



# **St. Paul's Catholic School**

## **Family Handbook 2020-2021**

Dear Parents and Students,

Welcome to St. Paul's Catholic School! In choosing St. Paul's, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Family Handbook reflects the expectations and policies of St. Paul's Catholic School. We sincerely believe that reading this handbook and discussing it with your child will equip your family to start the year confidently and progress successfully. When you enrolled your child(ren), you signed a statement found on the St. Paul's Catholic School Registration Form indicating you would read this handbook and agree to abide by the rules and regulations established for St. Paul's Catholic School.

As the first educators of your student, your support and cooperation of our school policy will ensure a wonderful educational experience. The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Please feel free to contact us anytime should questions or concerns arise. Remember, we are all in this together!

So, together, let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Ms. Krissy Thompson  
Principal

Mrs. Stephanie Thomas  
Assistant Principal

**St. Paul's Catholic School**

428 2nd Avenue North Jacksonville

Beach, Florida 32250

<http://www.stpaulscatholicsschool.com>

Phone: 904-249-5934 Fax: 904-241-2911 E-Mail: [kthompson@stpaulsbeach.com](mailto:kthompson@stpaulsbeach.com)

Pastor: Father Michael Houle Principal: Krissy Thompson

Mascot—Warriors / School Colors: Blue & Gold

**SCHOOL HOURS**

Pre-Kindergarten A.M. Class	7:50 a.m.—11:20 a.m.
Pre-Kindergarten P.M. Class	11:30 a.m. — 3:00 p.m.
Grades TK-2	7:45 a.m. —2:30 p.m.
Grades 3-5	7:45 a.m. —2:40 p.m.
Grades 6-8	7:45 a.m. —2:40 p.m.

(Students may enter the school building at 7:25 a.m.)

**EXTENDED CARE HOURS**

Pre-K Extended Care:	Morning 7:00-11:20	Afternoon 11:20-3:00 and 3:00-6:00
TK-8 Extended Care:	Morning 7:00 -7:30	Afternoon 2:30-6:00

**OFFICE HOURS:** 7:00 A.M. TO 3:30 P.M. Monday-Friday, when school is in session.

***The mission of the St. Paul's Catholic School community is to provide an environment where the Gospel message and teachings of the Catholic Church are woven throughout quality education...St. Paul's is a place where faith and knowledge intertwine.***

**Our Beliefs:**

- Each child is recognized as an individual with special gifts
- Parents are the primary teachers of their children and their involvement is vital to the success of the school program.
- Children are instilled with a strong sense of personal responsibility for their learning.
- Teachers provide a variety of diverse educational and technological approaches to prepare each child for an ever-changing world.
- Open communication and mutual respect prepares the heart, mind, and soul to meet life's many and varied challenges.
- Service to our school, our parish community, our country, and our world is the lived expression of our lives as a Eucharistic people.

Absences	19	Lockers	23
Academic Honesty	11	Lost and Found	23
Admissions	6	Lunch Program	22
Arrival Procedures	21	Mission and Beliefs	2
After school Activities	28	National Junior Honor Society	28
After School Care	20	Parent Teacher Alliance	29
Athletics	27	Parent-Teacher Conferences	16
Attendance	19	Report Cards	9
Backpacks	23	Reporting Misconduct	36-37
Booster Club	30	Retention	10
Broad Loss/Crisis Plan	26	Safety Patrol	28
Clinic	24	Safety and Security	26
Conduct Violations	14	School Board	29
Communications	16	Sexual Harassment Policy	13
Detentions/Suspensions	12	Student Government Association	28
Directory	4	Tardy	20
Dismissal Procedures	21	Telephone/Cell phones	19
Dispute Resolution	17	Threats &Harassment	12
Dress Code	33-34	Tuition	7
Faith Formation	8	Vacations	20
Field Trips	9	Volunteers/Volunteer Requirements	30-32
Grading Scale	9	Wellness Warriors	30
Guidance	8	Withdrawals	7
History	5		
Homework	8		
Honor Roll Requirements	10		
Illness/Medications	24		
Inspections & Searches	18		
Internet Acceptable Use	14		

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>FDOE Certification</b>
Krissy Thompson	Principal	kthompson@stpaulsbeach.com	6-12 Mathematics, 6-12 Social Studies, K-12 Guidance and Counseling, K-12 Educational Administration
Stephanie Thomas	Assistant Principal	stthomas@stpaulsbeach.com	6-12 English, K-12 Educational Administration, ESOL
Leigh Reynolds	Director- VPK	lreynolds@stpaulsbeach.com	PK-3, VPK Director Credentials
Hilarie Thompson	VPK	hthompson@stpaulsbeach.com	PK-3
Rachel Day	VPK	rday@stpaulsbeach.com	PK-3
Teresa Lipinski	Transitional Kindergarten	tlipinski@stpaulsbeach.com	K-6
Tanya Watson	Kindergarten	twatson@stpaulsbeach.com	PK-3
Cindy Albertson	Kindergarten	calbertson@stpaulsbeach.com	K-6, K-12 Educational Administration
Michelle Buttner	Grade 1	mbuttner@stpaulsbeach.com	PK-3
Marylynn Heekin	Grade 1	mlheekin@stpaulsbeach.com	K-6, ESOL
Regina Brown	Grade 2	rbrown@stpaulsbeach.com	K-6
Linda Nieto	Grade 2	lnieto@stpaulsbeach.com	K-6
Marsha Wolfel	Grade 2	mwolfel@stpaulsbeach.com	1-6
Suzi Houlihan	Grade 3	shoulihan@stpaulsbeach.com	PK-3
Rita Quinlan	Grade 3	ritaquinlan@stpaulsbeach.com	PK-3
Shari Acireale	Grade 4	sacireale@stpaulsbeach.com	K-6
Margarita Sastre	Grade 4	msastre@stpaulsbeach.com	K-6
Laura Bunker	Grade 5	lbunker@stpaulsbeach.com	K-6
Andrew Hamaty	Grade 5	ahamaty@stpaulsbeach.com	K-6
Rosie Peluso	MS Literature	rpeluso@stpaulsbeach.com	1-6, 6-12 English
Jeanne Brown	MS English	jbrown@stpaulsbeach.com	6-12 English
Alyssa George	MS Science	ageorge@stpaulsbeach.com	6-12 Science
Jenn Masters	MS Religion	jmasters@stpaulsbeach.com	5-9 Mathematics, Religion Endorsement
Sarah Peterson	MS Mathematics	speterson@stpaulsbeach.com	5-9 Mathematics
Gabe Jarboe	MS Social Studies	gjarboe@stpaulsbeach.com	6-12 Social Studies
Sidney Katsikas	Academic Coach	skatsikas@stpaulsbeach.com	6-12 English, Reading Endorsement
Marge Jackins	Academic Coach	mjackins@stpaulsbeach.com	K-8
Linda Gurt	Guidance	lgurt@stpaulsbeach.com	K-12 ESE, 6-12 Social Science, L MHC
Corey Durden	Technology K-8	cdurden@stpaulsbeach.com	K-12 Technology
Amanda Stucki	STREAM/ IT	astucki@stpaulsbeach.com	5-9 Mathematics
Meg Bradley	Media	mbradley@stpaulsbeach.com	K-6
Chris Stouffer	Art	cstouffer@stpaulsbeach.com	K-12 Art
Tommy Hulihan	Athletic Director PE	thulihan@stpaulsbeach.com	K-8 PE
Melanie Card	Music	mcard@stpaulsbeach.com	
Marlene Lanzetta	Business Manager	mlanzetta@stpaulsbeach.com	

## **OUR FAITH HISTORY**

St. Paul's Catholic Church began as a mission church, built on First Street, by Father William Kenny. Father Kenny and Father Charles Mohr dedicated a large bell to the memory of St. Paul and rang the Te Deum in celebration of success of the parish in 1890. Clergy of various Jacksonville parishes serviced this church along with other mission churches throughout the years. In 1930, Father Cornelius J. Murphy was made pastor of a year-round Catholic community of only 35 people. In 1941, the present church on First Avenue and 5th Street was built to serve the Catholic community of Jacksonville Beach. The historic bell that rang for the first time in 1890 continues to ring out the success of our parish today.

St. Paul's Catholic School's history spans the years of 1949 to the present day. The school boasts long-standing traditions, a rich past and remembers the focal memory of our existence—the life, death, and resurrection of Jesus Christ (Cook, 2001). In 1948, the Sisters of St. Benedict came to teach religion at St. Paul's on Saturday mornings. Their influence prompted St. Paul's Church to break ground for St. Paul's Catholic School in 1949. It was to be one of the most modern parochial schools for this era. In January of 1950, grades 5-8 were added under the leadership of Sister Annunciation, O.S.B. Ninety students were enrolled at this time and Srs. Irma, Cecilia, Thecla, and Beatrice were in their element. Fr. Murphy was transferred to Bradenton and Fr. James F. Nelan became pastor of St. Paul's in November of 1951. The first P.T.A. was organized the following year. The community joined together to raise funds to promote the success of St. Paul's Catholic School.

When Fr. Nelan was transferred in 1954, Bishop McDonough was appointed pastor of St. Paul. The 7th & 8th grade students in the Music Department were heard over the beach radio station WJVB in April 1954. The school chose the colors of blue and gold in honor of the Virgin Mary.

Several Pastors followed Bishop McDonough in service to St. Paul's including Father John Burns, Father James Heslin and Father Diego Conesa. Father William Kelly became Pastor in 1977 and in June of 2009, celebrated his 50th Jubilee and 30<sup>th</sup> anniversary with his parish family. He served until his retirement in 2015. Father Michael Houle took the helm of the ever-growing parish in 2015. The parish has grown from the original thirty-five (35) families to more than 3500 families.

The Benedictine Sisters staffed St. Paul's school for nineteen years. After they left in 1968, Mrs. Laura Potter became the first lay principal, and acted in such capacity until Sister Philomene O.S.F. assumed the leadership of the growing school in 1969. Over the years, several principals have served: Sister Fabian, 1971-1977, Mrs. Anne Birch in 1977; Mrs. Karen Crews in 1979; Mrs. Lucille Heine in 1981; Mrs. Rosemary Spraggins in 1987, Mrs. Katherine Boice in 1999. Mrs. Krissy Thompson currently serves as principal taking over in 2013.

In 1977, St. Paul's was a school of 270 students consisting of one classroom from Kindergarten to eighth grade. In 1986, our much needed parish center and gym opened. Due to the growth in the beaches area, Mrs. Spraggins and Father Kelly enlarged the school to two classrooms at each grade level with the ability to serve 540 students. In May of 1995, we moved into our beautiful middle school, library and kindergarten classrooms. Since this time, St. Paul's has built a new Family Life Center that serves the families of our school and parish community. In 2004, St. Paul's opened a pre-kindergarten four program and currently accepts state funding for Voluntary Pre-Kindergarten students. In 2014, Krissy Thompson led a remodel of the front entrance, administrative offices, two new media research areas, remodel of gymnasium and playground and complete Wi-Fi to accommodate growing technology demands. A transitional kindergarten program was added as well. In 2018, due the destruction Hurricane Matthew, the gym was torn down and a new facility was constructed-Father William Kelly Athletic Center. A Pre-Kindergarten educational facility was also added in 2019 and the parish broke ground in 2020 on a new church.

St. Paul's School has an excellent, highly qualified faculty and staff who work tirelessly to ensure the best Catholic education for our students. Today, St. Paul's is accredited by the Florida Catholic Conference and offers a complete academic program enhanced by faith formation, the arts, athletics and technology.

## ADMISSION AND REGISTRATION POLICY

**Open Admission Policy:** St. Paul's Catholic School has an open admissions policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, gender, disability, age, or national origin.

**Change of Ownership:** Should St. Paul's Catholic School change ownership (Diocese of St. Augustine), all families will be notified at least 30 days prior to the transfer of ownership.

Re-enrollment of currently enrolled students is contingent upon the following:

- Parent/guardian satisfying their current financial obligations.
- Submission of volunteer service-hour obligations to the school.
- Students meeting the academic and behavioral requirements for advancement to the next grade level.
- Parental cooperation based upon the parent/guardian's adherence to handbook rules & regulations.

- **The final decision for admission and re-registration rests with the Pastor and Principal.**

\*Misconduct on the part of a parent, guardian or family member will result in a warning or one of the following actions: a) limiting or refusing permission to enter or use the school grounds or facilities, b) requiring that someone other than the person exhibiting poor behavior represent the student's interest on school matters, c) refusing to allow the family to re-register, d) initiating procedures to withdraw the child from school.

Current families will be emailed an online Re-enrollment packet for each student. Parents will update student and family information and submit the packet to St. Paul's Catholic School.

Admission for new students in grades TK-8 is contingent upon the following:

- Successful completion of the entrance exam given to all new students. (Obtaining a 70% or above in all subject areas)
- Evaluation of teacher recommendation form, standardized test scores and report cards verifying satisfactory behavior and academic performance from previous school.

PreK-4 through grade 8:

- Submission of online application.
- Class size availability.
- Complete and accurate disclosure on the new student application form and in all enrollment papers.
- Meets Age requirement:
  - ✓ Pre-Kindergarten Four students must be four years old on or before September 1<sup>st</sup> of the school year they are enrolling.
  - ✓ Kindergarten students must be five years old on or before September 1<sup>st</sup>. Acceptance based upon displayed readiness on the Kindergarten assessment test.
  - ✓ First grade students must be six years old on or before September 1<sup>st</sup>.
- **All new students will be placed on academic, behavioral and social probation for the first semester. Failure to meet the behavioral standards of St. Paul's Catholic School will result in immediate dismissal.**

New families, at the time of acceptance, will be mailed a letter regarding required documents and fees needed for enrollment. New families will be emailed an online Enrollment packet, for each student, at the time of acceptance. Parents will complete the required information and submit the packet and registration fee to St. Paul's Catholic School.

**WITHDRAWALS**

Written notification should be given to the school office as soon as possible to withdraw a child from St. Paul’s Catholic School. Once notification is received, all textbooks, library books, sports uniforms, etc. must be returned. Withdrawal reports are completed by the classroom teacher. All tuition and outstanding fees for the entire month in which the withdrawal occurs must be paid in full to release school records.

School records are mailed to the forwarding school upon request once all financial and outstanding obligations have been met. St. Paul’s Catholic School is unable to release records to parent/guardians. Only official requests from the forwarding school will enable the office staff to transfer records.

Withdrawal Refunds: During the school year, tuition for the entire month in which the withdrawal occurs must be paid in full to release school records. July 1<sup>st</sup> is the last day to unenroll for the upcoming school year without penalty. After July 1, the following fees **are non-refundable:** TK-8 Supplemental (\$590.00-per student and included in tuition), ELC, TK, K and First Grade Supply Fee, Registration Fee, Ipad Fee-(Middle School Only). We will not refund any tuition after November 30<sup>th</sup> and families will be required to fulfill their tuition commitment for the remainder of the school year.

**DISMISSALS**

For the safety and security of the entire St. Paul’s community, it is necessary that all members of our St. Paul’s Catholic School family demonstrate proper and acceptable behaviors. **Chronic behavior concerns (same behavior occurrence in excess of three times) are unacceptable and will result in immediate dismissal from St. Paul’s Catholic School.** These behaviors include but are not limited to the following: physical altercations, bullying, defiance and failure to comply with classroom rules and expectations.

**TUITION & FEE SCHEDULE /PAYMENT PLANS** All Fees and Tuition are non-refundable.

**TUITION:**

- Option 1** One full Tuition payment through FACTS in July. The FACTS annual enrollment fee is \$12.00
- Option 2** Semi-annual tuition payments through FACTS— July and December. The FACTS enrollment fee per family is \$12.00.
- Option 3** 10 Monthly Payments through FACTS—July- April. The FACTS annual enrollment fee per family is \$38.00.
- Option 4** Service Billing Only (Lunch, Hourly Extended Daycare, Field Trips, etc...) The FACTS annual enrollment fee per family is \$12.00.

**FEES: Fees are included in tuition with the exception of the following which are paid via FACTS:**

Fee	Grade	Payment Due Date
Registration	ELC, TK-8	February
Pre-K4 Instructional Fee	PreK4	At Registration
ELC, Transitional Kindergarten, Kindergarten, Grade 1	Supply Fee	July
Non- Volunteer	Families not volunteering 25 hours	July

**FACTS:** Current families will be re-enrolled in FACTS by the school office. New Families will receive a form in the enrollment packet with instructions to set up their FACTS account. All families, even those on scholarship, are required to have a FACTS account.

### **SCHOLARSHIPS**

If you are applying for a scholarship, St. Paul's Catholic School requires you to apply to STEP UP FOR STUDENT CORPORATE SCHOLARSHIP PROGRAM ([www.stepupforstudent.org](http://www.stepupforstudent.org)) first. Step Up For Students Corporate Scholarship Fund is a federally funded program that offers need based scholarships to those who qualify-TAX DOCUMENTS REQUIRED. If you do not qualify for Step Up for Students Scholarship, you may request a St. Paul's Scholarship. This is a needs-based scholarship and is offered to qualified recipients based on funding availability. See the school office for more information.

### **ACTIVE PARISHONER RATE**

1. At least one custodial birth parent must be baptized Roman Catholic.
2. The student must be Roman Catholic. (i.e....on track to receive Sacraments at the appropriate age-Baptism, Reconciliation, First Communion)
3. The family must be registered at St. Paul's Catholic Church for at least six months. If coming from a different parish, the family must register immediately and provide a letter of faithful attendance from the previous parish.
4. Families must contribute to the church using the parish collection envelopes or online giving. An active parish family contributes a minimum of \$780.00 per calendar year.

## **ACADEMICS**

**EDUCATIONAL NEEDS:** The Catholic school community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. St. Paul's Catholic School established admission policies designed for students who are able to succeed in a mainstream setting. Limited resources prevent accepting students who would require more than basic accommodations. Should a child be found to require more than basic accommodations once enrolled, a recommendation may be made to seek a school that will provide the professional personnel, resources, and/or school setting to meet the child's needs. This decision will be made by the teacher, guidance counselor and administration. If a professional assessment is deemed necessary to help determine a child's learning needs, results must be submitted to Guidance within 30 school days in order to maintain enrollment status. All documentation will be reviewed to determine if the child's learning, emotional, and/or behavioral needs can reasonably be met within this school setting. Should it be determined that the child requires more than the basic accommodations necessary to meet his/her needs within this school setting, a recommendation will be made by the school principal to seek an alternative educational environment that can best provide for the student's needs. The curriculum guides set forth by the Diocese of St. Augustine are the basis for our school program and selection of textbooks. These guides are updated and revised in accordance with sound educational and developmental research.

**FAITH FORMATION:** It is our mission at St. Paul's Catholic School to assist parents in the Catholic-Christian development of their students. Grades TK-8 attend Mass weekly. Religious devotions (Rosary, Stations-of-the Cross, May Crowning, Spanish Mass, grade level Retreats, etc.) are held at appropriate times during the liturgical church year. Confessions are heard during Advent and Lent. Students are expected to exhibit reverence and participate in all religious services. Parents and family members are welcome to celebrate Mass with the students. It is also expected that parents attend Mass with their children every Sunday and on Holy Days of Obligation and participate in the ministerial life of the parish.

**SACRAMENTAL PREPARATION:** First Reconciliation and First Communion take place in grade two (2). Preparation for the Sacrament of Confirmation takes place in grades seven (7) and eight (8) with the celebration of the Sacrament of Confirmation taking place in the 9th grade. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist



and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

**GUIDANCE:** In conjunction with the Diocese of St. Augustine, a full-time guidance counselor is on staff. The counselor is available for small group and classroom assistance to students. Classroom guidance sessions include discussions about substance abuse prevention, stress management, conflict resolution, appropriate social behaviors and hygiene and nutrition. In grades PK-5, parental permission is required for individual sessions. In grades 6 through 8, student, teacher or parent requests will be honored. Appointments may be made through the school office.

**HOMEWORK:** While parents are encouraged to take an interest in homework, homework is only beneficial if completed by the student. All students are responsible for their own assignments which should be neat and completed on time. The results of incomplete homework will show on report cards. Parents will be notified if a student repeatedly fails to turn in complete homework. Homework expectations will be discussed at open house by each classroom teacher.

**TEXTBOOK:** All hardback books are the property of St. Paul's Catholic School. The annual supplemental fee includes rental of these texts. The proper care and handling of textbooks is the responsibility of the student. Any damage, defacing, or loss will necessitate reimbursement to the school for the full purchase price of the textbook. All textbooks are collected at the end of the school year. Keep all hardback books covered (see teacher for specifics) at all times and handle them with care. The condition of your books will be assessed at the end of the school year.

**MID-QUARTER PROGRESS:** Please refer to the school calendar for the mid quarter dates. At this time, parents should check grades that have been posted through the Parent Portal. A parent-teacher conference may be arranged at anytime should there be any question regarding student progress.

**REPORT CARDS:** Electronic report cards are issued at the end of each quarter and can be found on the parent portal. It is important that parents/guardians examine all areas, especially the sub skill areas indicating areas where improvement is needed. Grade Portals are closed the second week of May and final report cards are mailed when all fees are paid in full.

**HELP SESSIONS:** Help sessions for lower grades are on an "as needed" basis. Teachers will contact the parent regarding the necessity for such sessions. A middle school help session schedule will be provided at the beginning of the school year.

**STANDARDIZED TESTING:** The Terra Nova achievement test battery is administered in the spring to grades 2-8. This test is approved by the Florida Catholic Conference and is given in all Florida Catholic schools.

**FIELD TRIPS:** Field Trips are part of the curriculum providing concrete learning experiences. Therefore, all students are expected to attend and pay for field trips. Diocesan Field Trip Forms must be signed and returned in order for the student to attend. Students are subject to all school rules while attending. Chaperones will be invited as needed by the teacher and will be required to provide their own transportation and entrance fees. Siblings of students may not accompany a class on a field trip even if the parent is a chaperone. Students must leave and return on the bus provided. Special circumstances will be addressed by the administration. Refunds are not provided for missed field trips.

**GRADING SCALE:** (In accordance with the Diocese of St. Augustine)

**Grades Transitional Kindergarten—**

**First**

**S**—Student is proficient in meeting grade level skills

**N**—Student shows a developing understanding of skills, assistance is

required

**U**—Student show little understanding of the skills, cannot complete task independently

**Grade Two**

**S+** Consistently meets grade level

expectations with independency **S**—  
Student is proficient in meeting grade  
level skills  
**S-** Student is meeting majority of grade  
level skills  
**N**—Student shows a developing  
understanding of skills, assistance is  
required  
**U**—Student show little understanding of the  
skills, cannot complete task independently

\* Not Assessed

### **Grades 3—8**

A—Outstanding (90-100)  
B—Above Average (80-89)  
C—Average (70-79) D—  
Below Average (60-69) F—  
Failure (0-59) I—  
Incomplete

### **Skills Scale**

4 Meets Expectations  
3 Developing Proficiency  
2 Emerging Proficiency  
1 Insufficient Proficiency

### **Skills Scale**

4 Exceeds Expectations  
3 Meets Expectations  
2 Working Toward Expectations  
1 Not Meeting Expectations  
\* Not Assessed

## **SUBJECT CATEGORIES**

**Major Subjects:** Religion, Reading, Math, English, Literature, Spelling (Language Arts), Social Studies, and Science.

**Minor Subjects:** Spanish, Music, Art, Physical Education and Computer Technology.

## **HONOR ROLL REQUIREMENTS 4-8**

### **First Honors:**

No grade below 90 in all major subjects and no grade below satisfactory in all minor subjects.

### **Second Honors:**

No grade below 80 in all major subjects and no grade below satisfactory in minor subjects.

**MIDDLE SCHOOL MATH PLACEMENT:** All incoming 6<sup>th</sup> grade students are placed in the Math 6 course. Placements tests will be administered during the end of every school year. Placement in 7<sup>th</sup> and 8<sup>th</sup> grade math tracks will be determined by student scores on St. Paul's Middle School Math Placement Exam and Teacher Recommendation. Teacher Recommendation comprises classroom performance to include homework, participation, behavior, and effort. Students will be placed at their current ability level and will may be reassigned during the school year if benchmarks are not met. To remain in Pre-Algebra 7 and Algebra 1 Honors, students must maintain an 85% average throughout the year.

Please note that completing Algebra coursework in 8<sup>th</sup> grade does not automatically place a student in an honors-level course in high school. Students must meet the requirements for high school honor course placement at the given high school.

**RETENTION:** Student promotion is based primarily on achievement of appropriate diocesan and grade level benchmarks. Other factors to be considered are mental development, work and study habits, and maturation.

When the likelihood of retaining a student arises, the parents are informed to discuss options and a decision is made for the best interest of the child as soon as possible. All documentation is on file in the office of the principal, including Possible Retention Form (signed by parent) along with any written response of the parents.

### **CRITERIA FOR RETENTION**

- **Pre-Kindergarten & Transitional Kindergarten, Kindergarten—Failure to meet benchmarks in reading, math, and communication skills.**

*At the primary level, especially Pre-Kindergarten, Transitional Kindergarten, and Kindergarten, special consideration in a decision to promote a student will be given to social, emotional and maturation levels.*

- **Grade One and Grade Two—Failure in Reading/Language Arts or Math (This would be reflected by a “U” on the last quarter Report Card).**

*A failed subject requires successful completion of a summer program approved by the Principal. Only two subjects may be taken in summer school. Students will be retested for grade level readiness upon successful completion of summer school*

- **Grade Three through Eight—Failure in more than two major subject areas: Religion\*, Reading, Language Arts, Math, Social Studies, and Science.**

*Any failed subject must be made up in a summer program approved by the Principal. A maximum of two major subjects may be taken in summer school. Students will be retested for grade level readiness upon successful completion of summer school*

\*If a student fails Religion, students in K-5 must complete a summer program designed by the teacher if he/she wishes to return to the school or enroll in any other Catholic school in the diocese. Students in Grades 6-7 who fail religion may not return to St. Paul’s for the following year. In the case of 8th Graders, no diocesan diploma will be awarded. Religious education is the purpose for the existence of our Catholic school. Students are expected to put forth every effort to succeed in Religion class.

**Students in grades 5-8 who fail a subject(s) and do not successfully complete summer school will be required to repeat the school year over again in another school setting.**

### **BEHAVIORAL EXPECTATIONS**

For the safety and security of the entire St. Paul’s community, it is necessary that all members of our St. Paul’s Catholic School family demonstrate proper and acceptable behaviors. **Chronic behavior concerns are unacceptable and will result in immediate dismissal from St. Paul’s Catholic School.** This is at the discretion of the Principal or Pastor. These behaviors include but are not limited to the following: physical altercations, bullying, defiance and failure to comply with classroom rules and expectations.

If there is a conflict at school between your child and another student, please inform the teacher so that it can be addressed in accordance with school policy. **Parents are not to approach another child about a discipline issue occurring during school hours.**

### **STATEMENT OF ACADEMIC HONESTY**

St. Paul's Catholic School considers cheating, in any form, a very serious matter. Presenting someone else's work as one's own, whether this is homework, class work, a plagiarized research paper, a test or examination, is dishonest and deceptive. If a student is found cheating, he/she will not be permitted to make up the work, will receive a "0" for the assignment and be subject to Level II Consequences in the Code of Conduct. A teacher's observation of the behavior is sufficient when cheating is suspected. As a Level II Offense, academic dishonesty will cause a student to lose Honor Roll status for the quarter.

### **ACADEMIC APPOINTMENTS**

Academic Appointments will be assigned to students for missed or incomplete assignments. Parents must sign the AA form prior to the serve date. Appointments are held weekly on a designated day from 2:45 to 3:45 p.m. Students are not excused from academic appointments to participate in any after school activity, including sporting events. Five Academic Appointments during a semester will result in the loss of field trip privileges and an In-School Suspension.

### **DETENTIONS**

Detentions are held weekly on a designated day of the week (2:45 p.m. until 3:45 p.m.). Parents must sign the Detention form prior to the serve date. Students are not excused from detention to participate in any after school activity, including sporting events. Four (4) silent lunches within the school year will result in a detention.

### **SUSPENSION**

Three (3) Behavior Detentions in a semester or an extreme behavior issue will result in an Out of School Suspension (OSS). Students may not participate in extracurricular activities on the day or days during which they are suspended. Extreme behavior issues include, but are not limited to physical altercations with another student or disrespect of any kind to a staff member. See complete list on page under Level Three Violations. The student must also attend Saturday School. Eighth graders receiving a suspension during the fourth quarter will not be allowed to participate in graduation activities specified by the administration.

A student receiving three (3) suspensions will be dismissed from St. Paul's Catholic School.

### **THREATS OF SCHOOL VIOLENCE-ZERO TOLERANCE**

Any threat of school violence or harm to members of the school community will result in immediate expulsion. Any use of school violence/violence language (real or in jest) will result in a minimum one-day suspension.

### **ELECTRONIC DEVICES**

Students are not permitted to use **personal** cell phones, cameras, iPods, iPads, E-readers, or any electronic devices **while on St. Paul's campus without specific permission from a staff member**. These devices must be kept in the backpack or locker. St. Paul's Catholic School will not be held responsible for any lost or stolen electronic devices brought on campus. Use of any of these devices while on campus will result in confiscation and detention. Devices will only be returned to the parent at the end of the school day. If a parent allows a student to bring his/her own electronic device with access to a data, the school **will not be held responsible for student use** and access to the web.

### **HARRASSMENT AND DISCRIMINATION POLICY**

St. Paul's Catholic School is committed to providing an environment that is free from harassment or discrimination. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

All threats of violence (serious, in jest, or online) that are verified will be taken seriously. Students making such threats face disciplinary action including suspension or expulsion. A threat is an expression of intent to cause physical or mental harm. This is regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or actions that are intended to intimidate anyone in the school community is strictly forbidden.

Threats and other forms of harassment, other than sexual harassment, may include but is not limited to the following:

- Verbal harassment or abuse;
- Physical harassment or abuse;
- Written harassment or abuse;
- Electronic correspondence to or about a member of the school community (e.g. administrators, faculty, staff or students) which include implied or explicit threats, whether the correspondence originates on school computers or elsewhere.
- Posting on personal cyber sites to which students have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school, school personnel, other students, races and/or ethnicities.
- Taking photos of any kind on school property without explicit permission

Any adult member of the school community who alleges threats or harassment by another member of the community must bring this matter to the attention of the principal. Students must notify the principal or his/her teacher or guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes threats or harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal will contact the Superintendent of Catholic Schools and/or the Diocesan attorney should any questions arise as to the reporting requirements or other counsel.

A substantiated charge of threats or harassment against any member of the school community will subject that student or teacher to disciplinary action, which may include but not be limited to suspension or expulsion.

If a student makes a threat, the principal, at his/her discretion, may suspend/expel the student from school. If suspended, the student will be required to receive psychological assessment and counseling, and if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference will take place with the parent and student. Parents will be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

### **SEXUAL HARASSMENT POLICY**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. This teaching should be modeled by faculty and students alike.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, physical, or written harassment or abuse;
- Remarks made via the internet;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual intent accompanied by implied or explicit threats.

Any student who alleges sexual harassment by another student must bring this matter to the attention of the principal, his or her teacher, or guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

**The principal will follow the Florida law relating to mandatory reporting of abuse. The principal will contact the Superintendent of Catholic Schools and/or the Diocesan attorney should any question arise as to reporting requirements or other counsel.**

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

### **INTERNET ACCEPTABLE USE POLICY**

Based upon values professed in Catholic schools of the Diocese of St. Augustine, appropriate use of the internet is expected. Parents are asked to visit the school's website to read the Diocesan Internet Acceptable Use Policy. This policy covers acceptable use, privileges, warranties, network etiquette outlining safe use of the internet, security, vandalism and the Student Code of Internet Conduct.

We ask parents to be vigilant of their student's use of the internet. The safety of our children depends upon parent/school supervision of ALL internet activity.

**All students and parents must sign the St. Paul's Catholic School Technology Use policy prior to using any school device and adhere to all stipulations and consequences.**

St. Paul’s Catholic School makes diligent effort in protecting internet access to inappropriate sites via any school issued electronic device. This is accomplished through a variety of safety filters and student education as digital citizens. If a parent allows a student to bring his/her own electronic device with access to a data, the school **will not be held responsible for student use** and access to the web.

Parents who post negative, harassing, or derogatory comments about the school, staff, students or parish will be asked to withdraw.

**Conduct Violations and Consequences**

Conduct violations are separated into three categories of offenses, Level I, Level II and Level III. Nothing however, precludes St. Paul’s Catholic School administrators, teachers, staff and volunteers from alerting law enforcement authorities when violations of federal or state law are discovered. St. Paul’s Catholic School administration reserves the right to make the final decision regarding a disciplinary action.

<p><b>Level I Violations:</b></p> <ul style="list-style-type: none"> <li>• Violation of classroom rules</li> <li>• Irreverence at church, liturgies, and prayers</li> <li>• Nonconformity to the Dress code</li> <li>• Tardiness</li> <li>• Non-preparedness for class</li> <li>• Cell Phone/iPad Usage</li> <li>• Eating in unauthorized places or at unauthorized times/gum/candy</li> <li>• Disruptive behavior in common areas/lunch room</li> <li>• Inappropriate displays of public affection</li> <li>• Inappropriate use of technology</li> </ul>	<p><b>Consequences for Level I Violations:</b></p> <p>Level I Violations are subject to one or more of the following disciplinary actions.</p> <ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Time out</li> <li>• Removal from the classroom</li> <li>• Referral to parents</li> <li>• Additional academic assignments</li> <li>• Silent lunch</li> <li>• After School Detention</li> </ul>
<p><b>Level II Violations</b></p> <ul style="list-style-type: none"> <li>• Multiple/Continuation of Level I offenses</li> <li>• Use of obscene or indecent language or gestures</li> <li>• Academic dishonesty</li> <li>• Use of racist or discriminatory language</li> <li>• Destruction of school property or the property of others</li> <li>• Malicious Gossip</li> <li>• Inappropriate use of technology</li> </ul>	<p><b>Consequences for Level II Violations</b></p> <p>Level II Violations are subject to one or more of the following disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Extended Detention</li> <li>• Service to School</li> <li>• Referral to the principal or assistant principal</li> <li>• Conference with parents</li> <li>• Removal of student from school by parent/guardian for the remainder of the school day</li> <li>• Financial restitution when applicable</li> <li>• Loss of Honor Status for the quarter</li> </ul>
<p><b>Level III Violations</b></p>	<p><b>Consequences for Level III Violations</b></p>

<ul style="list-style-type: none"> <li>• Multiple/Continuation of Level II offenses</li> <li>• Violation of the Sexual Harassment Policy/Harassment, Threats &amp; Violence Policy</li> <li>• Disrespect to any faculty or staff member</li> <li>• Leaving school grounds without adult supervision</li> <li>• Fighting/encouraging others to fight</li> <li>• Any use of school violence language (real or in jest)</li> <li>• Photography or video recording of fellow students or teachers without permission.</li> <li>• Any inappropriate conduct, whether inside or outside of school or on the internet that is detrimental to the reputation of the school.</li> <li>• Stealing</li> <li>• Possession, use, or transfer of pornography or indecent materials.</li> <li>• Inappropriate use of technology</li> </ul>	<p>Level III Violations will result in a <b><u>One Day Out of School Suspension</u></b> and are also subject to one or more of the following disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Service to School</li> <li>• Referral to the principal or assistant principal</li> <li>• Conference with parents</li> <li>• Removal of student from school by parent/guardian for the remainder of the school day</li> <li>• Financial restitution when applicable</li> <li>• Loss of Honor Status for the quarter</li> </ul>
<p><b>Level IV Violations</b></p> <ul style="list-style-type: none"> <li>• Possession, use, sale, or transfer of prescription drugs, over-the-counter medications, tobacco products, alcohol, vaping tools or controlled substances ( 3 day suspension)</li> <li>• Possession, use, or transfer of knives, firearms, other weapons, dangerous objects, combustible/ flammable liquids</li> <li>• Any conduct that would violate a local, state, or federal law.</li> </ul>	<p><b>Consequences for Level IV Violations</b></p> <p>Level IV Violations will result in a <b><u>Three (3) Day Out of School Suspension</u></b> and are also subject to one of more of the following disciplinary actions.</p> <ul style="list-style-type: none"> <li>• Expulsion (Due Process Procedures will be followed)</li> <li>• Informing Authorities</li> <li>• Mandatory psychological or substance abuse counseling</li> </ul>
<p><b>Level V Violations</b></p> <ul style="list-style-type: none"> <li>• Any threat of school violence or harm to members of the school community.</li> </ul>	<p><b>Level V Violations will result in an <u>IMMEDIATE EXPULSION</u> and will be reported to local authorities.</b></p>

## COMMUNICATION

St. Paul’s Catholic School’s primary means of communication is through our interactive school-wide parent/student FACTS portals where parents and students gain ready access to information about their students: report cards, progress reports, classes, activities, homework, current grades, and test dates. A combined google calendar is available on the school website with school wide events and information. Parents may also receive e-mail alerts when important new information becomes available. A parent login which is obtained from our school’s Network Administrator, provides access to all information for different students in one family. Our school calendar and specific event information are on our website and password protected for security purposes. General school information is available to the public at any time via our school website.

Teachers also utilize a variety of parent/teacher communication tools including homework folders and assignment books. Please see the classroom teacher for individual classroom



communication policies.

**School Website:** [www.stpaulscatholicsschool.com](http://www.stpaulscatholicsschool.com)

**School Facebook Page:** **St. Paul's Catholic School, Jacksonville Beach**  
**5<sup>th</sup> Street Blacktop**

**School Instagram:** **st.paulscatholicjaxbeach**

**PARENT-TEACHER CONFERENCES:** It is only through the cooperation of home and school that the goals of our philosophy of education can be truly achieved. Inquiries, problems, or questions dealing with individual students should be handled in the following manner:

1. Parents/guardians should first schedule a conference to discuss the matter with the teacher. You may do this directly through email. You will be contacted by the teacher to arrange a convenient time for the conference. Parents should never call a teacher at home.
2. If further clarification is needed, a conference with the principal and teacher may be scheduled.

PARENTS ARE NOT ALLOWED TO MAKE UNSCHEDULED VISITS TO THE CLASSROOM FOR ANY REASON DURING THE SCHOOL DAY (THIS INCLUDES MORNING ARRIVAL, LUNCHTIME AND DISMISSAL). PLEASE CONTACT THE TEACHER VIA E-MAIL OR THE SCHOOL OFFICE TO MAKE AN APPOINTMENT.

A mandatory parent-student-teacher conference is scheduled following the first quarter for students in grades PK through 8. All students in these grades **are required** to attend the conference, dressed in their school uniform, with their parents/guardians.

**PRINCIPAL MESSAGES:** *Messages from the Principal* is sent weekly via email highlighting upcoming events.

**TEACHER/PARENT EMAIL CORRESPONDENCE:** All school related electronic correspondence will be via our official parent portal only. Teachers and staff will respond in a timely manner. Emails sent Monday –Thursday after school hours will receive responses the next school day. Inappropriate e-mails will be submitted to the school principal for review. ELECTRONIC COMMUNICATION BETWEEN STUDENTS AND STAFF MEMBERS IS NOT PERMITTED UNLESS SPECIFIED BY THE TEACHER AS PART OF AN ACADEMIC ASSIGNMENT.

**TELEPHONE CALLS/CELL PHONES:** Students must obtain permission to use the school telephone for matters of absolute necessity only. Students will not be called out of class for telephone calls; however, a message will be given to the teacher via email. The telephones in the cafeteria and the clinic are not to be used by any student. No cell phones are to be used during the school day by students without permission and must be stored in backpack or locker.

## LEGAL ISSUES

**DISPUTE RESOLUTION:** It is the responsibility of students and parents to be aware of established school rules and policies in effect at the time of registration and as subsequently amended.

Students **and** parents shall have the right to be informed either orally or in writing of the school rules, which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary:

1. When there is a major violation or multiple infractions of the student code of conduct, which the handbook states result in suspension or expulsion, the student's parents/guardian will be called and informed of the violation. The parent may be required to immediately pick up the student from school. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, other appropriate persons chosen by the principal and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student and/or parent will be allowed to present his/her case. The board will then make a decision, which will be enforced by the school.
3. Parents/guardians may appeal the decision of the review board to the Pastor for further review. The decision of the pastor will be implemented and upheld by the school administration.
4. The disciplinary decision is not a subject for appeal to the Diocesan Dispute Resolution process. However, failure of the school to follow its discipline procedure as outlined in the handbook is appealable. However, if the school has followed its procedures as outlined in the handbook, there will be no grounds for appeal.

**CUSTODIAL/NON-CUSTODIAL PARENTAL/LEGAL ISSUES** St. Paul's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

**Divorced and separated parents MUST provide a current custodial court order.** In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records, financials, and to other school-related information regarding the student. This also applies to allowing the parent to pick-up the child from school. If there is a court order specifying that no information is to be given and the court order provides specific instructions regarding the pickup procedures of the child(ren), **it is the responsibility of the custodial parent** to provide the school with an official copy of the court order.

Student's names will not be changed from what is stated on official records. It is the parent's responsibility to correct legal forms (birth, social security, baptism) stipulating the name change. Parents must provide a court document before the school can change the names on academic records.

**SCHOOL RECORDS:** Senate Bill 622 Omnibus Education Act exempts the cumulative record from the Florida Public Records Law by limiting access to the record only to the superintendent, the professional staff of the school, the parent or guardian of the pupil, a court of competent jurisdiction, and to such other persons as the parent, guardian, or principal may authorize in writing.

Records in Catholic schools are private records. When the student's record goes to the public

school system(request for record in writing from public school only), it becomes subject to the public school's rules. When the records come to or are maintained by our schools, then they are not subject to the statute. Public records, or any other records, are subject to any control or restrictions which the Superintendent or principal wishes to place on them. Records should be available to parents, teachers, and school officials.

Each student's cumulative folder contains the following information: student's full name, date and place of birth, parents' names, and school attended and dates attended, report cards/absences, results of all standardized tests, assessment records, promotion-retention data, copies of written notices to parents, copies of letters from parents, and health records.

**INSPECTIONS & SEARCHES OF PERSONAL EFFECTS:** The health, safety, and welfare of all in our St. Paul's family are of the utmost importance. Accordingly, occasions may arise when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare of all students is maintained. The principal may direct non-discriminatory inspections of lockers, desks, and personal effects for the entire school or recognizable segments of the school, such as a particular grade or grades as deemed necessary. The primary purpose of such inspections is to ensure that contraband items and/or items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations. Although the primary purpose of these inspections is the health, safety, and welfare of the school community, students will be subject to disciplinary action upon discovery of contraband during the inspection.

Upon reasonable suspicion that a student or students committed an offense(s) of the Warrior Code of Honor or federal/state criminal statutes, the principal may direct a search of the personal effects, desks, or lockers. The principal acts with reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

**CHILD PROTECTIVE INVESTIGATIONS:** Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member and on-duty safety officer during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

## **DAILY PROCEDURES**

### **ATTENDANCE RECORDS AND POLICY**

A minimum attendance requirement of 37 days per grading period must be maintained to qualify a student for a passing grade for that quarter. This must include excused or unexcused absences. Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

## **ABSENCES**

**Parents/Guardians must call the school office prior to 9:00 a.m. and state the reason for the absence.** The school clinic supervisor will verify absences by phone after 9:00 a.m. Students returning to school after an absence are to report to the school office, present a written explanatory excuse from the parent/guardian explaining the absence, and sign the absentee form. Failure to do this will result in an unexcused absence. A physician note is required when the student (1)has been absent for 3 or more consecutive days, (2)has had surgery, (3) is returning to school after a hospitalization, (4) has been under a doctor’s care for a significant illness, (5) is returning to school after being excluded because of a communicable disease.

**Excused absences** include the following: illness or injury to the student, serious illness or death of family member, scheduled medical appointments, special events such a family weddings, etc. which require principal permission at least five days prior, required court appearance or supervised visitation, and communicable disease including, but not limited to lice, ringworm, impetigo, and scabies.

**Unexcused absences** include, but are not limited to pleasure trips, suspension from school, truancy, etc. Students with eight or more unexcused absences in any given class within a quarter will receive a failing grade for that quarter.

Students leaving before 11:00 a.m. or arriving after 11:00 a.m. are considered absent for the day and are unable to participate in school sponsored sports & activities after school.

Homework requests: If a student (Grade 1-5) is absent, the parent may email the teacher and request homework be left at the front office. Students in grades 6-8 are responsible to check Schoology when absent and meet with the teacher upon return.

## **TARDIES / EARLY DISMISSALS**

STUDENTS TARDY TO SCHOOL MUST BE ESCORTED INTO THE BUILDING BY THE PARENT AND SIGN THE TARDY FORM. ALL STUDENTS TK-8 ARE TARDY AT 7:45.

If a student is tardy or leaves early, a note from the doctor/dentist must be provided.

## **STUDENT SIGN-OUTS DURING THE SCHOOL DAY**

Due to afternoon prayers and procedures, students may not be signed out after 2:10.

Our weekly school Mass is the most important part of our school week. Please refrain from signing students out during this time.

According to our school safety procedures, ALL CHILDREN MUST BE SIGNED OUT IN THE SCHOOL OFFICE upon leaving the building with a parent/guardian/designated individual whose name appears on the PARENT PORTAL CONTACT LIST. Please notify the school office if someone other than the individuals authorized will be picking up your child from school. Picture identification will be required upon pick-up.

If a parent knows in advance a student will be signed-out during the school day for an

appointment, sporting event, etc., the parent must provide a written note for the school office. The student is responsible for all homework and missed class work on the day of the appointment.

### **MISSED ASSIGNMENTS**

Students are required to make up class work, tests, homework, and/or special assignments given during an absence. Students assume the responsibility for arranging a schedule with each teacher to make-up work. Please refer to the teacher and teacher syllabus for specific policies.

- Students are given one day for each day absent to make-up missed assignments.
- Students will receive a “0” on any missed assignment when they exceed the allowable time-limit for make-up work.
- Students who are tardy or leave school are held accountable for homework assignments on the day of the appointment. It is the student’s responsibility to meet with teachers to obtain their assignments prior to leaving school.

Parents are expected to honor the school calendar and plan vacations accordingly. If a family uses scheduled school days for vacation time, the faculty and administration will not take class time or personal time to provide additional instruction for class work, homework and tests missed by the student. **VACATIONS TAKEN DURING SCHOOL DAYS ARE STRONGLY DISCOURAGED.**

- Teachers are not required to give make-up tests or assignments for absences due to vacations. The teacher may choose to provide the homework assignments that will be missed in advance of the trip, if available. In this case, the student’s work is due upon return from vacation (no exceptions). Teachers may choose to allow one day for each day of absence to complete missed assignments upon the student’s return to school. After the allotted number of days expires, a “0” will be assigned for missed work (no exceptions).

Teachers, of course, will do their best to accommodate any child that must miss school due to a family emergency or loss of a loved one.

**FORGOTTEN ITEMS:** Assignments, after school sports gear, and other items not brought to school by 7:45 are considered late. The only items which will be given to students via the front office during the school day are lunches, glasses and medications. St. Paul’s does not guarantee the delivery of items during the school day.

Students may not return back into the classroom after dismissal for any reason unless accompanied by their teacher or with permission of the teacher.

### **AFTER THE BELL (AFTER SCHOOL CARE)**

**MORNING EXTENDED CARE PRIOR TO 7:30 A.M.** is a free service available for working parents in the school library beginning at **7:00 a.m.** when school is in session. Students must enter the building using the 2nd Avenue entrance, only. All students arriving early must report to the POD. Pre-Kindergarten students are also offered morning supervision beginning at 7:00 a.m.

**AFTERNOON EXTENDED CARE** is provided for currently enrolled students of St. Paul’s Catholic School and is offered to help the working parent. The program operates from dismissal to 6:00 p.m. when school is in session, including early dismissal days. The program provides

loving care, supervision, and recreation, enrichment activities, and time set aside for homework help and completion. A monthly or hourly fee plan is required for students to attend the After The Bell program. All fees are payable through FACTS. The hourly fee will be charged to drop-ins due to emergencies or special needs. A substantial fee of \$20.00 per child will be assessed for LATE pick-ups beginning at 6:01 increasing by \$2.00 for every minute after 6:15.

Students must sign-in and parents/guardians must sign-out students from After the Bell daily. Students may not sign themselves out of extended care. Grades TK-5 will meet in the cafeteria to sign-in daily and Grades 6-8 will meet in the Middle School designated classroom. Pre-Kindergarten students will go to the pre-kindergarten extended day classroom for afternoon extended care from 11:30 to 6:00 p.m.

Parents may not pick up from extended day until 3:00. Students must be in attendance at school to utilize the After the Bell program.

A detailed description of Extended Care requirements can be found on the school's website.

## **ARRIVAL AND DISMISSAL**

### **ARRIVAL PROCEDURES**

**TK-5 Students:** After 7:25 a.m., carpools will travel east on 2nd Avenue to enter 5th Street North. School personnel and Safety Patrol will be in place to supervise students as they arrive along 5th Street North. Students exiting car on the passenger side will walk to the center crosswalk where an adult will supervise safe crossing. Students exiting the car on the driver's side will use the Church side-walk and walk to the cafeteria entrance.

After 7:45 a.m., 5th Street will be barricaded and all students arriving late to school must be escorted into the building by the parent via the front office to sign the tardy log. Fifth Street North will remain barricaded until approximately 6:00 p.m.

**6-8 Students:** Students may enter the building via the middle school entrance at 7:25 a.m. Drivers will form a single carpool line traveling west through the middle school parking lot. Drivers will proceed all the way into the lot before unloading students ensuring a safe and efficient drop off. Do not pass other vehicles while they are unloading students.

- DO NOT park along 2nd Avenue North during morning arrival.
- Parents choosing to walk students to school in the a.m. must park in the church parking lot at the corner of 5th Street North and 3rd Avenue North.

### **INCLEMENT WEATHER (7:25-7:45 A.M.)**

The same procedure will be followed for rainy days. Students will be dropped off at the center cross-walk on 5th Street North and proceed to the side entrance to the building (across from the Sacristy Entrance) with the help of the Safety Patrols. **In the event of heavy rain**, ALL students may be dropped off via the middle school entrance (covered walkway).

### **DISMISSAL PROCEDURES**

Carpool information will be available on the website. There are multiple carpool dismissal lines: TK- Grade 2 only, TK-4 with older siblings, and middle school 5-8 only. Please see the school website for the appropriate carpool map. Rainy day carpool dismissal utilizes the same lines and maps. Carpool signs are hung from the rear view mirror and taken down when your

carpool is full.

For the safety of ALL, parents are not permitted to park their vehicle and walk up to the pick-up area to get their child (ren). **The carpool procedures must be followed and cell phone usage is prohibited in the carpool line.** Parents will remain in their vehicles at all times for both fair weather pick-up and rainy day/carnival pick-up.

Any student not going home via the carpool line as usual must bring a note from their parent specifying who will be taking them home and/or what means of transportation they will be using.

Students not picked up by the conclusion of the carpool dismissal will be taken to Extended Care where an hourly fee will be charged. Parents arriving late for carpool pick-up may park in the middle school parking lot to sign-out student(s).

Parents are required to follow carpool procedures as outlined. Parents choosing to violate the rules and policies will be subject to consequences outlined under the re-registration of current students and siblings contingencies.

NO STUDENT IS ALLOWED TO REMAIN ON SCHOOL GROUNDS WITHOUT ADULT SUPERVISION (This includes the school gym—the Coach must be present before students may enter the gym)

Students not in compliance with this rule will receive a detention. All students are expected to adhere to the St. Paul's Warrior Code of Honor while on school grounds at all times.

#### **AFTER SCHOOL SPORTS TEAM SUPERVISION**

Various sports may require students to remain on campus awaiting the start of practice. Extended Care employees will supervise these team members. An area will be set aside for a study hall and students must come prepared to study.

#### **CLASSROOM PARTIES & STUDENT BIRTHDAYS**

**Classroom Parties:** Classroom Parties are scheduled throughout the year at the discretion of the classroom teacher with the help of the homeroom parents. If lunch is being provided within the party, a student must bring his own lunch if does not wish to participate.

**Student Birthdays:** At the discretion of the teacher, children may bring a treat (enough to share with the entire class) on their birthday. The parents must make arrangements with the teacher in advance. Flowers, balloon bouquets, etc. will not be delivered to a student during the school day.

**Invitations (Home Parties):** Invitations to home parties are not to be distributed at school unless the entire class is included, or in the case of girls—all girls, boys---all boys.

#### **LUNCH PROGRAM**

St. Paul's Catholic School offers lunches provided by off-site vendors for students throughout the week. The menu is available on the school website. Students may choose to bring their own lunch or buy their lunch. Snacks, ice-cream, milk and drinks are also available. **All lunch orders must be completed online via FACTS by 7:30 a.m. daily. Parents may order up to a month at a time.** The weekly lunch menu is posted on Friday for the next week. You can pay either by entering your bank or credit card information. Lunches are paid for when ordered. There is no fee for ordering via a bank account, however, there is a convenience fee per order for

credit card. If students bring their lunch, they may still buy drinks, snacks, and ice cream at lunchtime.

- Students forgetting their lunch will be provided a lunch (based upon availability) and parents will be charged for this service.
- For students who bring their own lunches—please remember to include your own cutlery and napkins.
- No canned carbonated drinks or glass bottles are to be brought for lunch.
- A Microwave is NOT available for student use. Teachers, parents and volunteers are not permitted to microwave children’s food.
- Parents are welcome to join their children for lunch occasionally (please remember to sign-in at the main office).
- Lunchroom volunteers are needed daily.
- Lunchroom rules are posted in the cafeteria and explained by classroom teachers. Students are expected to treat each other and adults with respect at all times. Appropriate behavior will be strictly enforced.
- Lunch is served between the hours of 11 a.m. and 1 p.m. daily. Each class has a 25-minute lunch period.

### **LOST & FOUND**

All articles of clothing, school supplies, and lunch boxes should be clearly marked with the student’s name. Any item found in the school building or on school grounds will be placed in the lost and found bins. Items will remain in lost and found until the end of each month. At the end of the month, items will be donated to charity. The school is not responsible for lost articles.

### **LOCKERS**

Students in grades 6-8 will be assigned a locker to store books and personal possessions. Combination locks are rented from St. Paul’s School and only these rented locks may be used. The locks will be returned to the homeroom teachers on the last day of school. Any damage or defacing to lockers during the year will necessitate reimbursing St. Paul’s for the cost of the repair. Staff supervision is required for student’s to go to lockers outside of school hours.

### **BACKPACKS**

Rolling backpacks are a hazard on stairwells and in hallways and are therefore not permitted. Please take into consideration that backpacks must be stored under desks and in compact storage areas.

## **HEALTH AND WELFARE**

### **SCHOOL CLINIC**



Clinic hours are from 8:00 a.m. until 2:30 p.m. The school provides a full-time supervisor in the clinic thus establishing familiarity and understanding of student's medical conditions and a specific routine followed on a daily basis. The Clinic Supervisor's duties include: limited first aid, follow-up phone calls for student absences, dispensing prescription and non-prescription medications with doctor/parental written consent and organizing health screenings (head lice, hearing, vision, scoliosis, and BMI).

- Students with fever (100.0 and above), vomiting, diarrhea, undiagnosed skin or eye irritation, symptoms of any other illness or condition not diagnosed by a doctor must remain out of school and symptom free for a minimum of 24 hours. **Students who are sent home during the school day with fever or vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.**
- Students with strep throat must remain out of school for 48 hours following treatment.
- Lice infestation or nits require immediate attention. The student will not be readmitted without evidence of appropriate treatment (box top or label of treatment used). St. Paul's follows the "Nit Free" Policy.
- **As more is learned about COVID 19, we may adjust our illness policies as needed throughout the year.**

If it appears necessary to send a child home because of illness or injury, parents will be notified immediately. Parents or a duly authorized person will pick up the child at the school clinic as soon as possible and sign the student out at the school office.

## **MEDICATION POLICY**

- St. Paul's has the ability to administer some oral, topical, and inhaled medications to students throughout the school day. We do not keep a community supply/stock of medications to administer. Families may send in OTC and prescription medications based on the guidelines below. Student medications are kept in the school clinic in a locked cabinet.
- **No medication (including non-prescription) may be given to a child by school personnel unless all required documentation is completed and on file in the clinic each new school year.**
- St. Paul's cannot accept DCPS or other public-school medication forms. Our Diocesan approved documentation can be found on the school website under the FORMS tab.
- Documentation must be completed and signed by the parents and physician each school year. Prior years forms cannot be used to administer any OTC or prescription medication.
- **For any prescription medications, the child's physician must complete and sign in the designated areas.** A separate form must be completed for each medication.
- Both OTC and prescription medication will be given **only if they are dropped off at the**

*clinic in the original containers*, properly labeled with the child's name, the name of the medication, and the dosage to be administered, and all Diocesan required forms are completed and signed by the child's doctor and/or parents as noted above.

- **Most ADHD medications are considered Schedule II Controlled Substances. *These medications cannot be sent in with the child.*** The parent/guardian will be required to bring this medication in its original container to the school/clinic and physically count the pills/tablets with the clinic personnel or another designated employee, and sign off on the transfer. This includes any refills throughout the year.
- Students may not carry medication during the school day. *Exception:* cough drops may be carried by the students with parent written permission.
- Asthmatic students are allowed to have the inhaler with them at all times as long as the diocesan permission form is provided. Physician authorization must be on file in the clinic.
- If specified via physician's instructions, students with severe allergies may carry epi-pens in their backpacks. A diocesan permission form must be on file in the clinic.
- Clinic personnel will notify parents if any OTC or Prescription medications are expired. **No expired medication will be administered.**
- All medications are sent home at the end of the school year. If the parent does not pick up the medication at the end of the school year, it will be disposed of, as St. Paul's is unable to store it throughout the summer.
- The new school year requires new medication and appropriate paperwork.

## **HEALTH RECORDS**

- **Pre-Kindergarten-4:** Age-appropriate doses of the following vaccines as indicated: DPT, Polio, MMR, the Hepatitis B vaccination series, and Varicella and Hemophilus Influenzas Type B (HIB).
- **Grade Transitional Kindergarten through Sixth:** The State of Florida requires students to have the following immunizations: five (5) DPT's, four (4) Polio's, two (2) MMR's, the Hepatitis B vaccination series and two (2) Varicella
- **Grade Seven & Eight:** The State of Florida requires students to have the following immunizations: five (5) DPT's, four (4) Polio's, two (2) MMR's, the Hepatitis B Vaccination Series, a Tetanus-Diphtheria Pertussis Booster (Tdap) and two (2) Varicella.

**NEW STUDENTS:** All new students must have all the required immunizations for their grade level and the immunizations must be listed on the State of Florida Immunization Form 680. New students must also have a State of Florida HRS Student Health Examination Form dated within a year of the day they start school. These two forms, the original State of Florida HRS Immunization Form 680 and an original State of Florida HRS Student Health Form, must be

submitted to the school office before a student may attend school. The school does not accept religious exemptions for immunizations.

### **ACCIDENT INSURANCE**

St. Paul's carries a student accident insurance policy for every child enrolled. The insurance policy is offered through National Union Fire Ins. Corporation, AIG Educational Mkts. This insurance policy is considered a secondary policy only and covers the deductible amount as shown in your primary policy.

If your child needs to be seen by a doctor, it is important for you to file the Notification of Injury form completed by St. Paul's Catholic School and the parent with National Union Fire Ins. Corporation in order to recover your deductible amount. It is important for you to complete your section of the form in its entirety. Please know the Social Security Number (last 4 digits) for the student would be required as well as the parent's social security number. The form must not have any blanks or non-applicable comments (N/A). The instructions for completing the form will be attached to the Notification of Injury Form. It is the parent responsibility to submit the claim form. Please know once the claim form is filed, all communications regarding the claim should be done through National Union Fire Ins. Corporation and not through St. Paul's Catholic School.

If you do not believe it will be necessary to see a doctor and you do not believe it is necessary to file the claim form, a waiver will need to be signed and returned to the clinic supervisor for our records.

### **PROCEDURES FOR Submitting Accident Claims**

Student Accident Insurance is offered on an **EXCESS** basis in addition to or after the family insurance policy. Under the terms of the policy, this coverage is considered to be excess to all other valid and collectible medical insurance policies.

Due to the fact that there are time parameters established for reporting an injury, it is essential that a claim form is completed and submitted to the company within 30 days of an injury. Failure to do so may result in denial of benefits. The school office will provide submittal information if is necessary.

## **SAFETY AND SECURITY**

**St. Paul's Catholic School uses video surveillance throughout the buildings and grounds and is monitored through the school office and facilities department.**

### **SCHOOL ENTRY**

To ensure the safety and security of all of our students, all outside school doors will be locked after 7:45 a.m. daily. Visitors and parents **MUST** obtain a visitor's badge at front entrance from the front office. All visitors must use the 2<sup>nd</sup> Avenue entrance.

## **BROAD LOSS CRISIS PLAN**

A plan is in place for school staff to handle various crisis situations that could occur on school grounds or in the school buildings. The plan also includes what to do in case of medical emergencies, minor first-aid/illness, serious injury, stranger alert, heat related illness, fire, tornado, chemical spill or bomb threat. This plan is found in each staff member's handbook and is posted in each classroom. The plan is explained and reviewed during yearly staff orientation at the beginning of the school year.

## **CITY-WIDE EMERGENCIES**

St. Paul's Catholic School will adhere to Duval County Schools in decisions regarding school closures. Fire Drills are held monthly through the assistance of the local fire department. Other emergency drills are held throughout the school year such as tornado and lock down to familiarize students with safety procedures.

## **EMERGENCY RESPONSE PROCEDURES (Frequently Asked Questions)**

**Is my child safe at school during an emergency?** First and foremost, be assured the school staff is prepared to care for students during and after many types of emergencies. Emergency response procedures are practiced regularly and the diocese maintains a comprehensive plan to assure the safety of all students. School buildings are very well constructed, maintained and inspected regularly. Your child is very safe at school.

**What should I do if my child is at school during an emergency?** Please do not come into the school building. This could interfere with Emergency First Responders. Your child is safe, and if necessary, can be picked up after the emergency has passed. Depending on the type of emergency, parents may be informed by emergency text, a mass email notification via the Parent Portal, letter home from the principal, or a message on the school website.

**Who can pick my child up from school?** Only people listed on FACTS parent portal contact list can pick a student up from school. Please keep contact information including parent email addresses current.

**If my child is hurt, how will they be taken care of at school?** Staff members are trained in First Aid. The school clinic is open during school hours. If a serious injury warrants emergency medical care, the school will notify parents/emergency contacts immediately and call 911.

**What to do if there is a full campus-wide emergency?** In the event of a campus wide emergency, students will follow a lock down procedure. No student will be dismissed until First Responders announce an all clear. If a full campus evacuation is warranted, students will be moved to our reunification site, the sanctuary of First Baptist Church of Jacksonville Beach, 500 3rd Avenue North. Parents will be directed to pick students up from this location.

## **EXTRA CURRICULAR ACTIVITIES**

### **ATHLETIC PROGRAM:**

Boy's/Girl's Basketball	Grades 6-8
Cheerleading	Grades 6-8

Soccer-Coed	Grades 5-8
Girl's Volleyball	Grades 6-8
Boy's/Girl's Softball	Grades 5-8
Track & Cross Country	Grades 1-4 & Grades 5-8

With the exception of Track, the teams listed above are members of the Catholic Grade School Conference. Track is considered a club in the diocese and not all diocesan schools participate in this program.

**SCHOOL SPORTS PHYSICAL REQUIRED FOR PARTICIPATION:** This physical must be completed on the official diocesan form (available on the school's website), dated after June 1<sup>st</sup> for the upcoming school year, notarized, and received prior to try-outs for any sport. The form remains on file for one school year and serves all diocesan sports.

**ELIGIBILITY REQUIREMENTS (SUBJECT TO CHANGE)**

**STUDENTS GRADES ARE EVALUATED AT MID-QUARTER & AT THE END OF THE QUARTER**

A student will be declared ineligible for sports based upon the following criteria:

- Two (2) grades of 69 or below in major subject areas or one grade of 59 or below in one subject area.
- Conduct grade below satisfactory. A student's improper conduct may cause the pastor or principal to declare a student ineligible.
- School day absence (less than 3 hours on a school day—Diocesan Policy) makes a player ineligible for practice, after school activities and after school sporting events the day of the absence.
- Excessive absences may cause the pastor or principal to declare a student ineligible for sports.

If a student is academically ineligible, the length of the suspension is ten (10) academic days. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the ten (10) day suspension with a satisfactory progress report for that subject (70 or higher). Students who do NOT provide a satisfactory progress report at the end of the 10-day suspension will remain on probation until the end of the quarter. If satisfactory progress is not achieved, the athlete will be permanently removed from the team roster.

**During this probationary period:**

- Students may not play in a conference game.
- Students may not attend practice or sit with the team during games.
- Teachers will not provide extra credit to increase a probationary grade.

**NOTE:** Students will not be excused from academic appointments or detention to participate in sports.

**AFTER SCHOOL ACTIVITIES:** (SUBJECT TO CHANGE/FEEES MAY APPLY)

Music Lessons, Beaches Basketball League & Sports Camps, Track, Math Counts, National Junior Honor Society, Safety Patrol, Spanish Club, Spelling Bee-Knights of Columbus, Warrior Word, Tennis, Dance, and Chess

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (S.G.A.) is a student elected, representative body for St. Paul's Catholic School students providing opportunities for student leadership experience.

All officers and representatives must be in good academic/behavioral standing. A student receiving more than three detentions or academic appointments within a school year will not be eligible to run for office. Upcoming seventh and eighth graders may serve as treasurer, social secretary, and vice-president. The president and student ambassador must be an eighth grade student. The president will be the keynote speaker at graduation.

## **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

NJHS's membership is offered to 8th grade students who have earned a cumulative year end average of 90% in sixth and seventh grade in the seven major subjects and demonstrates continuous service, leadership, character, citizenship, and extracurricular involvement.

Eligible candidates will be notified in September of their 8th grade year. Candidates must complete NJHS service projects throughout the year, an additional ten hours of individual service and maintain a 90% average in each subject area **for each quarter** of their 8th Grade year to maintain membership. Daily behavior is a consideration for eligibility into the National Junior Honor Society. Candidates fulfilling these requirements will be formally inducted in May.

## **SAFETY PATROL**

Students in grade five are eligible to serve on the Safety Patrol. The main duty of the patrol is assisting teachers during dismissal. Serving on the patrol is both an honor and a responsibility; therefore, only students who maintain satisfactory behavior and grades in major subjects will be recommended to join.

## **ORGANIZATIONS**

**S.T. PAUL'S CATHOLIC SCHOOL BOARD:** The School Board is an appointed advisory board which studies issues and makes recommendations to the school administration and the pastor on matters which affect the operation of St. Paul's Catholic School. The primary duties of the School Board include:

1. Advising and assisting the Pastor and the Administrator in the formation of policies relating to the planning, operating, and maintenance of the school's facilities and equipment.
2. Assisting in formulating fiscal policy and rendering advice and assistance in the preparation of the annual budget, including the setting of tuition, monitoring of expenditures to revenues, and explaining the annual budget to parish members.
3. Advising, when consulted by the school administration or the pastor, on the retention and termination of personnel.

The School Board consists of five appointed members and four ex-officio members (pastor, principal, P.T.A. president and a teacher representative). The members are appointed for three-year terms, and any member of the Parish or parent with children in the school is eligible to run for the School Board.

The School Board has two types of meetings: Executive meetings are open to the board only. Open meetings may be addressed by anyone whose name is on the agenda. Meetings are

announced on the monthly school calendar and the minutes of the meeting are posted on the school's website.

The School Board encourages input from all with an interest in St. Paul's Catholic School so that we may better serve our school community. Those who wish to discuss a subject of interest may contact the president of the School Board or the principal to request that their concern be placed on the agenda. The names and phone numbers of the School Board members are published annually in the St. Paul's Catholic School Directory and on the school's website.

**PARENT TEACHER ALLIANCE:** St. Paul's Catholic School Parent Teacher Alliance's (P.T.A.) goal and purpose is to promote open communication, goodwill and cooperation between and among parents, faculty, administration, the School Board and the parish of St. Paul's. Fundraising is a significant function of the PTA in an effort to defray school and student expenses. The P.T.A. also acts to foster political action of our parents regarding national, state, and local legislation affecting our Catholic schools. Membership consists of our Pastor, Principal, all teachers, and parents/guardians. Annual dues are assessed in your tuition payment.

The P.T.A. Board includes: the Pastor, Principal, Officers, and Teacher Representative. The officers consist of: President, Vice-President, Secretary, Treasurer and Community Liaison. Subcommittee Chairs consist of: Supply Chair and Ambassador Chair. All general meetings are listed on the monthly calendar and the minutes of board meetings are posted on the school's website.

**BOOSTER CLUB:** The mission of the St. Paul's Booster Club is to provide supplementary financial support to all Warrior athletic teams and through fundraising efforts, promote active and involved parent and community leadership, and to maintain the history and tradition of excellence which exemplifies our student athletes, coaches, and teams. The Booster Club is open to all interested parties, teachers, coaches, staff, community and corporate leaders. The Booster Club offers both family memberships and corporate level Gold Sponsorships. Please click on the Support Us/ Booster Club tab on our school website for more information.

**WELLNESS WARRIORS:** The mission of the St. Paul's Wellness Warriors is to promote the health and wellness of our students and staff through education and fun school initiatives. The membership consists of parents including a teacher liaison who are passionate about living a healthy lifestyle. Meetings are generally held once every 6 weeks on a Wednesday morning after school drop off in our school cafeteria. Come share your talents and join our Committee! Your help will be counted towards school service hours.

## **PARENT AS PARTNERS**

### **PARENT'S ROLE IN EDUCATION**

We, at St. Paul's Catholic School, consider it a privilege to work with parents in the education of children. We believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for your child's physical, mental, spiritual, emotional, and psychological development. Your choice of St. Paul's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

You have chosen to enter into a partnership with us at St. Paul's Catholic School and we trust you will be loyal to this commitment. During these formative years (PK to 8), your child needs

constant support from both parents /(guardians) **and** faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **VOLUNTEERS**

All school volunteers must sign in at the front office and obtain a visitor's badge. Volunteers are to be dependable. A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential including a student's action, response, progress or problems at school. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Pre-school age siblings are not permitted to accompany parents to volunteer commitments. Refer any concerns to the Administration.

The Administration of St. Paul's Catholic School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and seek clarification when necessary.

It is expected that volunteers reflect the image of St. Paul's Catholic School and wear modest clothing appropriate for volunteer duties while working in the school or during school activities. This includes moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

### **REQUIREMENTS:**

To serve as a volunteer representing St. Paul's Catholic School or Parish, completion of Livescan fingerprinting offsite the Protecting God's Children workshop are required. A VIRTUS account at [www.dosafl.com](http://www.dosafl.com) will need to be created **BEFORE** completing fingerprints. Further instructions can be provided through the school office or assistant principal. Unfortunately, there is a fee for this process that is paid by the volunteers. Once you have received clearance, you will be notified by the administration. You may not volunteer until all clearances are received. These background checks must be re-evaluated every five years. We are unable to accept fingerprint background checks initiated by other agencies such as Duval County Schools.

### **PROTECTING GOD'S CHILDREN**

**All** parent volunteers are required to take this workshop. This workshop is offered at various times and locations throughout the school year. Go to [www.virtus.org](http://www.virtus.org) to register for a convenient time and location.



**Guidelines for supervision by parent volunteers:** The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection of All God's Children encompasses both school and Church:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing, or when in doubt, consult the administration.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on field trips. Have minors use a "buddy system" whenever they go on trips away from Church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

**PLEASE SEE THE SCHOOL WEBSITE UNDER PARENTS AND REVIEW THE DIOCESAN STANDARDS OF ETHICAL CONDUCT FOR LAY EMPLOYEES AND VOLUNTEERS.**

### **Mandatory Volunteer Hours**

Families must perform at least 25 hours of volunteer service according to the guidelines listed below to receive the published tuition rates. An additional \$1000.00 will be charged to families choosing not to volunteer. The volunteer program is vital to the success of our school and is an invaluable service to our parish and school. Each family is responsible for recording their volunteer hours online via FACTS parent portal and hours are due May 30<sup>th</sup>. Teachers and office staff do not keep track of volunteer hours. School records will not be released until volunteer hours have been submitted and verified.

**Carnival Volunteer Requirement:** Each family **must serve eight (8) hours** at the school carnival in the spring (during the hours the Carnival is open to the Public). Volunteers must be 18 years or older to work Carnival (Children are not allowed to work any shift). Realizing many hours are required to set up, tear down and prepare for the carnival; hours earned in these categories will not count towards carnival hours without the approval of the Carnival Chairperson. Hours over and above 9 may be counted as other volunteer hours. If you do not complete your required carnival volunteer hours, your FACTS account will be billed \$500.00.

**PTA Volunteer Requirement:** Each family must contribute a minimum of **four (4) hours** to a PTA sanctioned event. This may be completed over several events. PTA events include: Oyster Roast and Auction, Christmas Celebration, Catholic Schools Week festivities, Art Fest and Teacher Appreciation Week.

**Volunteer Opportunities:** In addition to Carnival and PTA, an additional 12 hours are required. Other volunteer opportunities include:

Cafeteria Volunteer, Track/Cross Country Coach, Crossing Guard, Classroom Reader, Classroom Volunteer, Dad’s Club, Golf Tournament, Graduation, Homeroom Mom/Dad, Media Volunteer, Liturgy Assistant, Odyssey of the Mind, Wellness Week, Used Uniform Sale, Concession Stand, Various Fundraisers, etc.

Parish Opportunities (Five hour maximum): Vacation Bible School, Catechist, March for Life Chaperone, SVDP Low Country Boil, etc.

NOTE: Field Trips, board meetings, attending classroom parties, and having lunch with your children are not considered volunteer hours. Non-Worked Volunteer hours over and above your Carnival/PTA required hours will be billed to your account @ \$40.00 per hour.

**Recording/tracking Volunteer Hours:**

- Go to your FACTS SIS Parent Portal, Click on Family Information
- Look to the upper right and click on SERVICE HOURS, ADD SERVICE HOURS
- Click on Description and chose which way you have volunteered then input the number of hours (with correct dates). If you have volunteered for something and it is not listed under Description please call the school office.

**DRESS CODE 2019-2020**

Wearing a uniform is a matter of pride. School uniform regulations must be adhered to from the time of arrival until the time of departure from campus. **Shirts must be tucked in at all times.** Uniforms must be neat, clean and in good repair. All uniform items may be purchased from RC Uniforms & Embroidery. Should questions arise concerning the appropriateness of a student’s appearance, the administration reserves the right to make the final decision. **Students will be sent home for noncompliance.**

<b>GIRLS</b>
<b>Pre-K4, Kindergarten Prep, and Kindergarten</b>
<b>Pre-K4, TK, Kindergarten:</b> Polo Dress w/Logo - Bike shorts may be worn under Polo Dress.
<b>Grades 1-4</b>
<p><b>Option 1:</b> Plaid Jumper. No more than <u>4” above t he knee.</u> Plain white short sleeved blouse with Peter Pan collar. Bike shorts may be worn under jumper.</p> <p><b>Option 2:</b> Navy or Khaki Culottes (Skort). No more than 4”above the knee. Light blue or White Cap Sleeve shirt with logo</p> <p><b>Option 3:</b> Pleated Walking Shorts/Slacks—Navy blue purchased from RC Uniforms (only) may be worn. Shorts must be worn with uniform blouse, belt, shoes, and socks.</p>
<b>Grades 5-8</b>
<p><b>Option 1:</b> Plaid or Navy Culottes (Skort) or skirt. No more than <u>4” above t he knee</u> when kneeling. Fitted short sleeve oxford with Logo</p> <p><b>Option 2:</b> Pleated Walking Shorts/Slacks—Navy blue purchased from RC Uniforms (only)</p>

may be worn. Shorts must be worn with uniform blouse, belt, shoes, and socks.
<b>All Grades Pre-K-8</b>
<b>Socks:</b> Ankle, crew or knee length socks only. Solid navy, gray, black or white socks. Solid navy, gray, or white tights/leggings are permissible on cold days
<b>Winterwear:</b> <u>Uniform only logo</u> fleece, pullover sweaters, and jackets are available. Grades K-5 wear navy fleece and grades 6-8 wear gray fleece or St. Paul’s Beach sweatshirt. Student’s name must be labeled inside the garment. Solid White or black long-sleeve shirts may be worn under uniform shirts on extremely cold days. Non uniform clothing worn inside the building will be confiscated and returned to parents.
<b>Shoes:</b> <b>Pre-K4-Grade 2:</b> Students may wear solid color black, blue or white sneakers. (No character, sparkle, light-up, etc.) No “boat/deck” style shoes. <b>Grades 3-8</b> —Appropriate <u>solid</u> navy, black, or brown, leather school shoes. Shoes must remain tied. Heel height one (1) inch maximum. No canvas, athletic/sport, sandals, or boots. No glitter or patterns.
<b>Jewelry</b> —One (1) pair of small/non-distracting stud earrings worn in the earlobe. One (1) religious medal on a chain. One ring and one religious bracelet. Watches are permitted in grades 3-8. Inappropriate jewelry will be confiscated and returned to parents.
<b>Hair</b> —Should be styled conservatively. The hairstyle should not interfere with vision. No partially/fully shaved styles are allowed. Hair color must be a natural tone. No distracting hairbands or bows-glitter, animal ears, etc.
<b>Make-up</b> —Make-up and colored nail polish or artificial nails <b>may not</b> be worn during school hours. Perfectly clear lip balm for chapped lips only may be worn. Writing on any part of the body is not allowed
Tag Days are dress down days that are offered throughout the year to celebrate holidays, reward students, or support our S.G.A. <u>Specific instructions</u> will be given for dress on tag days. <b>TAG Days are never allowed on Mass days.</b>
<b>BOYS</b>
<b>Pre-K4, TK, and Kindergarten, Grade 1</b>
Pants: RC Uniform Navy Blue <u>Pull-On</u> Pants/shorts. Shirts: White or light blue, <u>polo</u> -w/logo, short sleeved with collar
<b>Grades 2-4</b>
Pants: RC Uniform Navy Blue Pleated pants/shorts worn at appropriate length. Shirts: White or light blue, <u>polo</u> -w/logo, short sleeved with collar. Belts: Must be worn and visible at all times. Belts should be solid black, navy, or brown leather with a plain buckle.
<b>Grades 5-8</b>

<p>Pants: RC Uniform Navy Blue Pleated pants/shorts worn at appropriate length.</p> <p>Shirts: White or blue, short/long sleeved <b>oxford</b> cloth shirt, with logo and button down collar. Collars must remain buttoned.</p> <p>Belts: Must be worn and visible at all times. Belts should be solid black, navy, or brown leather with a plain buckle.</p>
<p><b>All Grades Pre-K4-Grade 8</b></p>
<p><b>Socks:</b> Ankle, crew or knee length socks only. Solid navy, gray, black or white socks.</p>
<p><b>Winterwear:</b> Uniform only logo fleece, pullover sweaters, and jackets are available. Grades K-5 wear navy fleece and grades 6-8 wear gray fleece or St. Paul’s Beach sweatshirt. Student’s name must be labeled inside the garment. Solid white or black long-sleeve shirts may be worn under uniform shirts on extremely cold days. Non uniform clothing worn inside the building will be confiscated and returned to parents.</p>
<p><b>Shoes:</b> Pre-K-2: Students may wear solid color black, blue or white sneakers. (No character, sparkle, light-up, etc.) No “boat/deck” style shoes.</p> <p>Grades 3-8—Appropriate solid navy, black, or brown, LEATHER school shoes. NO VAN TYPE WHITE WALL SHOES. Shoes must remain tied. Heel height one (1) inch maximum. No canvas, athletic/sport, sandals, or boots.</p>
<p><b>Hair—Hair must not touch eyebrows, ears or collar.</b> Must be styled conservatively, tapered, and be a reasonable length. Volume (length) will be limited to 1”. No fully shaved or partially shaved styles are allowed. Hair color should remain a natural tone. Boys must be clean shaven with no side-burns. Students will be given <u>48 hour notice</u> when a haircut is deemed necessary. Writing on any part of the body is not allowed.</p>
<p><b>Jewelry—</b>One (1) religious medal on a chain is the only acceptable jewelry. Watches may be worn in grades 3-8. Inappropriate jewelry worn may be confiscated. No bracelets or rings.</p>
<p>Tag Days are dress down days that are offered throughout the year to celebrate holidays, reward students, or support our S.G.A. <b>Specific instructions</b> will be given for dress on tag days. Tag Days are not allowed on Mass days.</p>

**PHYSICAL EDUCATION UNIFORM-BOYS & GIRLS**

**Boys and Girls:** PE Uniforms are ordered through the school. (P.E. shorts must be no more than 4” above the knee). Sneakers must have non-marking soles. Blue or Black sweat pants may be worn for PE on cold days.

**Grades 5-8:** Students arrive in their school uniform and bring their P.E. uniforms and sneakers to dress out for class. Sneakers are to be worn for P.E. classes only. Gym bags and P. E. clothes must be labeled.

**Grades K-4:** Individual teachers will notify parents regarding appropriate dress on P.E. days.

R-4-21-2020

**Reporting Alleged Misconduct of School Personnel**

*The following behavior may be indicative of misconduct that should be reported:*

- being alone with a student in dark or closed room or secluded area
- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- using forceful or unnecessary physical contact with a student • administering discipline not compliant with district policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student • mocking or belittling a student
- chronically embarrassing a student
- displaying prejudice or bigotry against a student
- suspicion of being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations • retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

*Apply the litmus test*

1. If you feel uncomfortable
2. If you question the person's motives or actions
3. If you are unsure Protect the students and yourself and report.

### *HOW TO REPORT MISCONDUCT*

Report allegations or suspicion of misconduct by an instructional personnel member to your school administrator or district contact

**Report Misconduct to:**

**Principal Krissy Thompson -249-5934**

**Pastor Mike Houle- 249-5934**

**Superintendent Conway 2623200**

**Department of Children and Families 1-800-96-ABUSE**

Report allegations or suspicion of misconduct by your school administrator to your district contact

Document the activities or details of the event

Secure evidence (if applicable)

*WHO SHOULD REPORT MISCONDUCT?*

All employees and agents of a district school board, charter school or private school have a duty to report misconduct. If you are aware of or observe misconduct *REPORT IT IMMEDIATELY!*

*WHO SHOULD YOU REPORT?* Classroom teachers, Paraprofessionals Substitute teachers Librarians, guidance counselors and social workers Career specialists and school psychologists Principals, Assistant Principals and Deans

*If someone tells you about misconduct, be a LEADER: Listen Evaluate Act immediately Document Encourage Report*

*FAILURE TO REPORT MISCONDUCT*

Possible penalties for instructional personnel or site administrators who fail to report misconduct may include: • Written Reprimand • Suspension with or without pay • Termination of employment • Discipline/Sanctions on an educator's certificate

R-6/2020