

**St. Paul's Catholic School  
Parent/Student  
Handbook  
2008 - 2009**



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## *Mission Statement*

*St. Paul's Catholic School,  
as a ministry of the  
Catholic Community  
of St. Paul,  
educates students spiritually,  
intellectually, physically,  
and morally  
to reach their full potential  
through Christ.*

*Accredited by*  
**The Florida Catholic Conference**



*Member of the*  
**National Catholic Education Association**



Most Reverend Thomas G. Wenski  
Bishop of the Diocese of Orlando

Reverend John C. Giel  
Pastor of the Catholic Community of St. Paul

Lynn Greene  
Principal of St. Paul's Catholic School

## **Table of Contents**

Philosophy and Goals	5
Admission and Registration	6
Instructional Levels	9
Assessment	13
Attendance	14
Discipline Policy	16
Athletic Policy	19
Religious Education Program	22
Parents as Partners	23
Uniform Policy	27
Safety	30
Miscellaneous Information	32
Before and After School Care	36
Diocese of Orlando Acceptable Use Policy	37
Parent Teacher Organization (PTO)	40
School Board	40
Signature Forms	41

## **Philosophy**

St. Paul's Catholic School is dedicated to excellence in education within a Catholic Christian environment. We provide a quality education based on gospel values to children of all races, cultures, and backgrounds. We strive to instill in every student the desire to excel and to reach his/her full potential spiritually, intellectually, physically, morally and emotionally. The realization of this philosophy is the joint responsibility of faculty, staff, parents, and the entire Catholic Community of St. Paul, working together in mutual support of the Mission Statement of this school. In this way the Christ-centered philosophy of our school will be a meaningful part of your and your child's lives.

## **Beliefs**

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distraction.
- We believe that each student should be recognized and valued as a unique child of God in his/her social, emotional, and academic needs.
- We believe that parents are the primary educators of their children.
- We believe it is a joint responsibility to provide a safe, healthy, educational environment in order to promote learning and success.
- We believe that mutual respect among and between the students and staff creates a wholesome learning environment.
- We believe that the school's programs should reflect the integration of Catholic faith and values in everyday life.

## **Admissions Policy**

St. Paul's admission policy follows the standard established by the Accreditation Program of the Florida Catholic Conference and the State of Florida.

St. Paul's Catholic School admits students of any race, color, sex, national and ethnic origin. Admission will be based on availability of classroom space, and adherence to requirements listed below. Efforts will be made to maintain an ideal maximum of 25 students per class in grades K-8 and 20 students in Pre-K. If space is limited, priority will be given first to families already enrolled, then families of the Catholic Community of St. Paul, then to families of other Catholic parishes, and finally to non-Catholic families.

The Catholic school system is private, one in which you request that your child be enrolled. Consequently, the philosophy and discipline of our system must be accepted if you wish the child to remain. We reserve the right to request that your child pursue his/her education elsewhere if he/she refuses to accept our rules and regulations.

St. Paul's reserves the right to refuse admission to students who do not present the school with the following completed documents.

Birth Certificate  
Baptismal records (optional)  
Immunization record  
Doctor completed physical exam record  
Social Security Number  
Completed registration forms  
Signed handbook signature page

Pre-kindergarten - Student must be 4 years of age on or before September 1 of the school year. **NO EXCEPTIONS**

Kindergarten - Student must be 5 years of age on or before September 1 of the school year. **NO EXCEPTIONS**

## Tuition and Fees

The St. Paul's School Finance Committee has set the following tuition guidelines.

### Registration Fees (NONREFUNDABLE)

Due with registration forms:

One Child	\$165
Two Children	\$230
Three or more children	\$345

The chart below illustrates the amount of subsidy which may be paid by your parish when you assume the subsidized tuition rate.

Final determination for subsidy will be granted by the finance committee and given to Catholic families according to the following criteria:

1. registered at St. Paul's or a neighboring Parish
2. attending Mass on a regular basis
3. using the envelope system

New families are eligible for the subsidized rate after they have been registered, contributing members of St. Paul's Catholic Community for one year from the date of registration. Families that transfer from other Catholic schools will be considered for subsidy on an individual basis. New families who are registered members of other parishes must make subsidy arrangements through their pastor.

Number of Children	Actual Cost to Educate	Full Tuition	Parishioner's Subsidized Tuition
1	\$5,800	\$4,615	\$3,950
2	\$11,600	\$9,230	\$7,900
3	\$17,400	\$13,845	\$11,850
4	\$23,200	\$18,460	\$15,800
5	\$29,000	\$23,075	\$19,750

**Payment:**

Families may use one of the following three methods for payment of tuition:

**ALL AT ONCE:** 2% may be deducted from the tuition rate if paid in full by August 15.

**QUARTERLY:** Four equal payments to be made on August 1, October 1, January 1, and April 1.

**MONTHLY:** Ten payments beginning August 1 and ending May 1.

The payment of tuition on time is very important since the school depends upon these funds for its financial operation. Tuition is due on the first of each month (including quarterly on the designated months), and is **PAST DUE** on the 11th. **There will be a \$20 delinquent charge for those who have not paid their tuition by the 11th of the month.** Failure to pay tuition by the end of the month will result in notification to the school finance committee and suspension of your child/children until fees are brought up to date. If failure to pay tuition on time becomes a chronic problem, parents will be asked to appear before the Finance Committee to discuss the situation and parents may be notified that the May tuition must be paid in advance. If the problem is still not corrected, the school may refuse to allow the students affected to remain enrolled. Checks returned for insufficient funds will be subject to a \$25 charge.

As members of a Christian community, we are willing to reach out to those members who experience extenuating circumstances. You have the responsibility to contact the bookkeeper or principal.

Families requesting financial aid above and beyond the subsidy amount must see the bookkeeper or the principal for financial aid forms. Forms must be submitted to the Finance Committee by April 15.

**Instructional Fees**

Pre-K	\$225
K - Grade 5	\$300
Grade 6-8	\$350
Graduation Fee	\$ 40

The instructional fee covers rental of hardback textbooks, as well as consumables, art supplies, student insurance and standardized testing for the entire year. It also covers internet access, computer supplies and related expenses. Pre-K and Kindergarten

fees cover manipulatives and other materials designed to enhance learning for this age child and snacks for the entire year.

These fees are due on July 1. No books will be issued until instructional fees have been paid.

An extra-curricular sports fee of \$35 per student per sport will be charged for students who wish to participate in intramurals program.

## **Instructional Levels**

Instructional approaches and methods are varied to meet the learning abilities, styles and individual needs of students and to help them integrate concepts, skills and attitudes. The faculty continually reviews and evaluates the content and instructional materials in each subject area. Textbooks are supplemented with audio-visual materials, manipulatives and technology as well as opportunities for creative expression. St. Paul's follows the Curriculum Guides established by the Diocese of Orlando, which meet or surpass those mandated by the State of Florida.

### **Early Childhood**

The program promotes maximum social, emotional, spiritual, intellectual and physical development for the young child. On a practical level, these objectives are achieved by providing each child with a nurturing and stimulating environment and the opportunity to interact with other children within the total Christian atmosphere. Play is the work of the young child and is an essential part of the curriculum. Play experiences are geared to the individual needs of the child. Large and small motor activities, musical and art experiences, scientific exploration and skills necessary to the development of reading and math readiness are presented in the early childhood curriculum. Emphasis is placed on learning from the immediate environment. The concrete, hands-on experiences provided for the children are consistent with the developmental stages of young children.

### **Elementary**

Classes at the elementary level (grades 2-5) are primarily self-contained. Attention at the primary level is placed on religion, language arts and math. Social studies, science, fine arts, P.E., health, Spanish, computer, and library are also a part of the elementary curriculum. Throughout the year a variety of activities and curriculum-related field trips are instituted to ensure growth, responsibility and self control. Much emphasis is placed on the child's need to develop good organizational skills and study habits that will

facilitate future success in school. Each student is offered a wide range of learning opportunities with a focus on Christian formation.

## **Middle School**

St. Paul's middle school (grades 6-8) commits itself to recognizing early adolescence as a unique period in the lives of students, during which they must cope with a changing self and complex world. We strive to create a program that provides a supportive environment which fosters educational achievement while providing for physical, social and spiritual growth. Students are exposed to a variety of learning experiences, thereby encouraging development of the whole child and providing opportunity for success and preparation for high school.

Middle school students observe their own departmentalized schedule with teachers assigned to specialized content areas: math, social studies, science and language arts. In addition to this core of academic subjects, middle school students participate in religion, physical education, health, music, computer, art, Spanish and library classes.

## **Physical Education**

All students participate in physical education classes twice a week. St. Paul's School is committed to teaching good sportsmanship as well as skills and a fundamental knowledge of games and sports.

## **Art**

Formal instruction in art is given to each student in grades 3-8, one period weekly. The art curriculum is designed to encourage artistic expression by familiarizing students with basic art techniques and providing exposure to the works of influential artists. Students create with clay, chalk, paints, pastels and pencils. Students participate in community and parish events.

## **Music**

Music is a comprehensive program involving all students in grades Pre-K to 8. Students study music history, instrument types, rhythm and vocal techniques. Students in Pre-K and K have daily music classes and grades 1-8 have music classes twice weekly. Students are required to participate in the annual Christmas and Spring Concerts.

## **Spanish**

Students attend formal Spanish classes twice a week in grades K through 8 where they actively participate in the communication process. The objective is to develop basic reading, speaking and listening skills and to acquire an appreciation of the Spanish language.

Some students in grades 7 and 8 attend formal French classes twice a week where develop basic French reading, speaking and listening skills as well as an appreciation of the French language and people.

### **Computer**

All students grades 1-8 have formal computer classes twice a week, and have computers available for use in every classroom. The computer program is designed to integrate technology into each aspect of the instructional program at all grade levels and to develop a functional knowledge of computer usage. Students receive instruction appropriate to their grade level while using the latest computer programs.

### **Library/Media Center**

The library/media center is open Monday through Friday from 7:30 a.m. to 3:30 p.m. and contains a wide variety of reading and reference materials, in both written and digital format. Students in grades K-8 visit the library weekly where research skills are taught, students check out or return books, do research or take Accelerated Reader tests.

### **Field Trips**

Field trips offer students educational, cultural and spiritual opportunities that extend beyond the classroom as enrichment to their studies. These trips are important, not just as curriculum supplements, but as opportunities to learn social behaviors.

Any fees and transportation costs are the responsibility of the parents and may include: admission fees, lunch if applicable, bus rental if applicable, gasoline and appropriate payment for the bus driver. If any student is unable to pay the required amount, the principal should be notified so that arrangements may be made to allow the student to accompany the class.

Students must observe the school dress regulations. Parents must also be dressed appropriately.

Parental assistance as chaperones is always gratefully appreciated. Parents must first have the proper security requirements satisfied: fingerprint clearance and "Protecting Our Youth" test completed and must maintain a Catholic Christian demeanor at all times.

Parent chaperones will be required to ride the bus with the teacher and students to assist in monitoring the students while enroute. The teacher will assign each parent a group of students. Once at the destination parents will be responsible for the behavior and location of the students within their assigned groups. Parents are asked not to purchase food, drinks, or trinkets for their individual group members unless it has been previously agreed to by the teacher. It is the responsibility of the parent chaperone to follow instructions issued by the teacher and be at the designated meeting place on time at the close of the trip so that a prompt, efficient departure can be executed.

Siblings may not accompany chaperones on field trips.

A Diocese of Orlando Field Trip Release Form is sent home in advance explaining the trip and the required fees. It also requires insurance and emergency information, and parental signature. No child may go on a field trip without the completed written permission form signed by the parents. Verbal permission will **not** be accepted to allow a student to accompany his/her class on any field trip. Parents are also asked to complete the same form.

When field trips end later than school hours, parents are required to be on time for pick-up.

### **Enrichment Opportunities**

Students are encouraged to participate in extracurricular programs that are available each year. These programs are enriching and give students a feeling of accomplishment.

Enrichment activities include and are not limited to:

- Beta Club
- Student Council
- Altar Serving
- Junior Choir
- Girls Ensemble
- Cantor
- Mornings with God
- Earth Angels
- Drama Club
- Sports
- Scouting

### **Title One**

Title I appropriations bill, section 1120, authorizes the local school district to provide services to students in non-public schools who demonstrate needs. Eligibility is based on standardized test scores and a teacher observation instrument. Children have an opportunity to work with a teacher, provided by Title I, in a small group setting. At St. Paul's the teacher assists students in grades 1-5 in the areas of math and reading.

## **Special Education**

Sometimes it becomes evident that our educational system and/or facilities are not meeting the learning needs of a child. Then it is our Christian responsibility, as well as concern for the child as a whole person, to discuss the possibility of instructional alternatives. The Guidance Counselor is the first person to contact and follow through the testing procedure.

## **Guidance Services**

One of the objectives of this program is to assist students in developing a realistic picture of their potential in relation to their academic progress.

Counseling, consultation with parents and teachers, referral services and standardized testing are utilized. Initial testing is done prior to referral to county agencies.

## **Homework**

Homework is assigned to reinforce learning, memorize necessary facts, practice writing and composition. Good study habits can be the difference between success and failure.

Homework is due at the time assigned by the teacher, and must be completed with a proper heading. Assignments must also have correct spelling, grammar, punctuation and sentence structure.

Homework is assigned during each individual class, as well as being posted on Edline.

## **Edline** *[www.edline.net/pages/saintpaulschool](http://www.edline.net/pages/saintpaulschool)*

Edline is a collaborative website designed as an information source for parents and students. Teachers post grades, homework, schedules and various other important notices on a regular basis. Parents can securely sign into the site with a password administered by the school, to view information regarding their student and the activities and classes in which their student is involved.

## **Assessment**

### **Report Cards**

Report cards are distributed in the classroom four times each year; October, January, April and June. To keep parents apprised of their child's progress on a daily basis, parents may access their child's grades via the internet at Edline using a private password.

Students in grades 3 through 8 will receive numerical grades for all subjects, including specials (except Library and art). Students in grades Pre-K through 2 will receive qualitative/descriptive grades or evaluations for all subjects.

There is a *Principal's "A" Honor Roll* an *All "A" Honor Roll* and an *"A/B" Honor Roll* for grades 5 through 8. Students with unsatisfactory conduct remarks are not eligible for either Honor Roll.

If the need arises parents are encouraged to call or e-mail to schedule a conference at a convenient time.

### **Grading Scale**

A+	98.00-100.00
A	92.00- 97.99
A-	90.00- 91.99
B+	88.00- 89.99
B	82.00- 87.99
B-	80.00- 81.99
C+	78.00- 79.99
C	72.00- 77.99
C-	70.00- 71.99
D+	68.00- 69.99
D	62.00- 67.99
D-	60.00- 61.99
F	00.00- 59.99 (failing grade)

### **Standardized Tests**

According to a statewide plan for Catholic Schools, the ITBS (Iowa Tests of Basic Skills) will be administered to grades 2-8. Test results are forwarded to the parents.

### **Promotions**

Promotion in first through sixth grade is determined by the average of the four quarter grades as well as parent and principal consultation. A passing grade in the seventh and eighth grade is determined by the average of the four quarter grades and the semester exams average. Failure to pass two or more core subjects will result in failure to pass the grade.

Middle school students who fail the grade may be promoted if the student attends an accredited summer school and passes the failed course(s). An eighth grader who fails **may not** attend graduation.

## **Attendance**

### **Absence**

There are 180 school days. Each one is important to the total educational program and a student's absence from school interferes with his/her academic progress.

In accordance with state law, a signed note from the parent stating the reason for the student's absence must be presented to the teacher. These notes are kept on file in the office for the remainder of the school year. A student, who has more than nine

unexcused absences in a semester, will not receive a passing grade for the semester in accordance with Florida statutes, unless medical evidence is presented to the principal in writing.

Requests for missed work should be made to the school office before noon on the day of the absence. Middle School students should check Edline for missed assignments. Homework assigned prior to the student's absence is immediately due upon the student's return.

Work missed during the absence is the student's responsibility and may be made up according to the number of days missed: for example, absence of one day -- work is due one day after the student's return to school; absence of two days -- work is due two days after return to school; etc.

If pre-arrangements are made for a child to be absent from school, for valid reasons and homework or other assignments are desired for the student during the absence, requests should be made prior to 10 a.m. at least two days in advance of the student's absence to allow teachers time to prepare the material (Special consideration will be given to emergency situations.) Work assigned in advance of the absence is expected to be completed and submitted to the teacher at the time of the student's return to school.

Tests and other work missed during an unexcused absence usually cannot be made up, unless the teacher believes extenuating circumstances exist to allow it. In such cases, the teacher may choose to give alternative work which does not carry the same opportunities for credit as that done by students who were present in class at the time.

## **Tardiness**

Tardiness on the part of a student interrupts the instructional process, indicates a lack of respect for school regulations sets a poor example for other students and may affect eligibility for subsidy.

Students are expected to arrive at school in time to be in their homerooms by 7:55 a.m. as class begins at 8:00. It is the responsibility of the parent to ensure that the student is punctual. **The gates will be locked at 7:55 AM and students will be required to check in at the office prior to going to class.**

Students who arrive late are required to go first to the school office to receive a tardy pass before reporting to class. In the event of a valid emergency or unexpected situation, a student who arrives late must have an explanatory note from the parent stating the reason for being late. If the reason is accepted as valid, the tardy will be excused. Otherwise, the tardy will be unexcused.

If chronic tardiness exists, the parent will be required to meet with the principal to provide an immediate solution to the problem.

Legal reasons for excused absence or tardiness are; illness of student with parental or guardian note, attendance at a funeral, medical or dental appointments. Traffic, weather delays, unauthorized vacations, transportation malfunctions, oversleeping, or any other reason other than the legal reasons, are considered unexcused. A student will be assigned a Saturday Detention if he or she accumulates a combination of 5 or more unexcused tardies or absences. Failure to report to a Saturday Detention will result in Suspension and a meeting with the Principal. The student may be put on probation or be asked to leave if further lack of cooperation with the rules set forth in this Handbook continues.

If a student is excessively absent from school with excused reasons, he or she may be required by the Principal to attend Saturday detention. This will be considered a Saturday Study Hall in which the student will be able to do make up work and advanced school work.

### **Leaving Campus Early**

If a student is to be picked up during a school day for an appointment, a note must be sent to the teacher. Parents must report to the office to sign the child in or out. Students will be called to report to the office by the staff after the parent arrives.

### **Excuse from Physical Education**

To excuse a child from participating in physical education because of illness, etc., a note must be written to the teacher stating the reason for non-participation.

### **Dismissal**

Dismissal time is 3:00 p.m. unless you are otherwise informed. We encourage you to pick up your child no later than 3:15. After that time, students will be sent to After School Care and there will be an hourly charge. Should you have an emergency situation, please call the school office.

## **Discipline Policy**

We are commanded by Christ to love one another. It is important that this love flows from respect for one another. This leads to rules, regulations and guidelines that insist upon mutual respect as the basis for the love that binds a Christian community together.

Good discipline begins in the home. Parents, as the first teachers of their children, begin the development of good behavior patterns. St. Paul's School will continue in fostering further growth of proper behavior and attitudes. When there is an understanding between school and home, when regulations are mutually honored and respected, there develops in the child's mind a sense of security which is the basis of all natural growth.

Discipline of self is part of the entire learning experience. The behavior of students should reflect a respect of self, peers, teachers, personal property and the property of others. Teachers and parents, by their example, serve as models from which children will learn self-discipline.

Enrollment as a student in St. Paul's School implies the willingness of both parents and students to comply with the policies and regulation of the school. In order to realize the school's aims, parents and students must agree with and support the philosophy of the school. St. Paul's School reserves the right to dismiss any student who fails to respect these regulations or who otherwise by his/her conduct or neglect of study does not measure up to the standards of the school.

### **Characteristics of Behavior**

Characteristics of behavior which should be the goal of each student:

- Developing and demonstrating self-discipline
- Showing kindness and consideration toward others
- Developing and exercising self-reliance
- Listening and cooperating in a responsible manner
- Doing good because it is the right thing to do

### **Consequences and procedures**

The discipline policy is a guide for disposition of standard discipline cases and indicates what can be expected if a student breaks a rule.

The final decision as to the appropriateness and disposition of discipline cases is subject to administrative discretion. Issuance of verbal or written warning, rather than a penalty, for an initial offense may occur in some cases but should not be expected.

### **Detention**

Students may be assigned detention by the teacher or the principal for failure to adhere to certain rules and/or regulations. The purpose of detention is to help the student become more aware of the need to accept responsibility for upholding appropriate standards of behavior.

Detention may be assigned for such infractions as unexcused tardiness or failure to adhere to school or classroom rules.

After three detentions have been served, if the problem is not corrected, the student will be referred to the principal and the parents notified if necessary.

Students, who have not changed their behavior for the better after several interventions by faculty or staff, including parental involvement, may be assigned to a Thursday Afternoon detention by the Principal. This detention begins at 3:15 and ends at 4:15. This detention is done in silence while seated at a desk.

### **Major Offenses**

The following behaviors are considered extremely serious and can result in suspension or expulsion.

- Deliberate disrespect and/or disobedience to authority
- Bossing, intimidating, ridiculing, and/or bullying others
- Causing a serious disruption
- Out of control, unsafe behavior
- Physical fighting or assaulting others
- Using offensive, vulgar language, profanity, improper gestures, and other inappropriate actions
- Cheating and other forms of dishonesty
- Using or possessing cigarettes, alcohol, and/or drugs
- Truancy of any kind, including leaving a classroom or the school without permission
- Frequently violating school or classroom rules
- Chronic unexcused tardiness or absences
- Any other serious infraction determined by the school administration to be unacceptable, inappropriate, and/or illegal
- 

(Saturday detention taken out)

### **Suspension**

In-school suspension may be given:

(1) after a maximum of three detentions served for disciplinary reasons fail to produce satisfactory improvement in the student's behavior or

(2) for other offenses determined by the principal to require removal of the student from the classroom for a designated period of time.

Out-of-school suspension may be given by the principal for serious infractions which violate school standards of conduct.

During either in-school or out-of-school suspension, students will receive no credit for tests or class work missed even though they may study course content and work on written assignments during their absence from class. Credit can be received for homework assignments given in classes missed if it is completed and submitted on time.

## **Athletic Policy**

### **Introduction**

Participation in a school sponsored sport is a privilege. Sports are important components in our total education program. Successful participation requires a high level of commitment, energy and maturity.

As our athletes will be representing our school, their standard of behavior should be one that exhibits pride, politeness and responsibility.

### **Philosophy**

The philosophy of the sports program at St. Paul's Catholic School is to help young people develop:

Physically, by learning sport skills, improving physical conditioning, developing good health habits, and avoiding injuries.

Psychologically, by learning to control emotions and to develop feelings of self-worth.

Socially, by learning how to cooperate in a competitive context and by learning appropriate standards of behavior (sportsmanship).

We practice to win; we play to win; and we are winners regardless of the score if we have done our best.

### **A Christian Sports Code**

As a player, coach, cheerleader, fan, or official, I will:

Positively represent the Catholic Community of St. Paul's at all times.

Never attempt to abusively rattle an opposing player.

Play fairly and according to the rules.

Present proper appearance. (i.e. shirts tucked in.)

Accept the official's judgment at all times.

Enter the games as ladies/gentlemen and leave the same way. Actions speak louder than words.

Be a team player.

Keep our Christian attitude. No profanity or unsportsmanlike actions.

Encourage each other; don't criticize.

Do your share to keep team spirit up whether on the bench or on the playing area.

Shake hands with our opponents after the game - win or lose.

If you have the opportunity, thank the officials after the game.

## **Absences**

Athletes must be committed to the team and be at all practices and games. If an athlete is absent for two or more consecutive practices for any reason, they may not start. In order to play, students must be in attendance at school on game days. Three unexcused absences may result in termination from the team.

## **Athletic Physicals**

A certified physical examination is required at the beginning of each year before any student may participate in volleyball, soccer, basketball, softball, track, or cheerleading. A physical examination must be current (within one year) and not to expire before the end of the season in which athlete is playing. Students and parents are also required to sign a medical waiver every year. This is an official document and must be notarized. Proper forms are available on pages 39-41 or from the school office.

## **Bus Use**

The bus is for eligible players only. Players will travel to and from a game on the school bus, unless transported by their own parent. Any other travel arrangements must be preceded by a signed request from the parent.

## **Coaches**

Every effort will be made to maintain two coaches per team: a head coach and an assistant coach. The head coach will determine the final roster of the team (try-outs will be based on athletic ability, conduct, attitude and desire). The head coach will also determine the starting line-up and substitutions as needed.

## **Commitment**

Commitment is a desirable lifelong trait. Participation in a team sport is a season long commitment and must be followed through to completion.

## **Detentions**

If a player is assigned detention on a practice or a game day, the detention will take precedence and the student will have an unexcused absence.

## **Dress Code**

Players must wear designated sports uniforms during games. Shorts and t-shirts must be worn for all practices. At the discretion of the principal and athletic director, athletes may wear the team uniform to class on a game day provided all other dress code stipulations are followed.

An athlete is financially responsible for all equipment and uniforms issued to him/her. At the end of each season, laundered uniforms and all equipment must be promptly returned to the athletic director, or a loss/damage fee will be assessed.

## **Eligibility**

Eligibility for sports and cheerleading includes good academic standing. To be eligible to participate in athletic events, students must have attained a "C" average or better in all subjects. Eligibility for the fall sports will be based on grade point average at the end of the third week of school.

Proper behavior must be maintained at all times.

Membership may be suspended or terminated as a result of a fall in grade point average or improper behavior determined by the principal and athletic director.

In order to be eligible to play a sport, all required forms must be completed and on file with the office as well as a copy to the athletic director. This included a completed physical form signed by a physician, a notarized medical waiver, a permission form and a release that all fees have been paid.

## **Expenses**

There is a \$35.00 sports fee per student per sport. Should a player be unable to pay the fee, the principal should be notified so that arrangements can be made.

## **Game and Practice Procedures**

For the safety purposes, supervision of athletes is required at all times. Students must attend study hall before practice or a home game begins. Players may not leave school with any other adult beside their parent after school without express written parental permission.

If students are not picked up immediately after practice, they must go to after school care until their parent arrives. Likewise parents are expected to pick up their athletes immediately after a game. The coach and or athletic director must remain until all team members have been picked up.

## **Practices**

Athletes must be at all practices. If, for some unforeseen reason, an athlete cannot attend practice, the athlete is responsible for personally contacting the athletic director immediately. If no initiative is taken on the part of the student, the missed practice will in all likelihood be counted as unexcused.

If an athlete must leave prior to the end of practice, he/she must inform the coach before the practice begins.

Only the individual coach, athletic director, or principal will have the authority to cancel a practice or a game. When a practice is cancelled, athletes may call home to arrange for a ride. Students will be expected to go to After Care at the parents' expense until their ride arrives. (leeway of 20 minutes will be given, before charges will occur) Rain does not necessarily cancel practice.

## **Parent Involvement**

Parental involvement is encouraged and applauded. Conduct for all athletes and parents must be above reproach and should always be of a positive nature. Respect must be shown by both students and parents to other adults, coaches, referees and other players. Failure to maintain appropriate sportsmanship and conduct will result in censure.

If a problem occurs, please use the following procedure to resolve the issue.

- (1) Please first calmly discuss the matter directly with the Coach.
- (2) If there are still questions, you may then go to the Athletic Director.
- (3) If the issue cannot be resolved, you may then go to the Principal.

## **Religious Education Program**

As a Catholic school, St. Paul's provides a setting in which faith and gospel values are an integral part of the education program, where respect and caring for one another is emphasized. Because we are committed to Christian values, we guide our children to grow in an appreciation for one another as varying expressions of Christ's presence among us.

Although St. Paul's School does not require students to profess any religious ideology, it is expected that all students regardless of their beliefs participate fully in the religious education program. Students will attend all religion classes and worship services and are expected to conduct themselves respectfully and reverently during prayer, worship and class time.

### **Liturgical and Prayer Opportunities**

Mass is attended by grades K-8 every Friday and on all Holy Days falling during the normal school week. St. Paul's Catholic students in grades 3 through 8 may participate in special capacities at Mass.

After students have made their first reconciliation, they attend several formal penance services during the year.

A formal Wednesday morning prayer service is planned and led by the students and their religion teacher. This service is held at 8:00 a.m. in the church with the entire student body present.

All classes attend a daily morning assembly consisting of prayer, pledge of allegiance and announcements.

Prayer is said before classes, at lunch, at the close of the school day and at other appropriate times during the student's day.

### **Religion Classes**

Students attend formal daily, textbook-based religion classes. Religious formation provides experiences for a positive awareness of self and personal uniqueness as a child of God, and presents an awareness of God's world, creation, and gifts within our daily lives. Students learn about the liturgical year, the sacraments and saints, as well as religious signs, symbols and prayers. Religion instruction nurtures daily prayer and gospel values and encourages parental participation in their children's religious development.

Older students are taught to read, appreciate, and relate the writings of the Bible to their lives. They study the Old and New Testaments, the lives of the patriarchs, and the life and ministry of Jesus. They also study morality, virtue and social justice.

## **Sacraments**

Students who have been baptized Catholic, catechized and have celebrated their first Communion, may receive the Sacrament of Eucharist during Mass.

Students in grades 2-8 attend a penance service several times during the school year wherein Catholic students have the opportunity to receive the Sacrament of Reconciliation.

Within our parish, the second grade has been established as the normal time for the preparation of the Sacraments of Reconciliation (Penance) and Eucharist (Communion) for children who have been baptized and catechized as Catholics.

There is a two-year preparation period for children who are preparing for these sacrament(s). That is, the child must be enrolled and attending their own parish's religious education program for two years prior to the celebration of the sacrament. The preparation for the sacrament(s) is the responsibility of the students' home parish and is set aside from the regular religious education received in Catholic School.

Since preparation for these sacraments are coordinated under the direction of St. Paul's Department of Religious Education, requirements for that program will come from that department. However, permission can be attained to attend this parish's Sacramental preparation program. Written permission from the students' pastor must be submitted to this parish's Religious Education office.

During the eighth grade year Catholic students may begin a two year preparation program before they may receive the Sacrament of Confirmation. As with the Sacraments of Eucharist and Reconciliation, the preparation for Confirmation is separate from the religious education received in St. Paul's School and is the responsibility of the home parish Religious Education Program.

## **Parents as Partners**

We at St. Paul's consider it a privilege to work as partners with parents in the education of children because we believe parents, guardians, and family members are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Paul's involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

**As partners in the educational process we ask parents to:**

- *Support the religious and educational goals of the school.*
- *Set rules, times and limits so that your child...*

gets to bed early on school nights;

arrive at school by 7:55

is picked up on time at the end of the day;

is dressed according to the school dress code

is provided with a healthy lunch everyday.

- *Actively participate in school activities*

### **Personal Involvement Program**

In an effort to further our "family" atmosphere and intricately involve our parents in the many aspects of Catholic school life, we are instituting the "Personal Involvement Program." This program is designed to demonstrate to parents the vast array of ways in which they can become a part of their child/children's' school life. There are opportunities available for parents to become partners with the school on an hourly, daily, weekly, monthly or yearly basis according to their talents and interests. We feel that parents as the "primary educators" of their child must become as involved in the school as possible.

This program is also important to St. Paul's in keeping the cost of education to a minimum. Therefore, each family with one or more students enrolled is required to donate a minimum of ten (10) service hours per year to the school. Quarterly reports showing the status of a family's service hours will be provided upon request. In fulfilling the required hours, the family representatives must abide by school policy while engaging in school-approved service activities. This service may also be fulfilled through a monetary donation of \$20 per hour.

Opportunities for involvement will be available in many areas of school life, including social activities, fund raisers, sports activities, lunch room, office and class room help. Meeting the ten hour minimum service requirement, can be quite simple and can successfully be met by both working and non-working parents.

### **Service activities are as follows but are not limited to:**

Health Aides	These hours are calculated on an hour to hour basis, and must be scheduled with the various coordinators prior to serving.
Lunchroom Helpers	
After School Care Aides	
Library Aides	
Classroom Assistance	
Tutoring	

Coach	Holding one of these positions will automatically satisfy the 10 hour minimum.
PTO Officer	
Board Member	
Approved Committee Member	
Approved Golf Tournament Helper	
Attendance at P.T.O. meeting	These are calculated on an hour to hour basis.
Attendance at sporting event	
Attendance at fundraising function	
Assistance with fundraiser	
Assistance with specific school projects	
Assistance with specific school events	
Assistance with clubs	

Any service hours performed during the course of the day will be logged in by signing in and out of the computer in the front office. Any service hours performed after hours will be recorded by signing in on a specified sign-in sheet at the location of the event.

Although not included as service hours parents and other visitors are welcome to attend morning assembly and join in our prayer, pledge and announcements. We request that visitors stand in a designated area and maintain a respectful silence during the program. Likewise, attendance at other school assemblies, programs or sporting events is encouraged. Modeling appropriate behavior during these events will teach respect and acceptable social norms.

- ***Participate in parent-teacher conferences***

Formal Parent-Teacher Conferences are held in October at the end of the first grading period. Schedules are prepared and issued by the school office in advance of the scheduled date. School is not in session during conference hours. These conferences give the parents and teachers an opportunity to discuss each individual child and to have a better understanding of the child and the school program, and parents are encouraged to attend.

Parents requiring additional conferences during the school year may make arrangements by calling the office or by written request to the teacher. Teachers are available from 3:15 to 3:45 p.m. Monday through Thursday.

- ***Be aware of the emotional well-being of all students***

A young child's heart is very sensitive and easily hurt. Birthday treats may therefore be shared at recess or lunch time provided that enough is supplied for the entire class.

We also ask that invitations and cards that do not include the entire class be mailed rather than passed out at school.

- ***Read school notes and newsletters and to complete and return all requested information promptly***

Envelopes containing important correspondence are sent home on Fridays and should be returned with parent(s) signature on the following Monday. These envelopes are sent with the student or oldest sibling.

- ***Inform the school of any special situation regarding the student's well-being, safety, and health.***

Divorced or separated parents and guardians will be required to provide a copy of a legal document indicating their right to the custody of the student. It is better to have matters settled at the beginning of the year than to wait for a conflict to arise. The word parent will be used throughout this handbook to signify "parent or legal guardian."

Please inform the office of any condition that may affect your student's academic, emotional or physical education program, so that we may be aware of it in case of an emergency.

- ***Notify the school office of any changes of address or phone numbers.***

Emergency data cards are kept on file in the school office. In the event of accident or injury, these cards will aid us in reaching you quickly to determine what course of action to take. Please be sure we have accurate information on these cards.

Parents are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, cell phone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

- ***Meet all financial obligations to the school including fees for damage to books or school property.***

The parent of a child who destroys, damages, or loses any school property or anyone's personal property will be obligated to pay the full amount of repairs or replacement. Textbooks rented by the student must be properly covered, and no writing in textbooks or lockers is permitted.

- ***Support and cooperate with the discipline policy of the school.***

- ***Treat teachers with respect and courtesy in discussing student problems.***

Your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical capabilities. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

## **Parental Concerns**

Because St. Paul's strives to be a faith community, parental cooperation and good parent-teacher relations are essential. If, however, a misunderstanding occurs, or a problem arises, we at St. Paul's will make every effort to contact you to clarify the situation. Parents who experience problems or are confused with some matter regarding their child's educational experiences are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before forming an opinion.

Parents are asked to follow these guidelines for expressing concern over a school matter:

Step 1: Set up an appointment to meet first with the teacher to resolve the problem. Please do not bring up issues in front of other students or while the teacher is on duty.

Step 2: If the problem is not resolved with the teacher, the parents should set up an appointment with the principal.

Step 3: If the problem is not resolved with the principal, contact the Pastor.

In order to preserve harmony in the school community, negative rumor/gossip about the school should be reported to the principal.

## **Uniform Policy**

Part of each child's growth process is learning to dress appropriately hence cleanliness and proper grooming are expected of every student. Uniforms are to be purchased from:

Sir Walter Uniform Co.

500 S. Plumrose St.

Merritt Island, FL 32952

Toll free 1-800-621-8263

[www.sirwalteruniforms.com/SPCS290129](http://www.sirwalteruniforms.com/SPCS290129)

### **Pre-K Uniform - See Pre-K handbook**

#### **Girls' Uniform - Grades K-3**

White blouse, Peter Pan collar

Round-neck plaid jumper or plaid skort

Plain black or navy belt

Plain white crew socks

Solid black shoes

St. Paul's jacket, V-neck sweater or vest

Navy slacks or white leotards for cold weather

**Girls' Uniform - Grades 4-5**

White, monogrammed, oxford, short sleeved blouse  
Plaid skirt or skort  
Plain black or navy belt  
Plain white crew socks  
Solid black shoes  
St. Paul's jacket, V-neck sweater or vest  
Navy slacks or white leotards for cold weather

**Boys' Uniform - Grades K-5**

White, monogrammed, oxford, short sleeved shirt  
Navy walking shorts or long pants  
Plain black or navy belts  
Plain white crew socks  
Solid black shoes  
St. Paul's jacket, V-neck sweater or vest  
Navy ties are optional on Mass days

**Girls' Uniform - Middle School 6-8**

Light blue, monogrammed, oxford, short sleeved shirt  
Khaki skirt or skort  
Plain black or brown belt  
Plain white crew socks  
Solid black shoes  
St. Paul's jacket, V-neck sweater or vest  
Khaki slacks or white leotards for cold weather

**Boys' Uniform - Middle School 6-8**

Light blue, monogrammed, oxford, short sleeved shirt  
Khaki walking shorts or long pants  
Plain black or brown belts  
Plain white crew socks  
Solid black shoes  
St. Paul's jacket, V-neck sweater or vest  
Navy ties are optional on Mass days

**P.E. Uniforms****Boys Grades K-5**

White, monogrammed polo shirt  
Navy walking shorts  
Navy slacks for cold weather  
Plain black or brown belts  
(Boys wear the same shorts, slacks, and belts as on regular uniform days.)  
Black sneakers. No other colors are allowed.

### **Girls Grades K-5**

White, monogrammed polo shirt  
Navy walking shorts or navy skort  
Navy slacks for cold weather  
Plain black or brown belts  
Black sneakers. No other colors are allowed.

### **Boys Middle School 6-8**

Red monogrammed polo shirt  
Khaki walking shorts  
Khaki slacks for cold weather  
Plain black or brown belts  
(Boys wear the same shorts, slacks, and belts as on regular uniform days.)  
Black sneakers. No other colors are allowed.

### **Girls Middle School 6-8**

Red monogrammed polo shirt  
Khaki walking shorts or navy skort  
Khaki slacks for cold weather  
Plain black or brown belts  
Black sneakers. No other colors are allowed.

### **General Uniform Information**

- Kindergarten students should wear the PE uniform Monday through Thursday and the formal uniform on Friday for attendance at Mass.
- If the uniform has loops a belt must be worn.
- All shirts are to be tucked in at all times.
- Only small, single gold or silver chains with one small charm, medal or cross may be worn with the uniform as well as one gold or silver bracelet and one ring, girls may wear no more than two sets of small stud earrings. Boys may not wear earrings. No other body piercings or tattoos will be permitted. Wrist watches that do not beep are permitted.
- No make-up of any kind (including nail polish or artificial nails) is to be worn in school. Only navy, white, black or school plaid hair accessories are permitted.
- The socks must be above the ankle and noticeably visible. They are not to be rolled down.

General appearance of students shall be in keeping with traditional standards of grooming, dress, and appearance appropriate to the workplace. Radical/extreme hair styles, obviously altered hair color, and/or any other appearance alterations considered disruptive to the educational process are not permitted. Final determination of appropriateness shall be made by the principal.

School uniforms, excluding shoes and socks, and belts must be ordered through Sir Walter Uniform Co. This means other department store brands are NOT acceptable. We ask your cooperation in supporting all requirements of the school dress code, which is in effect from the first day of school. Uniforms may be purchased on special days designated throughout the year at St. Paul's School, by calling 1-800-621-8263, or by clicking on the uniform link in the St. Paul's web site. (saintpaulschool.com) or edline.

Students must appear in uniform daily unless this is impossible. In such cases, parents must submit a written explanation to the school office prior to 8:00 a.m. An excuse is valid for one day.

Periodic school wide uniform inspections will be conducted by school personnel. Parents will be notified of infractions.

### **Lost and Found**

Please mark all the student's clothes and belongings, especially school jackets and sweaters. Hundreds of dollars worth of articles are lost yearly. Unclaimed articles will be put in the uniform storage area located in the Administration building and if not claimed given to the needy.

## **Safety**

### **Diocesan Safety Policy**

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we often ask for your support in implementing measures and procedures to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this policy is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities.

- Threatening or causing personal harm or injury.
- Threatening or causing damage to school or Diocesan property.
- Providing medical advice.
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian.)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy.
- Providing massages or other physical therapy.
- Taking blood samples or performing any other medical procedure.
- Examining the genitalia of any student for any reason.
- Touching an individual inappropriately.
- Smoking, or encouraging smoking, on school property.
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area.
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that could take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities he or she should feel comfortable reporting it to the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide for your children a caring, loving environment, and the best Catholic education.

## **Child Abuse**

Florida Statute defines child abuse as: "any willful act that results in physical, mental or sexual injury that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired." Child neglect is failure to provide adequate food, clothing, shelter, health care or needed supervision. Florida law also requires "any school teacher or other school official or personnel who knows, or has reasonable cause to suspect that a child is an abused or neglected child shall report such knowledge or suspicion to the department."

## **School Volunteer Program**

Any person who wishes to serve as a school volunteer on campus must complete the appropriate requirements.

Final determination of whether a qualified volunteer is assigned will be dependent upon the needs and request of school personnel.

School volunteers must adhere to an ethical code of conduct in the performance of their duties, and carry out their responsibilities under the direction of the school personnel to whom they are assigned.

They must have had their fingerprints taken and cleared by the appropriate agencies. (*See the section on fingerprinting*)

They must watch the video, entitled "Protecting Our Youth", which runs about 20 minutes. It can be accessed by the following link:

<http://www.orlandodiocese.org/chancery/index.php>

User: chancery

Pass: gr8ful

*(A Spanish version of this video is also posted.)*

In order to satisfy the Safe Environment training, the viewer must take the test associated with "Protecting Our Youth". It can be accessed with the following password:

Password: july08

## **Adult Conduct**

Should any incident arise where students are teasing, picking on, annoying, etc. each other, these should be reported immediately to faculty members or the school office. **No** parents at any time, under any circumstances, should take it upon themselves to touch, grab, threaten or intimidate in any way, any St. Paul's Catholic School student. The police will be called immediately should any incident of this type occur on school, church property or school events.

## **Visitors on Campus**

In order to ensure the safety of students and school personnel, to protect their legal rights, and to avoid disrupting the instructional process, the following procedures will be followed:

All visitors to the school must first check in at the school office to obtain permission and a visitor's I.D. pass on any day they wish to visit classrooms or any other area of the campus.

Visits to a teacher's classroom will normally be allowed only during specific times established for this purpose. Other visits to a teacher's classroom while classes are in session must be approved at least 24 hours in advance by the principal and the teacher(s) involved. If permission is granted, the visitor will be expected to arrive at the prescribed time, to enter the room quietly without interrupting instruction and to sit apart from the student in seats reserved for visitors.

If visitors have questions about instruction observed, the visitor may schedule an appointment to talk with the teacher at a time when the teacher is not supervising students.

## **Use of Recording Devices**

The use of recording devices at special school events must be approved in advance by the principal.

## **Diocesan Fingerprinting Policy**

In an effort to ensure the safety of those persons under the care of the diocese, all employees, clergy, seminarians, religious brothers and sisters and volunteers will be required to submit a completed criminal background check form as well as a complete set of fingerprints so as to facilitate a criminal background investigation. Eligibility for employment, volunteer work and/or ministry will be contingent and conditioned upon a satisfactory background investigation. This background investigation will be updated every seven years.

At St. Paul's, parents are required to be fingerprinted in order that the school can comply with the above policy. We rely greatly upon volunteers and encourage all our parents to participate in the various activities of our students, i.e. classroom parties, field trips, coaching, fundraising events, sports events, even to the point of carpooling. Therefore, all parents who will be participating in any activities involving the children at St. Paul's must be fingerprinted for our files. The files will be checked for fingerprint clearance before participation in the activity will be allowed.

## **Medication**

For the safety of the students no medication will be allowed in the classroom, including over the counter cough drops, analgesics or aspirin etc.

1. A written form must be completed for a student to take any medicine even over the counter.
2. All medication must be in the original container, with the original pharmacy label showing student's name, name of drug and directions for administration. Medicine must be kept in the school office and administered by the office staff.
3. Please try to arrange all schedules for taking medication prior to or after the school day.

## **Illness and Injury**

Minor ailments and injuries are treated through the clinic. A professional nurse is not on campus and the office staff or health aide will attend to your child. Parents will be notified if a child has been injured or is too ill to stay in school. In the case of a severe emergency, i.e. loss of consciousness, those in charge will use their best judgment in regards to calling an ambulance.

## **Evacuation**

In compliance with Diocesan policy, Evacuation will be conducted once a month. Students will leave the building from the closest exit and proceed to the soccer field. A SAFE (Security Action for Emergencies) plan is in place and will be followed by all students, teachers and parents if an emergency arises.

## **Emergency School Closing**

If it becomes necessary to close school due to an emergency or impending hurricane, it will be broadcast from the following TV stations:

WCPX            Channel 6  
WESH-TV      Channel 2 (11 on Comcast cable)

If it is announced that all schools in Lake County are closed, then St. Paul's is also closed. Parents will also receive a "voice reach" telephone message from the principal regarding closing and openings

## **Forgotten Items**

P.E. shoes and clothes, homework, lunches and all other items which students have forgotten to bring to school should be delivered to the office.

## **Use of Telephone**

Generally, it should not be necessary for students to make telephone calls from the school premises. Arrangements for a ride home, sports, after school playtime, etc.,

should be made with parents in advance. However, cell phones may be used at school under the following conditions:

1. Phone must be kept in the OFF position in backpack or locker from 7:30 to 3:15
2. Cell phones may not be used to call parents during the day. All calls to parents must go through the office.
3. Cell phone may be used after school to call parents, not friends to chit-chat.
4. Cell phone may not be used for game playing, internet or E-mail access, taking pictures, or making purchases of any kind.

Misuse of this privilege will result in cell phones being sent to the office to be picked up by parents.

**Emergency calls and calls in case of illness must go through the school office.**

### **Electronic Devices**

The use of electronic devices such as I pods, MP3 players and Nintendo games are not permitted. If these devices are brought to school, they will be sent to the office and parents must pick them up.

### **Insurance**

Every child in our school is covered by the diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with any insurance that you may already have and begins after a \$25 deductible has been met. Twenty-four hour coverage is available at an extra charge. If twenty-four hour coverage is desired, an application and check should be sent to Triad Agency before September 20th. Information will be sent home the first week of classes.

### **Lunch**

A hot lunch, catered by various vendors, is offered each school day. Menus are sent home in the Friday envelope. Meal choices and money must be returned by 2:00 p.m. on Wednesday prior to the week the food is served. Students may eat a packed lunch if they do not wish to purchase the hot lunch; but **NO** child may leave the grounds for lunch or snack. Students may not bring in lunches to be heated or warmed in microwave ovens or conventional ovens.

Late or forgotten lunches should be delivered to the school office prior to the scheduled classroom lunch period. Lunches will not be accepted for delivery if this practice becomes a habit. Students would then be given a nutritious lunch by the school office. Soda, fast food lunches, and any other non-acceptable lunches are not allowed and will not be given to the student.

Lunch will be eaten/served in the Multi-purpose room. Students will practice proper eating and social etiquette and will thoroughly clean up after themselves. Failure to do so will result in disciplinary action as described in this Handbook.

### **Free Milk**

St. Paul's participates in the free milk program which is based on income. Guidelines to determine eligibility are available in the school office.

### **Before School Care/After School Care**

St. Paul's Catholic School provides, as a convenience to our working parents, an after school service which ensures a safe, supervised environment for our students. The service includes a snack, play time, homework study hall and socialization for students from 3:00PM -6:00PM. After School Care is be available for Wednesday 1:00PM dismissals. The after school service is supervised by qualified staff members.

The following fees are in effect:

\$2.50 per hour per child - billed monthly.

The hours of 3:00 to 6:00PM will be strictly enforced. Parents are requested to be prompt in picking up their children. **Any student(s) left after 6:00PM will be charged \$1.00 per minute for every minute until pick-up.** We appreciate your cooperation in adhering to the scheduled hours.

In addition to the after school services, St. Paul's also provides Before School Care between the hours of 6:30AM - 7:30AM. The following fees are in effect:

\$2.50 per day per child - billed monthly

Before and After School Care fees are payable upon receipt of invoice and are past due on the 20th of each month. Failure to adhere to this policy may result in temporary suspension or removal from this service.

## **Diocese of Orlando Acceptable Use Policy**

The Diocese of Orlando, Office of Schools, knows that the Internet and other emerging technologies allow students an immense opportunity to learn and grow globally. The Office of Schools' goal in providing the privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication. The use of the Internet or other emerging technologies will be guided by the **Acceptable Use Policy (AUP)**.

The Diocesan Schools may not be able to technologically limit access to services through the Internet for the purpose of instructions, study and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet and other technologies which the Diocesan school has not authorized for educational purposes. By participating in the use of the Internet or other technologies, students may gain access to information and communications which parents or guardians may find inappropriate, offensive or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of technology and the Internet.

Teachers and school designees are responsible for ensuring that Diocese of Orlando technology users are knowledgeable about this policy and regulations. All Diocese of Orlando technology users are required to sign a written AUP and to abide by the terms and conditions of the policy and its accompanying regulations.

The Diocese of Orlando does not sanction any use of the Internet and other available technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Users who disregard the AUP may have their use privileges suspended or revoked. The Diocese of Orlando reserves the right to suspend or revoke such privileges in the event any teacher administrator or principal believes the user's conduct to be inappropriate or non compliant with the AUP. Users granted access to the internet and other technologies through Diocesan Schools assume personal responsibility and liability, both civil and criminal.

### **Regulations:**

The Diocese of Orlando, Office of Schools, believes that the Internet and other emerging technologies offer vast, diverse and unique resources to students, teachers, and other users. The Office of Schools' goal in providing this privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovations, and communications. Technology is used to support learning and enhance instruction. With access to computers and people all over the world, comes the availability of material that may not be of educational value in the context of the school setting. We, the Diocese of Orlando, firmly believe that access to the valuable information and interaction available on the worldwide network will far outweigh the possibility that users may procure material that is inconsistent with our educational goals.

Students, teachers, and other users are responsible for appropriate behavior on school computer networks at all times, just as they are in classrooms on school premises. At a minimum, school rules for behavior and communications apply and are in no way to be interpreted as limiting the regulations outlined in the AUP. The network is provided for

students, teachers, and other users to conduct research and communicate with others for educational purposes only. Students or other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by or through the Diocese of Orlando. The Diocese of Orlando maintains the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is on-line, down-loaded or through printed material. All computer pass codes or passwords must be made known to the Diocese of Orlando, and use of unknown pass codes or passwords is prohibited. The Diocese of Orlando retains the right to access such codes at any time. If a user violates any of these provisions, his or her privileges may be terminated and future access may be denied. Students, teachers and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the AUP form will be authorized Internet access.

The AUP form is a written agreement, signed by students, teachers, and other users outlining the terms and conditions of the AUP. Anyone wishing to use the Internet or other forms of technology is required to sign the AUP form. The Diocese of Orlando is responsible for providing the principals, teachers, and designees with the student and Employee AUPs.

Principals, teachers, and designees are responsible for ensuring that all technology users under their supervision are made aware of the AUP and have signed the agreement. They are further responsible for explaining the AUP to students and instructing students on proper technology usage and etiquette. Principals, teachers, and designees are responsible for distributing the signed agreement forms to the appropriate parties and for providing their principal with the signed student forms. The original signed forms as archives will be kept in the school office.

Parents and guardians sign and are responsible for discussing the AUP with their child. By signing the agreement, parents/guardians give their permission to allow students to use various forms of technology in the school. Parents and guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they may find controversial, inappropriate, or offensive. Parents and guardians assume this risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. The Diocese of Orlando is not responsible should any user access information that is outside the scope of instruction, study or research related to the curriculum.

Diocese of Orlando technology users are responsible for abiding by all of the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.

## **Diocesan Policy on Harassment**

Harassment of any individual because of his/her sex, race, religion, color, national origin, age or disability is strictly prohibited by the diocese.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any diocesan entity. Examples of sexual harassment include the display of sexually suggestive objects or pictures; sexual innuendo; language or jokes of a sexual nature; suggestive comments; offensive gestures or whistling; touching; unwanted flirtations, advances, or propositions; or sexually degrading words to describe an individual.

Bullying is another form of harassment and will not be tolerated. Bullying is when a stronger, more powerful person hurts, intimidates or frightens a smaller or weaker person deliberately and repeatedly. A person is also being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

## **Non Discriminatory Policy**

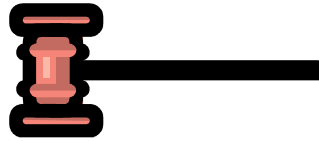
The Catholic Schools of the Diocese of Orlando state the following policy in regard to admission and hiring practices:

No person on the grounds of race, color, sex or country of national origin is discriminated against in admission or in receiving services of any school operated by them, nor do they hire or assign staff on the basis of race, color, sex or national origin, either of the individual or of the student.

## **Asbestos Policy**

In accordance with the Asbestos Hazard Response Act (AHERA), 40 CFR 763.94 the Management Plan for Asbestos containing material as developed by Martin Environmental Associates, Inc. is available without restriction for your inspection at the school administrative office. Updating of the Management Plan as defined by AHERA was completed June 7, 2000. Re-inspection of all school buildings was performed on June 11, 2001, and is on file in the school administrative office. Periodic surveillance is done on a semi-annual basis each school year.

## Parent Teacher Organization



St. Paul's Catholic Parent Teacher Organization, known as PTO, works hand in hand as the volunteer coordinator as well as support for the school.

The cost of membership in the PTO is \$5.00 per family per year. Meetings are held five times a year. They provide information to parents on various school programs. All St. Paul's School families are strongly urged to become members of the PTO. Membership is open to all St. Paul's School families as well as to any other interested person. Only PTO members may vote in elections for new officers.

Since the original formation in 1983, the PTO has become the fundraising arm of St. Paul's Catholic School. The fundraisers serve the purpose of adding the extra amenities to a Catholic education which are not covered by tuition, book fees, etc.



## 2001 NCEA Award Winning School Board

**The Saint Paul's School Board, was honored by being awarded the National Catholic Education Award for being one of the outstanding school boards in the country.**

The St. Paul's School Board is composed of four appointed, four elected, and four ex officio members. This board makes policy and provides input to the Pastor and Principal in regard to matters concerning the school.

It was established in accord with diocesan policy to assist the pastor and principal in the governance of the parish school.

The School Board meets August through June, on the first Thursday of the month at 4:30 PM. Parents and other interested parishioners are welcome to attend board meetings to observe the proceedings.

Persons with serious concerns about any phase of school operation should not bring such issues directly to the board without first discussing their concerns with the principal to determine whether the matter is appropriate for inclusion on the school board agenda.



# SIGNATURE FORMS

## ATHLETIC PARTICIPATION AND PARENTAL APPROVAL FORM

*\*This approval form and a fee of \$35.00 must be turned in for each sport played.*

Name of Student \_\_\_\_\_

Date \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

I have read the contents of the St. Paul's School Athletic Policy and agree to abide by the policy.

Signature of Student \_\_\_\_\_

Signature of Parent \_\_\_\_\_

### Parent's or Guardian's Permission

"I hereby give my consent for the above named student (1) to participate in intramural activities (2) to represent his/her school in athletic activities, except those crossed out on the form by the examining physician (3) to accompany any school team of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such athletic activities or such travel."

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_ Address (Street) \_\_\_\_\_

City \_\_\_\_\_

**Note: This form as well as the Medical Waiver form is to be filled out completely and filed in the front office and the office of the Athletic Director before student is allowed to practice and/or compete.**

## Medical Waiver

In case of an accident, parents will immediately be notified. If parents or an emergency contact (as stated on emergency card filled out by parents at the beginning of each school year) can not be reached the patient and others whose signatures are attached below do hereby consent to any and all medical and surgical treatments including anesthesia and operations which may be deemed advisable by his/her physician and surgeon. The intention hereof being to grant authority to administer and to perform all and singularly any examinations, treatments, anesthetics, operations and diagnostic procedures which may now or during the course of the patient's care be deemed advisable or necessary. We also agree that the patient when admitted is to remain in the hospital until his/her physician recommends the patient's discharge.

In witness of our consent and agreement to the matters stated in the three preceding sentences, we have subscribed our signatures below.

Minor Patient \_\_\_\_\_ Father \_\_\_\_\_

Date \_\_\_\_\_ Mother \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF LAKE

I HEREBY CERTIFY that on this day, before me, an officer duly qualified to take acknowledgements, personally appeared \_\_\_\_\_  
Who is personally known to me \_\_\_\_\_ or who produced Florida Driver's License # \_\_\_\_\_  
\_\_\_\_\_ as identification and who did/did not take an oath and who executed the forgoing instrument and acknowledged before me that \_\_\_\_\_ executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires:  
(Seal)

## Health Examination Form

Health examination for athletes should be rendered preceding participation and is valid for one year from date of examination.

(Please print) Name of student \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_

Significant Past Illness or Injury \_\_\_\_\_

Eyes \_\_\_\_\_ R 20/\_\_\_\_ L20/\_\_\_\_ Ears \_\_\_\_\_ Hearing R\_\_\_\_/15 L\_\_\_\_/15

Respiratory \_\_\_\_\_

Cardiovascular \_\_\_\_\_

Liver \_\_\_\_\_ Spleen \_\_\_\_\_ Hernia \_\_\_\_\_

Musculo-skeletal \_\_\_\_\_

Neurological \_\_\_\_\_ Genitalia \_\_\_\_\_

Laboratory: Urinalysis \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

Immunizations: Polio (Date) \_\_\_\_\_ Tetanus (Date) \_\_\_\_\_

To be retained by school. \_\_\_\_\_

I certify that I have on this date examined this pupil and find him/her physically able to compete in supervised activities NOT CROSSED OUT BELOW:

Baseball	Gymnastics	Track
Basketball	Soccer	Volleyball
Cross Country	Softball	Cheerleading
Golf	Tennis	Other _____

Date of examination: \_\_\_\_\_ Signed: \_\_\_\_\_

(Examining Physician)

Physician's printed name: \_\_\_\_\_

Physician's address: \_\_\_\_\_

Physician's telephone: \_\_\_\_\_

Handbook, Acceptable Use Policy Agreement, and Diocese of Orlando Photo/Video/Internet Permission:

All signatures will relate to the following student(s) registered for the current term at Saint Paul's Catholic School: ( Please Print)

Parent's Name \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

**Handbook**

As the parent/guardian of the above named student(s), I have read the contents of St. Paul's Catholic School Handbook and agree to abide by the information contained therein.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Acceptable Use Policy Agreement**

As the parent/guardian of the student(s), I have read the Authorized Use Policy and discussed it with my child (children). I understand that access to the Internet and emerging technology is designed for educational purposes only. I hereby give my consent for my student(s) to have use of the Internet and emerging technologies. I acknowledge that should my child, or any child for which I am legally responsible, access information other than that which is intended for instruction study or research related to the curriculum, the Diocese of Orlando will not be held responsible. I certify that the information contained on this form is correct.

Student Signature \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Diocese of Orlando Photo/Video/internet Permission**

Consent, Waiver, Release

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando (I) (We), the undersigned parent(s) or legal guardian(s) of the above named student(s) enrolled at St. Paul's Catholic School do hereby consent, authorize and grant permission to the Diocese of Orlando and St. Paul's Catholic School, Leesburg, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio taped or any duplication or facsimiles thereof for any purposes it may deem proper.

In granting such permission (I) (We) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right title, and interest (I) (We) may have in the finished pictures, negatives, reproductions or copies and further waive any and all rights to approve the use of such photographs, motion pictures, video or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Index***

<i>Absence</i>	14
<i>Acceptable use policy</i>	34
<i>Acceptable use agreement form</i>	42
<i>Accreditation</i>	3
<i>Address changes</i>	24
<i>Address of school</i>	1
<i>Admissions policy</i>	6
<i>Adult conduct</i>	30
<i>After school care</i>	33
<i>Art</i>	10
<i>Asbestos policy</i>	36
<i>Assessment</i>	13
<i>Athletic absences</i>	19
<i>Athletic after school care</i>	20
<i>Athletic bus use</i>	20
<i>Athletic coaches</i>	20
<i>Athletic code</i>	19
<i>Athletic commitment</i>	20
<i>Athletic eligibility</i>	20
<i>Athletic fee</i>	9
<i>Athletic introduction</i>	18
<i>Athletic medical waiver form</i>	40
<i>Athletic parent consent form</i>	39
<i>Athletic parent involvement</i>	20
<i>Athletic participation form</i>	39
<i>Athletic philosophy</i>	18
<i>Athletic physical</i>	19
<i>Athletic physical form</i>	41
<i>Athletic policy</i>	18
<i>Athletic uniform</i>	20
<i>Attendance</i>	14
<i>Before school care</i>	33
<i>Beliefs</i>	5
<i>Birthday parties</i>	24
<i>Characteristics of behavior</i>	16
<i>Child abuse</i>	29
<i>Computer</i>	11
<i>Consequences</i>	17
<i>Damage to school property</i>	25

<i>Detention</i>	17
<i>Discipline policy</i>	16
<i>Dismissal</i>	16
<i>Divorced parents</i>	24
<i>Early childhood</i>	9
<i>Early dismissals</i>	15
<i>Edline</i>	13
<i>Edline site address</i>	1
<i>Electronic devices</i>	32
<i>Elementary</i>	10
<i>Emergency school closings</i>	32
<i>Enrichment opportunities</i>	12
<i>Evacuation</i>	31
<i>Excuse from physical education</i>	15
<i>Fax number</i>	1
<i>Field trips</i>	11
<i>Fingerprinting</i>	31
<i>Forgotten items</i>	32
<i>Grading scale</i>	13
<i>Guidance services</i>	12
<i>Harassment policy</i>	36
<i>Handbook signature form</i>	42
<i>Health and physical education</i>	10
<i>Homework</i>	13
<i>Illness and injury</i>	31
<i>Instructional fees and due date</i>	8
<i>Instructional levels</i>	9
<i>Insurance</i>	32
<i>Leaving early</i>	15
<i>Library/Media center</i>	11
<i>Liturgical opportunities</i>	21
<i>Lost and found</i>	28
<i>Lunch</i>	33
<i>Major offenses</i>	17
<i>Medication</i>	31
<i>Middle school</i>	10
<i>Milk</i>	33
<i>Mission statement</i>	2
<i>Music</i>	11
<i>Newsletters</i>	24
<i>Non discriminatory policy</i>	36
<i>Parental concerns</i>	25

*Parents as partners*  
*Parent-teacher conferences*  
*Parent Teacher Organization (PTO)*  
*Payments*  
*Philosophy*  
*Photo/Video/Internet consent form*  
*Prayer opportunities*  
*Promotions*  
*Recording devices*  
*Registration fees*  
*Religion classes*  
*Religious education program*  
*Report cards*  
*Sacraments*  
*Safety policy*  
*School board*  
*School officials*  
*Service hours*  
*Service options*  
*Signature forms*  
*Spanish*  
*Special education*  
*Standardized tests*  
*Subsidy eligibility*  
*Subsidy rates*  
*Suspension*  
*Tardiness*  
*Teacher respect*  
*Telephone number*  
*Telephone use*  
*Title One*  
*Tuition*  
*Uniform (general information)*  
*Uniform (physical education)*  
*Uniform policy*  
*Visitors on campus*  
*Volunteer program*  
*Web site address*