

**St. Paul Catholic School
Parent/Student
Handbook
2022-2023**

Revised 08/10/2022

**SAINT PAUL
CATHOLIC SCHOOL**



**1322 Sunshine Avenue
Leesburg, FL 34748**

**www.saintpaulschool.com
Phone (352) 787-4657
Fax: (352) 787-0324**

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

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

Saint Paul Catholic School Mission Statement

Saint Paul Catholic School, a Eucharistic community, educates students spiritually, intellectually, physically, and morally to reach their full potential through Christ.

Vision Statement

Every child who enters Saint Paul Catholic School will be recognized as a unique child of God and will be supported and provided equal opportunities to reach their full potential.

Administration:

**Reverend Matthew Hawkins
Parochial Administrator of the St. Paul Catholic Church**

**Mrs. Monica Matthews
Principal of St. Paul Catholic School**

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Dear Parent(s) and/or Guardian(s),

This handbook is your guide for understanding the policies, regulations, and procedures of Saint Paul Catholic School (SPCS). Please review this handbook and discuss the contents with your child. We consider it a privilege to work alongside parents in the education of children as we believe parents are their children's primary educators. Therefore, it is your right and duty to become the primary *role models* for the development of your child's life -- physically, mentally, spiritually, emotionally, and psychologically.

Your choice of Saint Paul Catholic School involves a great commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life, as well as the strongest teacher. Your personal relationship with God, with your family, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are well rooted in your child/children if they are nurtured by the example of good Catholic/Christian morality, and by an honest personal relationship with God in your family life.

During your child's years here at SPCS he/she will need constant support from both parents and faculty in order to develop his/her spiritual, moral, intellectual, social, cultural, and physical well-being. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partnership in the quest for challenging, yet nourishing, students to reach their 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 or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, students may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for all homework, assignments, tests, service projects, and other activities. This responsibility also extends to times of absence. Together, let us begin this year with a commitment of partnership as we support one another in helping your child become the best person he/she is capable of becoming. We are most happy to share in the God-given responsibility of educating your child(ren).

May God bless you always and thank you for your support!

Monica Matthews

Principal

Philosophy

St. Paul 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 Saint Paul Catholic Community, working together in mutual support of the Mission Statement. 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 spiritual, social, emotional, and academic needs.
- We believe that parents are the primary educators of their children.
- We believe it is our 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.

Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional platform involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement: Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications especially social media; for example, tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook.
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events.

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care. (Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus.)
- ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events.
- Support in words and actions the philosophy of Catholic Education. Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them.
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home.

- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.

Addressing concerns regarding situations involving your student(s): Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance: 1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command. 2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel. 3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties. 4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>). 5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren. If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

(Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.)

Parents, Guardians, and/or Caregivers, when signing off on accepting the school’s policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

COVID 19

Families are asked to take necessary precautions to help reduce the spread of the COVID-19. Any student who is sick with fever (of 100.4) or exhibiting symptoms of COVID-19 is required to stay home. If a student tests positive for COVID-19, parents are required to notify the school immediately so that proper action can be taken to mitigate the risk of the virus spreading to other students or staff. The school will take the necessary steps while adhering to HIPAA laws to notify those who may have been potentially exposed and to implement mitigation efforts suggested by the CDC and the local health department.

Admissions Policy

St. Paul Catholic School admission policy follows the standards established by the Accreditation Program of the Florida Catholic Conference and the State of Florida.

St. Paul 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 ideal class sizes in all grades. If space is limited, priority will be given first to families

already enrolled, then to families of the St. Paul Catholic Community, then to families of other Catholic parishes, and finally to non-Catholic families. Admission policies shall not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school's program requirements and parents are in agreement with the proposed accommodations.

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 Catholic School reserves the right to refuse admission to students who do not present the school with the following completed documents. All forms must be submitted before a student will be considered for enrollment.

- Birth certificate
- Baptismal records (optional)
- Immunization record
- Doctor completed physical exam record
- Social Security Number
- Completed registration forms
- Signed handbook signature page
- Report card and testing information from any previous schools

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

1st grade – Student must be 6 years of age on or before September 1 of the school year.

Catholic Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. **Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization.**

State Law requirements concerning immunization and medical exams for students entering Florida schools for the first time:

1. Immunization Form HRS 680 showing day, month and year of each shot is the only acceptable form for documentation.
2. Medical Examination Form HRS 3040 administered by a licensed physician, physician assistant or nurse practitioner.

Students entering Florida schools from another state with immunization and medical forms from that state must take those forms to the Health Department for review and issuance of Forms HRS 680 and HRS 3040.

Students not meeting the proper immunization requirements and medical exam requirements will be excluded from school effective the first day of school.

Tuition and Fees

St. Paul Catholic School's Finance Committee has approved the following tuition and fees guidelines for the 2022-2023 school year; please refer to the school website.

- Parishioners *may* receive a Catholic discount up to \$750 per student, pending written approval of the Pastor.

- **Multiple child discounts *may* be applied up to \$200 per additional student, pending additional financial aid or scholarships already assigned.**
- **All discounts including the Catholic discount and multiple child discounts are subject to the financial ability of the parish and school, the decision of which is at the discretion of the Pastor and the Principal. As part of our parents' partners in education commitment, we believe that each family should have some level of tuition responsibility. This level may vary based on the financial need of the family as evidenced through a Financial Aid request on FACTS.**

Tuition is paid on a 10- or 11-month payment plan payable through FACTS. (August 1st through May/June 1st). Tuition is due on the first day of each month. Families making a one-time full payment before August 1st will receive a 5% discount.

Catholic Discount:

In order to qualify for the parishioner discount rate for tuition, the family must meet the following criteria:

- Roman Catholic families, who are approved, registered members of the church and surrounding diocesan parishes.
- Regularly attend Mass on Saturday or Sunday and Holy Days.
- Participate in the mission of the parish by donating their time, talent, and financial resources.
- Parish envelopes or online giving must be used weekly throughout the year.
 - The Pastor and Church office will review and approve the list of families eligible for the "parishioner rate" for tuition.
 - The family must complete the Pastoral Approval form and submit it to their parish.
 - The pastor must sign the form, verifying the family is a supporting member of that parish. Each parish has its own criteria to determine if a family is a registered and supporting member. **Return the approved form to the school office with the application.**
- New families must submit a recommendation from their prior parish, indicating that they were registered, supporting members to qualify for the Catholic "parishioner" discount/rate. **If a letter is not received the family will be assessed the non-parishioner rate.**

Please understand that the average actual cost of educating a student at St. Paul is \$9,600.00. St. Paul and surrounding diocesan parishes and various fundraisers subsidize the difference between tuition and actual educational costs.

All families must sign up with FACTS Tuition Management Company for tuition processing.

Academics

Instructional approaches and methods are varied to meet the learning abilities, styles and individual needs of students to help them integrate concepts, skills and attitudes. The faculty continually review 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 Catholic School follows the Diocese of Orlando Curriculum Guides.

VPK

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 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 primary elementary level (grades K-5) are primarily self-contained. Emphasis is placed on religion, language arts, and math. Social studies, science, fine arts, physical education, Spanish, computer, and library enhance 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 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, psychological, emotional, 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, religion, and language arts, as well as enrichment classes in art, music, physical education, Spanish, and technology.

Physical Education/Health

All students participate in physical education classes twice a week. Health classes are offered to middle school students. St. Paul Catholic School is committed to teaching good sportsmanship as well as movement competencies and a fundamental knowledge of games and sports.

Music

Music is a comprehensive program involving all students in grades VPK - 8. Students study music history, basic concepts, instrument types, rhythm and vocal techniques. **Students in VPK through 5th grade are required to participate in the annual Christmas and Spring Concerts.**

Art/Digital Arts

Art Class is provided once a week for students in grades K-8. Students are taught the basic concepts of Art and participate in many hands-on activities. Digital art is implemented in middle school.

World Language

Students attend formal Spanish classes weekly in grades 1st – 8th grade, where the students actively participate in the communication process. The objective is to build a basic Spanish vocabulary to develop reading, speaking, listening, and writing skills and to acquire an appreciation of the Spanish language.

Technology

All students' grades PK - 8 have technology classes weekly. 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 technological media.

Media Center

The media center is open Monday through Friday and contains a wide variety of reading and reference materials, in both written and digital formats. Students in grades K-5 visit the library weekly to check out books.

Homework

Homework is assigned to reinforce learning and is typically an extension of the curriculum and standards introduced in class. Teachers will communicate homework expectations and deadlines with students and parents (via class newsletter, note, and online posting on the **FACTS/RenWeb** portal). Daily agendas (grades 1st – 8th planners) are expected for students in which to write homework assignments. Homework assignments are assigned at the discretion of the individual teacher, but in order to reinforce the importance of reading in all grade levels and subject areas, it is encouraged that all students allow time to read independently at home a minimum of 20 minutes a day/night. Homework is due at the time assigned by the teacher and must be completed. Assignments must also have correct spelling, grammar, punctuation and sentence structure. Homework may be assigned (M – TH) during each individual class.

Homework Minute Guidelines:

Grades K-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	80 minutes

This does not include long-term projects. Parents will be called in for a conference with their child/ren if work continues to be missing or late.

Grading Scale/Report Card

Developmental Reports for PreK and Report Cards for grades K-8 are distributed at the end of each trimester.

Grade PK4 uses Standards-Based reporting with the following key:

P Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy.

DP Developing Proficiency: Student work is developing but is inconsistently meeting grade level expectations for this trimester.

EP Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.

Blank Not taught OR Not Assessed during this trimester

Grades K-2 use Standards-Based reporting with the following key:

P Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy.

DP Developing Proficiency: Student work is developing but is inconsistently meeting grade level expectations for this trimester.

EP Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.

IP Insufficient Proficiency: Student work shows insufficient progress/understanding and is significantly below grade level this trimester.

Blank: Not taught OR Not Assessed during this trimester

AP Advanced Proficiency: Student work consistently surpasses grade level expectations for this trimester with independence and accuracy.

Grades 3-5 use Standards-Based reporting, including **numerical grades** for each subject, **as well as the degree of proficiency earned on standards** taught and assessed throughout the school year. The key for the standards is as follows:

P Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy.

DP Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for this trimester.

IP Insufficient Proficiency: Student work shows insufficient progress/understanding and is significantly below grade level this trimester. The purpose of including the degree of proficiency earned on the standards is to provide more information about the student's strengths and areas for improvement of skills and content knowledge.

A (90-100%) Outstanding Achievement

B (80-89%) Above Average Achievement

C (70-79%) Average Achievement

D (60-69%) Below Average Achievement

F (0-59%) Unsatisfactory Achievement

Grades 6-8 use the following grading scale as legislated for schools in the Diocese of Orlando, as well as the public schools in the state of Florida.

A (90-100%) Outstanding Achievement

B (80-89%) Above Average Achievement

C (70-79%) Average Achievement

D (60-69%) Below Average Achievement

F (0-59%) Unsatisfactory Achievement

Trimester core subject grades, as well as Specials subject area classes including music, art, physical education, media/technology, and Spanish for students in grades 3-8, are reflective of a student's performance on both formative and summative assessments.

For grades VPK-8 an assessment of **Learner Behaviors** are graded. The key for the Learner Behaviors is as follows:

Responsibility: Student successfully adapts to classroom practices and routines

Participation: Student actively participates in classroom discussion and activities

Assignment Completion: Student completes assigned tasks within the assigned time limits

Interpersonal Skills: Student displays respect for others; interacts appropriately in cooperative group, classrooms, and school settings

Behavior Scale:

1 – Student consistently demonstrates this behavior

2 – Student sometimes demonstrates this behavior

3 – Student seldom demonstrates this behavior

Report cards are distributed electronically through FACTS/RenWeb. Hard copy requests of the report card may be made in the school office. School Administration may approve that a student will earn an incomplete trimester subject grade (I) if they have not demonstrated mastery of skills and standards by completing less than 80% of the expected work. The student is expected to complete the work within two weeks after the end of the trimester, at which time the grade will be adjusted accordingly. Promotion/retention is noted on every report card for grades K-8. Discussions with parents regarding retention for the following school year occur during the spring of the current school year including eighth grade graduation.

Promotions

Promotion in third through eighth grade is determined by the average of the three trimester grades as well as parent and principal consultation. A passing grade is determined by the average of the three trimester grades. Failure to pass a core subject may result in the inability to be promoted to the next grade level.

An eighth-grade student who fails two or more core subjects may not pass and/or attend graduation.

6th-8th Grade Honor Roll Criteria

Report Card Standard	Eligibility for High Honors	Eligibility for Honors
Academic Average	Grade of 90 or higher in every subject	Grade of 80 or higher in every subject
Responsibility	Must have a Behavior score of 1	Must have a Behavior Scale score of 1 or 2
Participation	Must have a Behavior score of 1	Must have a Behavior Scale score of 1 or 2
Assignment Completion	Must have a Behavior score of 1	Must have a Behavior Scale score of 1 or 2
Interpersonal Skills	Must have a Behavior score of 1	Must have a Behavior Scale score of 1 or 2

ALGEBRA I MIDDLE SCHOOL PLACEMENT

The Diocese of Orlando seeks to offer the most challenging curricular options for children whose academic ability indicates evidence that the student is ready to pursue coursework of greater academic demand and intensity, also requiring the appropriate maturity and work ethic to meet that demand. Algebra I is the foundation for all subsequent high school math courses and is a high school graduation requirement for both Diocesan Catholic High Schools as well as all public high schools in the state of Florida. Consequently, eighth (8th) grade students in the Diocese of Orlando are enrolled in Algebra I based on the following criteria:

- ✓ Completion in seventh (7th) grade of a math course that aligns with Grade 7 Mathematics Advanced #1205050 with a final course grade no lower than 80%.
 - ✓ Prior year standardized assessment scores in Math must fall no lower than the 70th percentile.
 - ✓ Riverside Algebra Aptitude Test with benchmark scoring no lower than the 55th percentile.
- Teacher recommendation to principal for “borderline” placement may be considered if any one of the above has not been met.

Math Placement at Diocesan Catholic High Schools

Upon the successful completion of Algebra I at the middle school level, students matriculating to a Catholic high school in the Diocese of Orlando will be appropriately placed in a math course at the discretion of the high school guidance department based on the following criteria: }

- ✓ Score on the math portion of the High School Placement Test no lower than 90%.
- ✓ Second trimester course grade in Algebra I no lower than 75%.
- ✓ Passing the Diocesan Algebra I End-of-Course Exam with a score no lower than 75%
- ✓ **OR** the Florida End-of-Course Exam for Algebra I with a score no lower than 3.

Students matriculating to the public high school must complete the required state End-of-Course Exam before graduating from a Florida public high school. The End-of-Course Exam is a public-school requirement and is administered at the discretion of the local school district with credit determined according to public school standards. The scheduling of the public-school End-of-Course Exam is the responsibility of the parent. Upon meeting the above criteria, students entering a Diocesan Catholic high school will be given high school credit for having completed Algebra I. High school transcripts will reflect that the courses have been completed prior to enrollment in the Catholic high school. The grade for Algebra I given at the middle school level will not be counted in the Catholic high school cumulative grade point average. It is required that ALL students enrolling in Diocesan Catholic high schools must complete four years of math during high school in order to meet Diocesan graduation requirements for math.

Standardized Tests

According to a statewide plan for Catholic Schools, **Terra Nova Assessments** will be administered to grades 2-8. Test results are forwarded to the parents. Fifth and eighth grade students also take the **Assessment of Children/Youth Religious Education (ACRE)** test. This is an assessment of faith development. This diagnostic is helpful in providing differentiated instruction and for identifying gaps spanning back multiple years, and planning retreats and paraliturgical opportunities

Standardized Testing in the Diocese of Orlando

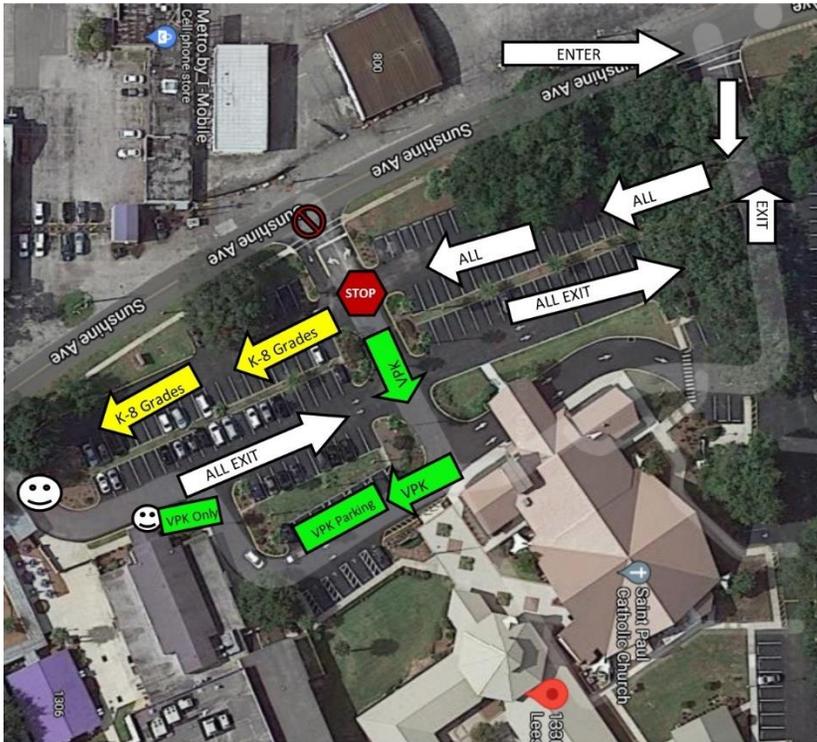
All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodation or modification will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public-school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodation or modification are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

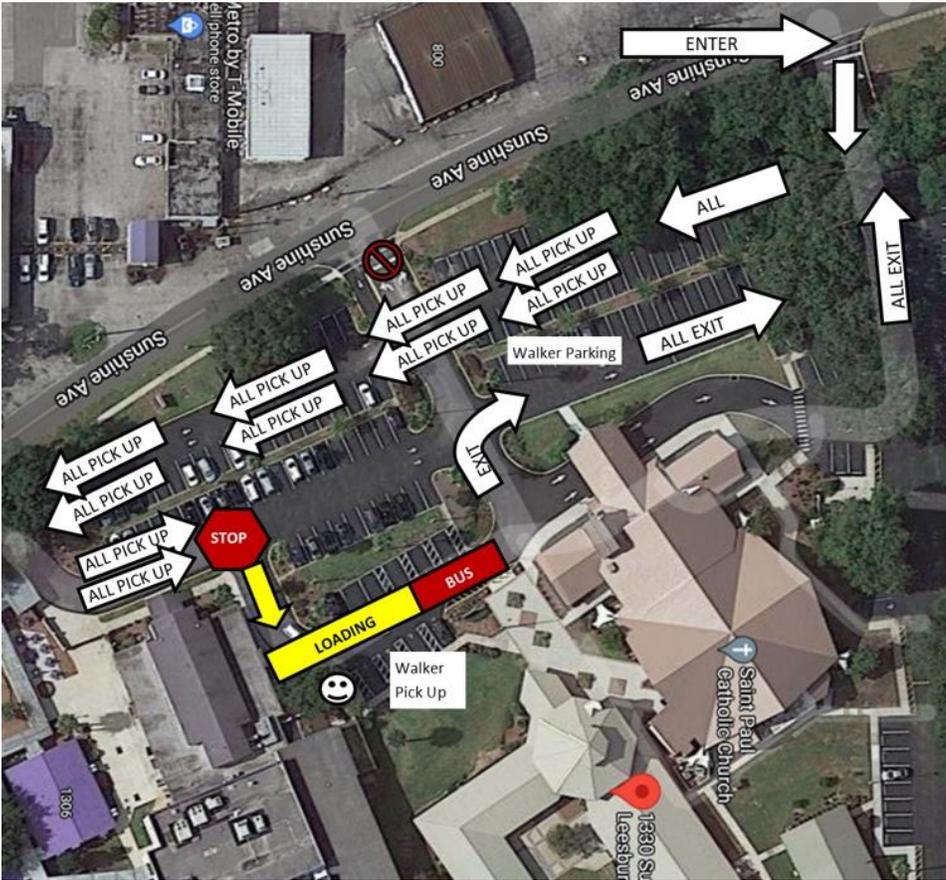
Procedures Arrival and Pick-Up



ARRIVAL PROCEDURES (7:30 – 7:55 am)

- **VPK** – parents please park in VPK parking area shown above and walk students to class to sign the attendance sheet in the front office.
- **Kindergarten and 1st grade** – students walk through the front office to their classrooms down the hall.
- **2nd grade – 8th grade:** students should use the main gate by coaches office to enter school.
- **Parents** – please be mindful of the traffic pattern and maintain safe speed in the parking lot.

DISMISSAL PROCEDURES (3:10 pm)



- Bus students will be released first.
- Students for pick-up will remain in classrooms and be notified via PIKMYKID. It is very important that anyone in carline has the PIKMYKID app and checks in.
- Walker Gate: Students not going through carline will be dismissed through the walker gate. Parents must park in front of the church and walk up to meet their students using the church sidewalk. Please check in on the PIKMYKID app and select walker.
- When dismissal is over (3:20 pm) students will go to after care.

Before School Care/After School Care

St. Paul Catholic School provides, as a convenience to our working parents, and after school service which ensures a safe, supervised environment for our students. The service includes play time, homework study hall and socialization for students from 3:20 p.m. - 6:00 p.m. (After School Care begins at 2:30 p.m. on Wednesdays). The after-school service is supervised by qualified staff members. The following fees are in effect: Students will be in small groups for homework time, and snack. They will be rotated for outdoor play. Parents will pick up their student from After Care at the small gate and press the buzzer for aftercare employees to then escort your child out to you.

AFTER CARE FEES

\$30 per week per child - billed weekly through FACTS.

The hours of 3:30 p.m. to 6:00 p.m. will be strictly enforced. Parents are requested to be prompt in picking up their children. **Any student(s) left after 6:00 p.m. will be charged \$5.00 per minute for every minute until pick-up and will be billed via FACTS.** We appreciate your cooperation in adhering to the scheduled hours.

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

\$10.00 per week per child - billed weekly on FACTS.

Before and After School Care fees are submitted via FACTS and should be paid weekly. Failure to adhere to this policy will result in temporary suspension or removal from this service.

Uniform Policy

One of the primary purposes of the Catholic school is to teach Catholic values. The school uniform is an observable sign in the school and in the public forum of the values being taught in our schools. The Catholic school uniform is designed to be modest and appropriate, irrespective of current fashion trends and styles. The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation. Students should appear neat and well-kept when representing their Catholic school in their uniform. The school uniform shall be worn in a way that reflects the Christian principles taught in our schools.

Part of each child's growth process is learning to take pride in their appearance and dress properly: hence cleanliness and proper grooming are expected of every student, kindergarten through grade eight at St. Paul Catholic School. School uniforms allow students to:

- Limit distractions, thereby, increase their academic focus
- Contribute to a more formal learning environment
- Help reduce negative peer pressure and the concern over "fitting in".
- Ensure that students' attire is modest and in line with Catholic beliefs.

All students are to arrive on campus properly dressed. Shirts must be tucked in completely with belts in place. 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:

Risse Brothers (www.Rissebrothers.com)
1401 Beulah Rd, Suite 118
Winter Garden, Florida
407-554-2253

PE uniforms **may also** be ordered through:

A+PLUS PRINTING www.aplusprintingzone.com
1212 W. North Blvd (US441)
Leesburg, Florida
(352) 323-0077

VPK Students

All VPK students will wear St Paul PE uniform everyday

GIRLS SCHOOL DRESS UNIFORMS

Girls' Uniform – Grades K – 4th Grade:

- White blouse, Peter Pan collar with round-neck and plaid jumper
- Plaid skort/skirt
- Monogrammed white oxford shirt
- Plain white visible socks
- Black or brown dress shoes (PK through 2nd grade may wear black athletic shoes)
- St. Paul jacket or fleece, V-neck sweater or sweatshirt
- Navy slacks or tights (black, white or navy-blue tights, no prints or patterns) for cold weather

Girls' Uniform – Grades 5-8:

- Light blue, monogrammed, oxford, short sleeved shirt
- Navy skirt or skort

- Plain white visible socks
- Black or brown dress shoes
- St. Paul jacket or fleece, V-neck sweater, or sweatshirt
- Navy slacks or tights (black, white or navy-blue tights, no prints or patterns) for cold weather

BOYS' SCHOOL DRESS UNIFORMS

Boys' Uniform – Grades K- 4th:

- White, monogrammed, oxford, short sleeved shirt
- Navy walking shorts or long pants-RISSE BROTHERS ONLY W/INSIGNIA
- Plain black, brown, or navy belt
- Plain white visible socks
- Black or brown dress shoes (PK through 2nd grade may wear black athletic shoes)
- St. Paul jacket or fleece, V-neck sweater or sweatshirt

Boys' Uniform – Grades 5-8:

- Light blue, monogrammed, oxford, short sleeved shirt
- Navy walking shorts or long pants RISSE BROTHERS ONLY W/INSIGNIA
- Plain black, brown, or navy belt
- Plain white visible socks
- Black or brown dress shoes
- St. Paul jacket, fleece, V-neck sweater or sweatshirt

MASS Uniforms for 5-8 Grades

Girls	Boys
¾ sleeve blue blouse	Blue Oxford shirt
Navy Skirt	Navy blue long pants with belt
Black or brown dress shoes	Striped Uniform tie
	Black or brown dress shoes

PHYSICAL EDUCATION UNIFORMS

Girls/Boys Grades PK-8th:

- PE UNIFORM SHIRT
- PE UNIFORM GYM SHORTS
- white, black or white and black athletic shoes.
- White socks
- Optional sweats for cold days

***Boys and Girls Grades K-8th: Students will wear their PE uniforms to school, including shoes AND REMAIN IN THEM ALL DAY.**

Uniform Violations

Students who violate these standards will be subject to the following consequences:

1. On the first offense, the student and parent will be notified via a note home and phone call on the day of the infraction.
2. The second uniform violation will result in a phone call to the parent. The parent or guardian must immediately rectify the situation or pick the student up from school. The student will remain out of class until the violation is resolved.

***NO MAKE-UP; PASTEL PINK, BEIGE, CLEAR AND/OR WHITE NAIL POLISH MAY BE WORN.**

***NO Artificial nails**

HAIR

All Students

Natural hair color means **no dyed hair of any kind (hair extensions included)**. Students who come to school with colored hair will be sent home to rectify the situation.

Length of hair should not be in the child's eyes.

Boys' hair must be **short** and not be below the eyebrows, should not cover more than half of the student's ear, and should be above the collar.

Conservative hairstyle required. No extreme haircuts, i.e., **mohawks, spikes, shaved heads**, etc.

JEWELRY

VPK – 8th grade

Students, all grades 1 stud/post earrings per ear maximum; NO HOOPS.

One Small bracelet and, or necklace.

No electronic watches with data (ex. Apple watches)

No other body piercings permitted.

No tattoos or decals

Headbands must be navy blue, black, white or uniform plaid. Bows must be solid colors blue, black or white and no larger than 4" total. Plaid bows that match the uniform may also be worn.

School uniforms, excluding shoes, socks, and belts must be ordered through Risse Brothers and/or A+PLUS Printing. 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 Catholic School. Daily school wide uniform inspections will be conducted by school personnel. Parents will be notified of infractions. Repeated infractions will result in loss of dress-down day privileges.

Uniform Lost and Found

Please mark all the students' clothes and belongings, especially school jackets and sweaters, with the student's name.

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 thrift shop.

Dress Down Day Dress Code: Dress Down Days are announced during the course of the school year. Some are free dress days, while others serve as a fundraiser and students may be charged a small fee if they dress down. A student may also dress down on his/her Birthday OR on the closest school day if their birthday falls on a Mass Day.

Guidelines for Dress Down Days and School-Sanctioned Events for all students are as follows: The rules for Dress Down Days (excluding shoes) apply to school events that are approved by the administration. Such events include but are not limited to award ceremonies, dinners, dances, socials, pep rallies and field trips.

1. Jeans, slacks, Bermuda shorts, Capri pants and skirts of appropriate length and condition (may not have holes, rips, or defrayed). Shorts or skirts may not be shorter than 4 inches above the knee.

2. No strapless, spaghetti straps, backless halters, bare midriffs, tank tops, sleeveless shirts or sundresses.

3. All shoes must be athletic shoes or school shoes, and socks must be worn. No flip-flops, sandals, open toed or backless shoes including Crocs are allowed.

4. No hats, caps, visors, bandanas, fashion scarves, or sunglasses are permitted during the school day.

5. If a student's scheduled PE class falls on a free dress day, the student must wear/bring clothes conducive to PE including athletic shoes for class. Non-compliance will incur loss of grade for the day.

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos Containing materials is available without restriction for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

Attendance

I. Policy

- A. Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.
- B. It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance.
- C. Schools shall maintain accurate attendance records for all students and follow the Diocesan Record Retention Policy for archival purposes. No paper attendance registers are required if electronic attendance is taken.
- D. The Diocese of Orlando requires all schools to develop a calendar which represents 181 instructional days per school year and meets or exceeds Florida Statute A-1, 09512. See Links and Supporting Documents.

II. Procedures/Guidelines

- A. All absences must be recorded through an automated student attendance recordkeeping system approved by the Diocese of Orlando. For students in grades K–8, attendance must be taken at the start of the day. For students in grades 9-12, attendance should be taken by instructional period. Students in K-12 are considered absent when more than 50% of the school day is missed.
- B. A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by administration.
- C. Attendance expectations are for all students and must be clearly delineated in the school's handbook to include:
 - 1. It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence. A physician's note is needed when the student:
 - a. Has been absent for three or more consecutive days;
 - b. Has had surgery;
 - c. Is returning to school after a hospitalization;
 - d. Has been under a doctor's care for a significant illness; or
 - e. Is returning to school after being excluded because of a communicable disease.
 - 2. Policy and Procedures for defining and tracking excused or unexcused absences must be stated in the school's handbook:
 - a. Excused absences include the following:
 - i. Illness or injury to the student;
 - ii. Serious illness or death in the student's family;
 - iii. Scheduled medical appointment;
 - iv. Required court appearance or supervised visitation;
 - v. Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
 - vi. Approved school-sponsored events, school athletic events, retreats;
 - vii. College site visit; or

- viii. Special event, excused at the principal’s discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.
 - b. Unexcused absences include but are not limited to the following:
 - i. Vacations or pleasure trips;
 - ii. Suspension from school;
 - iii. Truancy; or
 - iv. Other avoidable absences not included on the “Excused Absence” list above.
 - 3. Process for communication of attendance concerns with parent(s) or guardian(s).
 - 4. Plan corrective action to address attendance concerns to include prevention and intervention strategies, and written plan for academic remediation.
 - 5. Students are required to complete missed assignments and/or class work.
 - 6. Conditions for notification to appropriate office and/or agency for habitual non-attendance.
- D. For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or make an arrangement with the school administrator for continued academic progress.
- E. Students whose absences exceed 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian(s), and the school administration. ***Principals must document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student’s attendance and academic performance. It must be clearly communicated that continued excessive absences may result in retention, the loss of scholarship and/or withdrawal from the school. Attendance is reported quarterly to the School Choice Office.***
- F. The teacher must verify attendance records at the end of the year. These records must be retained as dictated by the Records Retention Policy.
- G. Students who do not comply with the school’s published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.
- H. In case of emergency, teachers must have access to classroom rosters in either electronic or paper format. This roster should contain each period attendance list as well as list of student medications and must be made available as part of plans/directions for substitute teachers.

Attendance Policy

There are 181 school days, and each one is important to the total educational program. A student’s absence from school interferes with his/her academic progress. It is mandatory that parents call or email the office if child will be absent or late to school. This should be done by 8:15 am. 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. **More than nine unexcused absences in a trimester, student may not receive a passing grade for the semester in accordance with Florida statutes, unless medical evidence is presented to the principal in writing.**

For the convenience of planning purposes, the school calendar is available on the school website, and is updated regularly. Use of the school calendar when planning can avoid conflicts with school days. Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission from a duly authorized person. No student may leave the school grounds at any time during the school day without permission from the School Administration. Failure to comply with this policy

will result in disciplinary action. Only for exceptional reasons may students be picked up at the school office and signed out by a parent or pre-registered authorized person.

Early Dismissal

Withdrawing students early from school disrupts the learning process of all students in the class. We realize that there are times when students must be picked up early. **We ask that parents please minimize withdrawing students from school before the end of the school day.** When students are picked up early, a parent/guardian must sign the student out at the school office. Students may not wait outside for pick up. If the student returns to school, the parent/guardian must sign the student back in at the school office.

- * **No early withdrawals after 2:45pm (M, T, TH, F) or after 1:45 (W) due to the need for office staff to be involved in dismissal.**

Dismissal

Dismissal time is 3:15 p.m. on M, T, Th, and F unless you are otherwise informed. Wednesday dismissal is at 2:15p.m. After dismissal is over, students will be sent to After School Care and there will be a weekly charge after the 15-minute grace period. Should you have an emergency situation, please call the school office.

VPK Attendance Policy

Saint Paul Catholic School (SPCS) offers Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week, for a total of 540 hours. All enrolled families receive a calendar showing the scheduled days off during the school year. Attendance during the scheduled instructional days and times is of utmost importance for students to remain in the VPK program. Not only is the SPCS funding linked to attendance, but also the child's success upon entrance into kindergarten. Parent/Guardians are required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

- Attendance Signatures: Parents/Guardians are required to sign their child in and out each day in the VPK classroom. Signatures must be the parent/guardian's full name.
- Tardiness: Arrival for the VPK program is between 7:30 and 7:55am. VPK arrivals should be signed in at the VPK Classroom. The earliest time arrivals will be accepted in the classroom is 7:30am. The instructional day starts at 7:55am and all children are expected to be in place and ready to start the day. Arrivals after 7:55am are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late," but more than twice a week will be cause for a meeting with the Administration. Any students arriving after 7:55am must enter the campus through the front office.
- Late Pick Up: The VPK program ends at 11:15 daily. A late fee of \$1.00 per minute is assessed if your child is not picked up by 11:25am.
- Absence: Daily attendance in the VPK program is necessary for optimal learning, however, there is an allowance of three (3) absences per month. Any absences beyond the three require a written note from the parent for one of the following reasons: • Illness or injury of the child or the child's family member which requires hospitalization or bed rest; • Physician or dentist appointment; • Infectious disease or parasitic infestation; • Funeral service, memorial service, or bereavement upon the death of the child's family member; • Compliance with a court order (e.g. visitation, subpoena); • Special education or related services for the child's disability; • Observance of a religious holiday or service; • Family vacation, not to exceed 5 excused absences per program year. A handwritten or electronic note is required for all absences as documentation needs to be submitted to the Early Learning Coalition of Lake County. Absences of five (5) consecutive instructional days will be considered a withdrawal from the VPK program at SPCS.
- Withdrawals from the VPK program will not be eligible for re-enrollment. SPCS will allow one documented five (5)-day absence during the school year/540 hours instructional period. Documentation

must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

- Verifying your child's attendance and absences: At the end of each month parents/guardians are required to review and confirm their child's recorded attendance on the VPK 03L form provided by the teacher. By signing the attendance form the parent is not only verifying attendance, but also directs the Early Learning Coalition of Lake County to send payment for the month's VPK program to SPCS. It also indicates that you continue to choose SPCS to provide your child's VPK program for the upcoming month.
- As of July 2016, four-year-old children with birthdays from February 2 through September 1 are eligible to enroll in VPK that year or postpone enrollment to the next year. Four-year-olds with birthdays from September 2 through February 1 are eligible to enroll in VPK the following program year.

Absentee Procedure

If a student is absent, a parent must report the absence by calling the school office by 8:15 am. Parent notification to report an absence may be done before and after business hours electronically or by phone: • sending an email to ahernandez@saintpaulschool.com OR • using the automated phone system at 352-787-4657. Please leave a message if there is no answer. Be sure to include the student's name and reason for absence.

Excused Absences: Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration. Students without documented medical conditions must submit a doctor's note for absences of more than three (3) consecutive days. **No student can be absent in excess of 30 days, excused or unexcused,** without an academic progress plan approved by the school administrator. If the number of days is exceeded, the student may be asked to withdraw or be retained because of the impact to academic progress. In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Medical/Dental Appointments: Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office using the sign-out book. No one is permitted to withdraw a student directly from the classroom. Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day.

Vacations or Extended Absences: Vacations must be pre-approved by the School Administration. Written communication, note or email, explaining the vacation or extended absence needs to be sent to the School Administration prior to the absence. The School Administration will respond in writing to the request. Approval is based on factors including but not limited to record of absences, need for absence, timing, etc. Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official Saint Paul Catholic School (SPCS) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

Lateness Policy School begins at 7:55am. Students arriving in their homerooms after 7:55am are considered late. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable. Parents must sign students in whenever they are tardy. Please do not put your child in the position of being penalized for a situation of which he/she has no control. The accumulation of three tardies is equal to a ½ day absence and is recorded as such. According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90-

calendar-day period, the student's primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

Bus Service Bus transportation is available to and from Clermont and Eustis/Lady Lake. For the 2021-2022 school year, the fee will be \$150 per month per child (max per family \$300 per month). Bus fees are due the first of each month beginning August 1st and ending May 1st. Monthly bus fees will be billed through the FACTS System. The Clermont bus picks up and drops off students at Blessed Sacrament Catholic Church. The Eustis bus picks up and drops off students at St. Mary of the Lakes, and then goes to Lady Lake for pickup/dropoff at St. Timothy's. Buses run on the time that correlates to the school bell schedule.

Field Trips Field trips offer students educational, cultural and spiritual opportunities that extend beyond the classroom as an 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: Diocesan Safe Environment and fingerprint clearance and must be 21 years of age or older. Parent chaperones will be required to ride the bus with the teacher and students to assist in monitoring the students while in route.

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** to allow a student to accompany his/her class on any field trip is unacceptable. Parent chaperones are also asked to complete a similar form. When field trips end later than school hours, parents are required to be on time for pick-up or pay after care fees.

Enrichment Opportunities

Students are encouraged to participate in extracurricular programs that are available each year. Enrichment activities include but are not limited to: Beta Club, Student Council, Altar Serving, Choir, Sports, STREAM, Robotics, and any other new opportunities.

Title I

Title I is a federally funded program that offers additional instruction in the areas of reading and math. Students must meet specific/federal guidelines to be eligible for participation in Title I. For more information on our Title I program, please contact the administration.

Special Education

Sometimes it becomes evident that our educational system and/or facilities cannot meet the learning needs of a child. It is our Christian responsibility, as well as concern for the child as a whole person, to discuss the possibility of instructional alternatives. The teacher is the first person to contact. Any educational testing must be initiated by the parents through the local school district.

Guidance Services

Counseling, consultation with parents and teachers, referral services and standardized testing are utilized. Initial evaluation is done through the Child Study Team (CST) and prior to parents seeking outside resources. Academic and/or behavioral contracts may be developed and implemented through the CST.

Ren Web/ FACTS

Ren Web is the primary means of communication between parents, teachers, and school. Ren Web is a collaborative website designed as an information source for parents and students. 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. Parents will be provided login information for FACTS/RENWEB and are highly encouraged to login frequently to assess their child's program.

Code of Conduct

The Code of Conduct is expected to be enforced by the school faculty and staff. In accordance with the stated philosophy of the school that emphasizes deep respect for the human dignity and the uniqueness of every individual, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

Characteristics of Behavior

St. Paul Catholic School Student Rights and Responsibilities

- Every student has the *right* to be respected
- Every student has the *right* to learn without interference.
- Every student has the *right* to a safe environment
- Every student has the *responsibility* to respect others
- Every student has the *responsibility* to learn without interfering
- Every student has the *responsibility* to keep a safe environment

St. Paul Catholic Students are expected:

- To respect every person regardless of age or position
- To refrain from bullying behavior and harassment of any kind
- To refrain from foul language
- To listen and follow directions
- To be considerate of others' need for quiet
- To take pride in personal appearance and to wear complete uniform, regular and P.E.
- To take good care of school property (no gum, food or drink in buildings), no destruction of school property
- To be honest in all matters, including tests and homework
- To remain on campus during school and after school activities
- To make up assignments missed during absence
- To be on time for school and prompt for class
- To be thoughtful of others by allowing them to speak and standing aside for another
- To walk quietly in the hall, stairways and between buildings
- To complete assignments on time
- To keep desk neat, books covered and clean
- To help classmates and teachers maintain a clean, orderly classroom
- To play fairly and encourage one another in games and activities
- To invite all classmates to participate in games, activities and lunch places
- To use time wisely by studying or reading
- To return library books on time

A student who consistently fails to follow these guidelines is, in effect, saying that he/she does not wish to be a member of this community. Consequences for inappropriate behavior will be dealt with in a manner consistent with the age and grade level of the student. Students who choose to continually break school rules will be dismissed from school.

Disciplinary Consequences

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student is sent to the school administration for further action. Corporal punishment is not permitted in our school. 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.

TWO OR MORE ENTRIES IN FACTS/RENWEB AT LEVEL ONE MAY RESULT IN A LOSS OF HONOR ROLL STATUS.

ANY SUSPENSION WILL RESULT IN LOSS OF HONOR ROLL STATUS.

Level-One infractions will incur a verbal warning, lunch detention, and/or an after-school detention or as deemed necessary by the administration.

Level-One:

1. Classroom Disruption
2. Gum, Food in Class, Spitting
3. Note Writing (content Specific)
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Lacking Supplies
8. Touching Other's Property
9. Dress Code Violation
10. Profanity, Obscenity

Level-two infractions will incur an after-school detention, in-school suspension, and/or an out-of-school suspension and/or as deemed necessary by the administration.

Level-Two:

- 1. Repeated Level-One Violation**
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bully Fighting Possession of Inappropriate Items
7. Open Defiance, Insubordination
8. Plagiarism
9. Sexting
10. Failure to attend scheduled detention

Level-Three infractions will incur a suspension and at the discretion of the Administration, expulsion from SPCS.

Level-Three:

- 1. Repeated Level-Two Violation**
2. Firearms/Weapon Possession

3. Attack on School Employee
4. Threats to school employee or Their Property
5. Leaving Campus or Field Trip without Permission
6. Bomb Threat; False Fire Alarm
7. Gang Involvement
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use or Possession of Tobacco Products
12. Serious Inappropriate Behavior (as determined by the School Administration)
13. Stealing
14. Harassment- sexual, physical, verbal, cyber, etc...
15. Damage to School Property

Using this system as a guide, the Administration still reserves the right to decide each consequence according to the seriousness of the infraction.

Consequences may include, but are not limited to:

- **DETENTION.**

Detentions are time spent after school fulfilling service to the school. The purpose of detentions is to discourage negative behaviors and/or activities. Parents are notified 24 hours in advance of a detention and are responsible for providing transportation for their child. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

- **PROBATION**

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a SPCS athletic team. If the student's conduct does not improve during this period, the Pastor and Principal will decide if another school would be more appropriate for the remainder of the school year.

- **SUSPENSION**

Suspension demonstrates to the student that his/her conduct is not acceptable within this community. It tells the students that if continued, such conduct will cause him/her withdrawn from SPCS.

If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

- Students must complete all class work and assessments missed during the suspension. During a suspension due to a behavioral infraction, the student is not permitted to participate in extra-curricular activities and school-related functions. The non-participation includes but is not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other SPCS event. This period coincides with the start of the suspension and continues until the student is permitted to return to class. **Assignments and tests missed during in-school or out-of-school suspension may be made up after school.**

- **EXPULSION**

If a child's behavior is continuously a source of harassment to teachers and/or fellow students, a withdrawal request from the school may be necessary. Such a request is made at the discretion of the Pastor and Principal. Any conduct not consistent with Catholic moral teaching and the philosophy of St. Paul Catholic School constitutes grounds for possible expulsion. Possession of illegal substances or any

weapon or item, judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The principal, in conjunction with the Pastor, will in all instances be the final arbiter in determining the grounds for expulsion.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

Bullying: Disciplinary Action

Consistent and appropriate disciplinary action will be taken for bullying behavior that persists beyond mediation or for repeated bullying by a single student. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed will match the offense. An investigation will take place to substantiate the bullying behavior. Disciplinary action for bullying includes warnings, detention, parent contact, counseling, peer mediation, loss of privileges, removal from class, suspension, or even expulsion. If the principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials.

Off-Campus Expectations/Public Scandals

It is a privilege for a student to attend Saint Paul Catholic School. All students should understand that he/she represents the school to the community in a very unique way. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. Students off campus behaviors include inappropriateness toward teachers, students, or the school, or in the presentation of themselves in the realms of social media as well as other public forums. Students will be subject to disciplinary action for:

1. Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
2. Actions which are detrimental to the school's reputation;
3. Grave offenses which may include a violation of criminal law; or
4. Actions so outrageous as to shock the conscience or behavior of the community. Disciplinary action may include dismissal from the school.

Search and Seizure

Given St. Paul's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches. Administration and a faculty member will always be present during a search or seizure.

Substance Abuse by a Student

It is illegal and unacceptable for students to use, abuse, **misuse**, distribute, or sell Controlled Substances (illegal drugs, drug paraphernalia, tobacco, alcohol, e-cigarettes, Jules, vape materials, etc.) on campus or at any school-sponsored event. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.

Weapons

In order to provide for a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.

St. Paul's Catholic School Athletics

The athletic Handbook is designed to inform all student athletes, coaches, and spectators of the expectations of St. Paul's Catholic School. It is essential for the teaching success of the program that these expectations be met with integrity and enthusiasm.

CATHOLIC YOUTH SPORTS (CYS) CODE OF CONDUCT

The CYS is meant to provide an alternative environment for children to enter athletics without the pressure of having to be No. 1 or "The Best". CYS emphasizes teamwork and sportsmanship above winning. With that, we ask that all players, parents/guardians, and coaches please read and acknowledge the following information.

PLAYERS

1. I will treat my teammates, opponents, coaches, parents, and all others involved in CYS with respect at all times
2. I will give my full attention to my coach and do my best to follow instructions.
3. I will always try hard and do my best, both in practice and during games.
4. I will encourage and help my teammates and others who may not be as skilled at sports as I am.
5. I WILL HAVE FUN!

PARENT(S)/GUARDIAN(S)

1. I will support my child unconditionally regardless of how well he/she performs.
2. I realize that who wins or loses is of little consequence. I will not place pressure on my child to win.
3. I will support the coach in his/her efforts to teach skills, teamwork, and good sportsmanship to the players. This includes ensuring that your child attends all practices and games.
4. I will not seek special treatment nor ask for special privileges for my child.
5. I will applaud the efforts of all of the players in the games. I will never criticize another player.
6. I will not embarrass my child, my school, or myself by criticizing or yelling at officials, coaches, players, other spectators, or league directors. All forms of hostility toward an official, coach, child, opposing team parent, or league director are unacceptable and have no place in this league.
7. I will help the team whenever possible by providing my services as requested by the coach or team parent.
8. I WILL HAVE FUN!

A student must follow the Grade Policy in order to be eligible to practice or play for a St. Paul athletic team.

Students must maintain a 70 or more to be eligible. No F's or D's as an overall grade average for any class. (0 – 60%)

- There will be a review of grades midway through the trimester and during report card distribution for each grading period.
- Athletes that are not eligible after review will not compete during game, or practice.
- There will be a 2-week probation period, including a daily progress report, for students not eligible after the mid-trimester review and report card distribution.
- After a probation, if the grade is not eligible, the student must turn in their uniform for the season.

Religious Education Program

As a Catholic school, St. Paul 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 Catholic values, we guide our children to grow in an appreciation for one another as varying expressions of Christ's presence among us.

St. Paul Catholic School does require students to 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 and worship.

Liturgical and Prayer Opportunities

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

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 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 word, 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, church history 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 during Advent and Lent 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 Faith Formation, 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 seventh-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 Catholic School and is the responsibility of the home parish Religious Education Program.

RESPONSIBILITY OF PARENTS

SPCS knows parents have the primary responsibility for the education of their children. The school, the church, and the civic community support, enhance, and complement this role. Any successful educational program depends upon the cooperation and involvement of the parents with the school. Agreement to enroll your child(ren) in St. Paul Catholic School carries certain parental responsibilities.

It is expected that parents will:

- Be active in the faith development of their child(ren) and worship at Mass on weekends.
- Contribute to the support of the parish by participating in the Stewardship Way of Life.
- Instill in each child positive values and attitudes.
- Support the school's educational mission, personnel, policies, and procedures. Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.

- Support the educational programs offered at St. Paul Catholic School by careful and conscientious supervision of school assignments.
- Demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.
- Attend parent/teacher conferences and carry out teacher recommendations made at conferences.
- Fulfill all contractual obligations, especially the Extended Care program and any other payments and fees on time.
- Support school and parish related functions.

Parents in Partnership

In an effort to further our “family” atmosphere and intricately involve our parents in the many aspects of Catholic school life, we have instituted the “Parents in Partnership Program.” This program is designed to present to parents a 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 Catholic School in keeping the cost of education to a minimum. Therefore, each family with one or more students enrolled is asked to prayerfully consider donating a minimum of ten (10) service hours per year to the school. Families who receive financial aid are asked to prayerfully consider donating a minimum of twenty (20) service hours per year to the school. Reports showing the status of a family’s service hours will be provided upon request. In fulfilling the hours, the family representatives must abide by school policy while engaging in school-approved service activities.

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

Data shows that students tend to perform better when their parents are active participants at their school because they take their education more seriously and see it as an extension of their family.

Service activities are as follows but not limited to:

Clinic Aides	These hours are calculated on an hour-to-hour basis and must be scheduled with the various coordinators prior to serving.
Library Aides	
Classroom Assistance	
Chaperoning field trips	
Work concessions at sporting events	

Coach	Holding one of these positions will automatically satisfy the 10 or 20 hours minimum.
Room Parent	
Board Member	
Approved Committee Member	
Approved Golf Tournament Helper	

Assistance with Golf Tournament	These are calculated on an hour-to-hour basis.
Assistance with fundraiser	
Assistance with specific school projects	
Assistance with specific school events	
Assistance with clubs	
Assistance with middle school dances	

***** We will continue to update the activities and events that qualify for PIP hours in the weekly newsletter.**

Participate in parent-teacher conferences

Formal Parent-Teacher Conferences are at least once a year. Schedules are prepared and issued by the teacher via sign up Genus in advance of the scheduled date. 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. **5th-8th grade students need to be present for the conferences.**

Parents requiring additional conferences during the school year may make arrangements by calling the office or by written request to the teacher.

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.

Check Ren Web/FACTS frequently for updated information.

A weekly e-mail from the principal will be sent with information pertinent to the upcoming weeks. Lunch schedules are updated monthly on the Family Portal. All communication is posted on FACTS/RENWEB.

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.

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, e-mail addresses, 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, devices 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 nurturing, 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 Catholic School 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 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.

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 child/children. We continually review the measures we have in place to protect your child/children, and we often ask for your support in implementing measures and procedures to make our schools a safe haven for your child/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 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 room 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 child/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.”**

Miscellaneous Information

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/> Click on employment in the left side menu, then click on fingerprinting. You will be walked through the process.

Volunteer Rights

- You are a valued member of the school community.
- You have the right to be treated with the respect due any adult staff member, paid or unpaid.
- You have the right to worship with us.
- You have the right to ask questions.

Volunteer Duties

- The volunteer arrives on time and performs the assigned task.
- The volunteer ensures that students are safe at all times.
- The volunteer respects and aids in the enforcement of school rules as appropriate.
- The volunteer remembers that the school exists for the students and treats all students in the way Jesus would treat them if He were a volunteer.
- The volunteer asks for instructions and assistance, when needed.

Attire: Volunteers are expected to dress in way that evokes both modesty and respect for the teachings of the Catholic Church.

Confidentiality: In the course of volunteer work, you may learn confidential information about students or teachers. Volunteers are expected to keep this information confidential in any setting, inside or outside the school, just as they would wish their own privacy rights to be respected.

Adult Conduct

Any incident where students are teasing, picking on, annoying, etc. each other, should be reported immediately to faculty members or the school office. **No parent at any time, under any circumstances, should take it upon themselves to touch, grab, threaten or intimidate in any way, any St. Paul 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.

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 need to be updated every five years.

At St. Paul Catholic School, parents are required to be Diocesan cleared and fingerprinted in order for the school to 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 Catholic School 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 regard to calling an ambulance with administration being notified as well.

Evacuation

In compliance with Diocesan policy, Evacuation will be conducted once a month. Students will leave the building from the closest exit to their designated area. The Diocese of Orlando Emergency guide incorporates the Standard Response Protocol which is followed by all students, teachers and visitors 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
WFTV	Channel 9

If it is announced that all schools in Lake County are closed, then St. Paul is also closed. Parents will also receive a "Parent Alert" text message from the principal regarding closing and openings. St. Paul may reopen, weather permitting before Lake County because it is not used as a hurricane shelter. Parents will be informed if St. Paul reopens before Lake County Schools.

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.

1. Cell phones may not be used to call parents during the day. All calls to parents must go through the office.
2. Cell phones may be used after school to call parents (not friends to chit-chat) with teacher permission.
3. Cell phones 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 cell phones, electronic devices, during the school day are not permitted.

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. 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 Bollinger Insurance Solution. Information will be sent home the first week of classes.

Lunch

St. Paul Catholic School uses Maschio's Food Service of Florida to provide lunch for our students, faculty, staff. Maschio's is committed to making a nutritious difference at St. Paul Catholic School. The "Meal Deal" includes a wide variety of entrée choices of 2 sides dishes- a selection of fruits or vegetables, whole grain-rich options and a choice if beverages. Maschio's also offers an online prepayment option through "PAYSCHOOLCENTRAL". The school website will post monthly menus, price lists, promotions, newsletters, and updates. If you would like nutritional information, please visit www.maschiofood.com

School Board

The St. Paul Catholic School Board is composed of four appointed, four elected, and four ex officio members. This advisory board 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, once a month on Tuesdays at 4:30 p.m. 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. Concerns should be written documentation and given to the Principal.

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.

The Student's Covenant

A covenant is a promise we all make together with God

Before God I promise that I will do my best to show:

Reverence

Saint Paul Catholic Church is God's House. St. Paul Catholic School is God's Home.

- Speak and act in ways that honor God, so I don't run, fight, hide, steal or damage property.

Respect

We are part of Jesus' Family! At St. Paul, we love one another as Jesus did.

- Treat other people with respect.
- Listen to my teachers and all adults. I am friendly to all people.
- Do not hurt anyone in any way.
- To take pride in personal appearance and to wear complete uniform, regular and P.E.
- To take good care of property (no gum, food, or drink in buildings), no destruction of school property.
- To walk quietly in the hall, stairways, and between buildings.

Responsibility

We are all Friends in Faith at St. Paul.

- Brighten the day for others. I pray for God's Spirit to help me.
- Prepare myself to learn and grow.
- Play, work and cooperate with joy and love.
- Promise, with God's help, to show reverence, respect and responsibility.
- To be honest in all matters, including tests and homework.
- To make up assignments missed during absence.
- To be on time for school and prompt for class.
- To complete assignments on time.
- To keep desk neat, books covered and clean.
- To play fairly and encourage one another in games and activities.
- To use time wisely by studying or reading.
- To return library books on time.

With the example of the Child Jesus, and with the help of God, I will abide by this covenant while I work, play, and pray at St. Paul Catholic School.

STUDENT'S SIGNATURE

DATE

Saint Paul Catholic School Parent's Covenant

A covenant is a promise we all make together with God.

*As a member of God's family I will do my best to model: **Spirituality, Scholarship and Service**. I will encourage our children to demonstrate these qualities. In order to show my support of Saint Paul Catholic School I will:*

- Ensure we pray daily as a family and attend Mass as a family on weekends and Holy Days of Obligation.
- Have my child in school on time every day with the necessary school supplies and appropriate dress.
- Promote positive, Christ-like speech and behaviors among children. I will lead by word and example.
- Show respect for my child's teacher or any other adult in authority.
- Foster constructive communication within the school community.
- Abide by the school rules, calendars and deadlines, and expect my child to do the same.
- Check FACTS/RENWEB frequently for announcements, homework, schedules, lunch menu, and various other important notices.
- Actively participate in PTO, school and parish fundraisers.
- Fulfill my tuition and Personal Involvement obligations in a timely manner throughout the school year. I understand that being late (10 days) with tuition my child may not return to school until funds are satisfied. I will examine and sign the Tuition Policy form.
- Directly supervise my child at all times on the property of St. Paul School and Church outside of the regular school day. During these times I will ensure that my child and I follow the rules of conduct of the school. I will ensure the proper respect for the school, church, playground area and guests.
- Build a bridge of acceptance and understanding of others and expect my child to do the same.

With the example of the Holy Family and with the help of God, I will abide by this covenant while my child is enrolled at Saint Paul Catholic School.

MOTHER/GUARDIAN (Signature)

Date.

FATHER/ GUARDIAN (Signature)

MOTHER/ GUARDIAN (Print)

FATHER/ GUARDIAN (Print)