, but do not attempt to state all required or prohibited activities by users. Failure to comply with the SPCS Technology Program Acceptable Use Agreement and the rules/guidelines set forth in the document, may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school's computers, networks, and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. SPCS Principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school's technology program assets, including, but not limited to, computers, networks, and internet services, are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff members/volunteers when accessing the school's technology program assets.

C. Prohibited Use

The user is responsible for his/her actions and activities involving the school technology program assets and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing Inappropriate Materials** – accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying any defamatory, discriminating, sexually explicit, sexually suggestive, obscene, profane, threatening, harassing, illegal or other inappropriate material;
- 2. Illegal Activities** – using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law;
- 3. Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
- 4. Plagiarism** – Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and website must be identified;
- 5. Answer keys on-line** – Use of answer keys found on-line will be considered cheating and result in a disciplinary referral.
- 6. Copying Software** – Copying or downloading software without the express authorization of the system administrator;
- 7. Non-School-Related Uses** – Using the school's technology program assets for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

8. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
9. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers, networks, and internet services, including, but not limited to, hacking activities gaining unauthorized access to resources or entities, and creating/uploading of computer viruses; and
10. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by SPCS. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of the technology program, including, but not limited to, e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by SPCS related to violations of the Technology Acceptable Use Policy and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

St. Paul Catholic School assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. All unauthorized charges or fees resulting from use of the SPCS technology program will be the sole responsibility of the assigned registered user, and/or his/her parent or guardian, of the accessed technology program account.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. System Security

The security of the school's technology program assets and internet services is a high priority. Any user who identifies a security problem must notify administration. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Network Etiquette.

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home or school addresses, telephone numbers, or photographs, about themselves or others.
- Users shall respect the technology program's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the technology program to disrupt others.
- Users shall not read, modify, disperse, or delete data owned by others without owner's

permission.

J. Liability.

SPCS makes no warranties for the technology program it provides. St. Paul Catholic School and/or The Diocese of Pensacola-Tallahassee shall not be responsible for any damages to the user from use of the technology program, including loss of data, non-delivery or missed delivery of information, or service interruptions. SPCS denies any responsibility for the accuracy or quality of information obtained through the technology program. The user agrees to indemnify St. Paul Catholic School and/or The Diocese of Pensacola-Tallahassee for any losses, costs or damages incurred by the School relating to or arising out of any violation of these procedures.

K. Electronic Mail.

The School's electronic mail system is owned and controlled by the School. SPCS may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

L. Enforcement.

Software will be installed on the school's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors will be monitored. Any violation of these regulations shall result in loss of technology program privileges and may also result in appropriate disciplinary action, as determined by SPCS policy, or legal action.

M. Games

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the technology program. Games that are "played" over the school network are not allowed. Games that include violence, adult content, inappropriate language, and/or weapons are not to be installed or "played" on school computers including the Chromebooks. Screensavers that include gaming components are not allowed.

N. Parental Permission Required

Students and their parent/guardian are required to sign and return the SPCS Technology Program Acceptable Use Agreement before using the School's technology program. Additionally, each middle school student and his/her parent/guardian must sign and return the Chromebook Contract before a Chromebook is assigned to him/her.

Each student, and his or her parent/guardian, must sign this Agreement before being granted use of St. Paul Catholic School's Technology Program. Read this Agreement carefully before signing. If you have any questions about this agreement, please contact the SPCS principal.

Student Agreement Section:

I understand and agree to abide by St. Paul Catholic School's Technology Program Acceptable Use Agreement. I understand that SPCS may access and monitor my use of the technology program, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that if I should violate any part of the Acceptable Use Policy or Regulation, my technology program privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature _____ Date _____

Student Name (Printed) _____

Parent/Guardian Agreement Section:

I have read the St. Paul Catholic School Technology Program Acceptable Use Agreement. I understand that access to the technology program is intended for educational purposes and that St. Paul Catholic School has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School to restrict access to all inappropriate material, and I will not hold the School responsible for information acquired with the technology program.

I have discussed the terms of this agreement, policy and regulation with my student. I understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

I grant permission for my son/daughter to use the technology program and for St. Paul Catholic School to issue an account for him/her.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (Printed) _____

**St. Paul Catholic School
Procedures and Information
1:1 Chromebook Program
2019-2020**

I. Brief Overview

- A) The SPCS Middle School 1:1 Chromebook Program is designed to increase technology use to promote educational excellence by facilitating resource sharing, innovation and communication. The students are assigned a Chromebook which is a Chrome web browser device created by Google. This device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites.

II. Before Receiving the Chromebook

- A) Before a student is assigned a Chromebook, four requirements must be met:
 - a. The student’s parent/guardian must attend a mandatory Chromebook Program workshop which will cover, among other things, proper care, online safety concerns, and Google Account log-ins.
 - b. The student must attend a Technology assembly for middle school which will cover proper care and use.
 - c. Parents and students must sign the Technology Acceptable Use Agreement and the Chromebook Contract.
 - d. Students must have a protective case in which to carry the Chromebook.
- B) Responsibility for the Chromebook begins at the time the student receives the device.

III. Parent/Guardian Responsibility

- A) In addition to attending the workshop, parents/guardians have the following responsibilities:
 - a. Purchase a protective case for the Chromebook. Amazon.com has many Samsung Chromebook cases from which to choose.
 - b. Supervise their student's use of the Chromebook Internet at home, and care for the Chromebook.
 - c. If there is any physical damage to the Chromebook, families will be held financially responsible for the cost to repair it (just as they would for lost or damaged textbooks).

IV. Returning Your Chromebook

- A) End of Year—at the end of the school year, students will turn in their Chromebooks. Failure to turn in the assigned Chromebook will result in the student being charged the full replacement cost. SPCS may also file a report of stolen property with the local law enforcement agency.
- B) Transferring/Withdrawing Students—Students that transfer out of or withdraw from SPCS must turn in their Chromebook to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. SPCS may also file a report of stolen property with the local law enforcement agency.

V. Taking Care of Your Chromebook

- A) Students are responsible for the general care of the Chromebook they have been issued by St. Paul Catholic School. Chromebooks that are broken or fail to work properly must be brought to the attention of Mr. Werth as soon as possible so that they can be taken care of properly. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students are never to leave their Chromebooks unattended.
- B) General Precautions
 - a. Chromebook must not be next to food or drink.
 - b. Chromebook must be kept on a flat surface to prevent damage.
 - c. Cords, cables, and removable storage devices must be inserted carefully into Chromebook.
 - d. Care must be used when unplugging/removing power cords, cables and devices as damage to cords and/or sockets are the responsibility of the family.

- e. Chromebooks must not be used or stored near pets.
- f. Chromebooks must not be used with the power cord plugged in when the cord may be a tripping hazard.
- g. Chromebooks must remain free of any writing, drawing, stickers and labels.
- h. Heavy objects should never be placed on top of a Chromebook.

C) Carrying Chromebooks

- a. Always transport Chromebook with care and in a protective case. Never lift a Chromebook by the screen. Always support a Chromebook from its bottom with lid closed.
- b. Never carry a Chromebook with the screen open. Chromebook lids should always be closed and tightly secured when moving.

D) Keeping Chromebook Clean

- a. Computers require special cleaning, even on the outside. Keeping the system free of dust, dirt, food, crumbs, and liquids is the first step to computer care.
 - ☒ Turn off Chromebook before cleaning.
 - ☒ LCD Screen: use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges. The screen is never to be cleaned with glass cleaner, water, or any other liquid.
 - ☒ Keyboard: Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings.
 - ☒ Outer Case of Chromebook: spray a lint-free cloth *lightly* with glass cleaner.

E) Screen Care

- a. The LCD display monitor is VERY fragile. The LCD screen should NEVER be touched, not even with your fingers. Irreparable damage can be done to the screen with the slightest of touches. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be very careful when handling them with a Chromebook inside. Never throw or drop your backpack/carrying case on the ground.
- b. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.
 - Do not put pressure on the top of a Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.

- Do not place anything in your backpack that will press against the cover of Chromebook.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- **Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for cell phone).**

F) Storing Your Chromebook

- a. When students are in school and are not using their Chromebook, they should store the machine in the protective case.
- b. Nothing should be placed on top of the Chromebook when stored in the locker.
- c. Chromebooks should not be stored in a vehicle for security and temperature related issues.

G) Chromebooks left in Unsupervised Areas

- a. Under no circumstances should Chromebooks be left in an unsupervised area. These include, but not limited to, Spartan Hall, unlocked classrooms, and hallways.
- b. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

VI. **Using Your Chromebook At School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Teachers will determine whether or not the Chromebook should be open or closed each class period.

A) Charging Chromebooks

- a. Chromebooks should be brought to school each day with a full charge.

B) Students may only use their school-created Google Account while at school.

C) Students are prohibited from using the following during the school day:

- a. chat and instant messaging services
- b. social networking sites
- c. games, unless the game is directly related to a school assignment and approved by the teacher
- d. notes or classwork sharing that is to be completed individually

D) Backgrounds and Themes

- a. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

E) Sound

- a. Sound must be muted at all times unless permission is obtained from a teacher.
- b. Headphones may be used at the discretion of the teacher.
- c. Students are to have their own personal set of headphones for sanitary reasons.

F) Printing

- a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- b. Printers will be available throughout the school and in the science lab. Because all student work should be stored in an Internet/cloud application (Google Docs), students can print directly from their Chromebooks at school.

G) Logging into a Chromebook

- a. Students will log into their Chromebooks using their school issued Google Apps for Education account.
- b. Students are never to share their account passwords with others, unless requested by an administrator.

H) Managing and Saving Your Digital Work with a Chromebook

- a. The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- b. Students should always remember to save frequently when working on digital media.
- c. SPCS will not be responsible for the loss of any student work.

I) Chromebooks being repaired

- a. **Subject to availability**, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with Mr. Werth.
- b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- c. Chromebooks on loan to students having their devices repaired **are allowed to be taken home.**

- d. Mr. Werth will contact a student when his/her device is repaired. When the repair bill has been paid, the device will be returned to the student. The loaner is to be turned back in at that time.

VII. **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the St. Paul Catholic School Technology Acceptable Use Policy and Agreement, and all other guidelines in this document wherever they use their school-issued Chromebook.

VIII. **Content Filter**

SPCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked.

Parents may wish to use an additional internet filter at home. OpenDNS is a free service and can be found at www.opendns.com/home-internet-security/parental-controls/opendns-familyshield/.

IX. **Software**

A) Google Apps for Education

- a. Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- b. All work is stored in the cloud.

X. **Chromebook Identification**

A) Asset Tag / Label

- a. All Chromebooks will be labeled with a SPCS asset tag/label.
- b. Asset tags are not to be modified or tampered with in any way.
- c. Students may be charged up to the full replacement cost of a Chromebook for turning in a Chromebook without a SPCS asset tag/label.

B) Records--SPCS will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, and student name for each device.

C) Users--***Each student will be assigned the same Chromebook for the duration of his/her time at SPCS (max-3years). So, take good care of your device!***

XI. **Repairing / Replacing Your Chromebook**

A) Estimated Costs (subject to change)

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook--\$ 200.00
- Replacing Screen--\$ 35.00 (subject to change)
- Replacing Power cord--\$ 15.00 (subject to change)

B) Some items might be covered by your homeowners/renters insurance policy. You would need to check with your insurance agent or coverage of your current policy.

XII. **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy. SPCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

XIII. **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- A) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- B) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- C) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- D) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- E) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- F) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

CHROMEBOOK CONTRACT

**St. Paul Catholic School
Middle School Student
Chromebook Contract
2019-2020**

This St. Paul Catholic School Middle School Student Chromebook Contract (“Contract”) is made effective as of August 8, 2019 between St. Paul Catholic School (“School”) and its student, _____ (“Student”), and states the agreement of the parties as follows:

Equipment Subject to Agreement: The Equipment subject to this Agreement (“Contract”) includes the Chromebook and computer accessories in the following list:

- One (1) Google Chromebook
- One (1) AC Adapter (with power cord)

Ownership: The School shall be deemed to have retained title to the Equipment at all times. The Student shall hold no security or ownership interest in the Equipment.

Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School at the end of the school year. The School may require the Student to return the Equipment at any time and for any reason.

Equipment Storage and Use at School: The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in an approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student’s educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School’s Acceptable Use Policy and Agreement.

Care of Equipment: The Equipment may only be used in a careful and proper manner. Chromebooks must be carried and transported appropriately. They are to be carried in protective cases at all times. Otherwise, they should be closed and carefully carried. Failure to close the lid of the Chromebook before transporting it could damage it.

No food or beverages are to be in the vicinity of the Chromebook. Chromebooks may not be used in the Cafetorium during lunch.

The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The Student shall be financially responsible for repairs due to negligence. The Student may not put personal stickers or write on the Chromebook.

The student may not lend his/her Chromebook to another student.

Batteries/Charging: Students are to charge their Chromebooks at home.

Right of Inspection: The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, and/or upgrading during the School's normal business hours.

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

Indemnity of School for Loss or Damage: If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

Parents' Responsibility; Notification of Student Internet Use: Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of SPCS system and educational technologies, even if the student is accessing the SPCS system from home or a remote location.

Entire Agreement and Modification: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

Disclosures: The Student and his/her guardian hereby agree to these policies and regulations.

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

DISCRIMINATION POLICY

It is the policy of St. Paul Catholic School to make every effort to provide an educational environment as well as a work environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Paul Catholic School, as well as others who may be in a working relationship with the school. St. Paul Catholic School is open to, respects, and takes very seriously the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Paul Catholic School. Each individual faculty, staff member, student, or any other who is in a working relationship with the school, is entitled to work/attend school and school-related events in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct that ensure the school is free from sexual and other forms of illegal harassment.

St. Paul Catholic School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student or other person who makes a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor of faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Definition of Sexual Harassment - Student Relationships

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and/or fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment:

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

Reporting Sexual Harassment

The principal will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty or staff member, student, or other person in a working relationship with St. Paul Catholic School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

St. Paul Catholic School provides training for its faculty and staff in the area of recognizing and dealing with issues of sexual harassment. In addition, our school abides by the regulations regarding in-service and fingerprinting set forth by the Diocese of Pensacola-Tallahassee.

WEAPONS

Students are prohibited from bringing weapons or look-alikes to school and school-sponsored activities or having weapons in school or at school-sponsored activities, on the school premises, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, stiletto, and any knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar, or brass knuckles.

Definitions

- A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "dangerous weapon" as defined by the State law.
- School premises include the school building and the adjacent grounds, including but not limited to parking lot, playground, parish office and rectory grounds.
- Immediate vicinity of the school means a one-block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch bag, automobile, etc. Questioning of the same purpose may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these.

When a body search is conducted, it shall be in the principal's or pastor's office or other appropriate place. A person of the same sex will conduct the search of the student.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises, s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's weapons' policy is subject to disciplinary action up to and including expulsion.

The principal may exercise the option to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:

- any weapon including a starter gun which will or is designed to or may readily be converted to expel a

- projectile by the action of an explosive;
- the frame or receiver of any such weapons;
- any firearm muffler or firearm silencer; or
- any destructive device.

MANAGEMENT OF ASBESTOS INSULATION PRODUCTS

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all schools be inspected to determine if there are any building materials that contain asbestos. St. Paul Catholic School has complied with AHERA by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
3. A Management Plan based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

The inspection results are available for review in the administrative office.

The Management Plan, maintenance and custodial actions required by the plan, and training of personnel are all dedicated toward a serious and careful effort to always ensure that any potential health hazard from asbestos is eliminated. Students, faculty and employees have, and will continue to have, a safe environment in which to learn, teach, and work.

INDEX

A

ACADEMICS, 12
ACCEPTABLE USE AGREE, 57
ACCEPTABLE USE POLICY, 56
ACCIDENTS, 28
ACCREDITATION, 3
ADMISSIONS POLICY, 7
APPEARANCE & GROOMING, 21
ARRIVAL/DISMISSAL, 28
ASBESTOS, 72
ASSIGNMENTS (MS), 48
ATTENDANCE, 30

B

BELIEF STATEMENTS, 3
BICYCLES, 29
BIRTHDAY TREATS, 31
BOOKS, 31

C

CALENDAR, 31
CARE OF SCHOOL PROP, 31
CELL PHONES, 31
CHROMEBOOKS 1:1, 61
CHROMEBOOK CONTRACT, 68
CODE OF CONDUCT, 21
COMMUNICATING CONCERN, 25
COMMUNICATIONS, 32
CONDUCT GRADES, 13
CURRICULUM, 12
CUSTODY ISSUES, 32
CYSL, 54

D

DAILY SCHEDULE, 32
DISCRIMINATION POLICY, 7, 70
DISMISSAL, 28
DIOCESAN FINAL GRADES
POLICY, 49
DRESS DOWN DAYS, 20
DRESS UP DAYS, 21
DRIVER/CHAPERONE, 33, 39

E

EARLY DISMISSAL, 28, 33
EMERGENCY DRILLS, 33
END OF YEAR AWARDS, 16
EXPULSION, 25
EXAMS, 13
EXTENDED DAY PROGRAM, 53
EXTRA CURRICULAR, 16

F

FACULTY AND STAFF, 4
FAITH FORMATION, 12
FIELD TRIPS, 15
FINAL GRADES, 13
FINANCE COUNCIL, 11
FINANCE POLICY, 9
FINANCIAL ASSISTANCE, 10
FIRE & TORNADO DRILLS, 33
FUNDRAISERS, 34
FUNERAL MASSES, 34

G

GENERAL SCHOOL POLICIES, 28
GRADING SCALE, 13
GUESTS/VISITORS, 34
GUM, 34

H

POWERSCHOOL LEARNING, 34
HEALTH ISSUES, 26
HISTORY FAIR, 47
HOMEWORK GUIDELINES, 14
HOMEROOM PARENTS, 52
HONORS CRITERIA, 13

I

ILLNESS, 27
INDIVIDUAL MEDICAL PLANS, 27
IMMUNIZATIONS, 8
ITEMS NOT PERMITTED IN
SCHOOL, 35

K

KNIGHTS OF ST. PAUL, 46

L

LIBRARY/MEDIA CENTER, 35
LOST AND FOUND, 35
LUNCH, 35
LUNCH RECESS, 36
LUNCH-TIME BEHAVIOR, 26

M

MEDICAL EMERGENCIES, 28
MEDICATION, 26
MIDDLE SCHOOL POLICIES, 47
MISSION STATEMENT, 3

N

NATIONAL JUNIOR HONOR
SOCIETY, 40

O

ORIENTATION DAY, 36

P

PARENT GROUPS, 51
PARENT NOTIFICATION, 24
PARENT/STUDENT/SCHOOL
EVENTS, 36
PARENT TEACHER
CONFERENCES, 36
P.A.T.S., 16
PENANCE HALL, 26
PESTICIDES, 36
PETS, 36
PLAGIARISM, 51, 58
PLAYGROUND FACILITIES, 36
POWERSCHOOL, 36
POWERSCHOOL LEARNING, 34
PRAYER AND PLEDGE OF
ALLEGIANCE, 37

PRE-K3, K4 AND VPK, 53
PROBATIONARY CONTRACT, 25
P.T.O., 51

Q

QUIZZES/TESTS (MS), 49

R

RAINY DAY DISMISSAL, 37
REGISTRATION, 8
REPORT CARDS, 13
RETENTION POLICY, 15

S

SACRAMENTAL PREPARATION
PROGRAM, 12
SAFETY PATROL, 37
SCHOOL ADVISORY COUNCIL
(S.A.C.) 51
SCHOOL EMERGENCY
CLOSING, 37
SCIENCE FAIR, 47
SERVICE PROJECTS, 38
SEXUAL HARRASSMENT, 70
SNACKS, 38
SPORTS BANQUET, 56
STUDENT ACCIDENT
INSURANCE, 28
STUDENT ORGANIZATION, 40
STUDENT RECORDS, 38
SUBSTITUTE TEACHERS, 51
SUSPECTED CHILD ABUSE, 38
SUSPENSION, 24

T

TARDINESS, 30, 50
TECHNOLOGY PROGRAM, 47, 56
TELEPHONE USE BY
STUDENTS, 38
TESTING, 14
TESTING SERVICES, 38
TUITION, 9
TUITION PAYMENT PLAN, 10
TUITION REFUND POLICY, 11

U

UNIFORM DRESS CODE, 18

V

VANDALISM, 25
VOLUNTEER GUIDELINES, 38
VOLUNTEER
REQUIREMENTS, 39

W

WEAPONS, 71
WEIGHTED GRADING (MS), 49

LETTER OF UNDERSTANDING

Dear Parents and Students:

Following your review of the Parent-Student Handbook, we ask that you complete and return the Letter of Understanding below. Your signatures imply the following:

- Your review of the contents of the Parent-Student Handbook.
 - Your understanding of the Mission and Belief Statements and the general contents of the Handbook.
 - Your discussion of the contents.
 - Your agreement to the policies, procedures and rules of St. Paul Catholic School as included in, but not limited to, the contents of the Parent-Student Handbook.
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LETTER OF UNDERSTANDING

Dear St. Paul Catholic School:

- We have read the contents of the Parent-Student Handbook.
- We have discussed the policies, procedures and rules in the Handbook.
- We understand the Mission Statement and governing philosophy by which St. Paul Catholic School Parent-Student Handbook was developed.
- We agree to the policies, procedures and rules as included in, but not limited to the St. Paul Catholic School Parent-Student Handbook.

All students in the family should be aware of the contents of the Handbook and understand them on their developmental level. We ask that each student sign or initial this Letter of Understanding and return it to the homeroom teacher of the youngest child by Monday, August 12, 2019.

Family Name – Printed: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

