



**St. Paul's Catholic School**  
**Parent/Student Handbook 2024-2025**



*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 Parent/Student Handbook reflects the expectations and policies of St. Paul's Catholic School. When you enrolled your child(ren), you signed a statement found on the St. Paul's Catholic School Online Registration Form indicating you would read this handbook and agree to abide by the rules and regulations established for St. Paul's Catholic School. The handbook is subject to ongoing amendment as issues arise throughout the school year.*

*As the first educators of your student, your support and cooperation of our school policy will ensure a wonderful educational experience.*

*In Christ,*

*Ms. Krissy Thompson*

*Principal*

*Mrs. Stephanie Thomas*

*Assistant Principal*

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Motto:

St. Paul's Catholic School...Preparing the next generation of modern-day Saints...mind, body, and spirit!

Vision:

Guided by the example of Jesus Christ and the teachings of his church, our vision is to educate all students in a safe community that fosters intellectual, spiritual, social, emotional and physical development resulting in the highest standards of competence, character, and compassion.

Mission:

*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.*

**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.

**Administration**

Bishop of St. Augustine  
Superintendent of Catholic Schools  
Pastor, St. Paul's Catholic Church  
Principal  
Assistant Principal  
School Counselor  
PreK Four Director  
PreK Three Director  
Extended Day Director

The Most Reverend Erik T. Pohlmeier  
Deacon Scott Conway  
Monsignor Michael Houle  
Krissy Thompson  
Stephanie Thomas  
Linda Gurt  
Leigh Reynolds  
Doreen Rollings  
Sheri Carrillo

# ADMISSIONS

## 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.

## Enrollment:

All current families will be automatically re-enrolled each February. Families will be given a two-week opt out window to notify the school of non-returning students each January.

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.**

## Admissions:

Admission for new students in grades PK3-8 is contingent upon the following:

- Submission of online application.
- Successful completion of the entrance exam given to all new students.
- Evaluation of teacher recommendation form, standardized test scores and report cards.
- Class size availability.
- Complete and accurate disclosure on the new student application form and in all enrollment papers.
- All age-appropriate required immunizations must be up to date.
- Meets Age requirement:
  - ✓ Pre-Kindergarten Three students must be three years old on or before September 1<sup>st</sup> of the school year they are enrolling.
  - ✓ 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>.
  - ✓ 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.

## Withdrawals:

Written notification must 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. July 1<sup>st</sup> is the last day to unenroll for the

upcoming school year without penalty. We will not refund any tuition after December 30<sup>th</sup> and families will be required to fulfill their tuition commitment for the remainder of the school year.

**Dismissal:**

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 (the same behavior requiring parent intervention in excess of three times) disrupting the learning environment for all students 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. These decisions are made thoughtfully with the understanding that every child deserves an educational setting that serves their individual needs.

Admission policies are 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 will be made to seek a school that will provide the professional personnel, class size, and resources to meet the child’s needs.

**FINANCIALS**

**FACTS:**

All families, even those on scholarship, are required to have a FACTS account.

- Option 1** One full Tuition payment through FACTS in July. The FACTS annual enrollment fee is \$15.00
- Option 2** Semi-annual tuition payments through FACTS— July and December. The FACTS enrollment fee per family is \$20
- Option 3** 10 Monthly Payments through FACTS—July- April. The FACTS annual enrollment fee per family is \$46.00.
- Option 4** Service Billing Only (Lunch, Hourly Extended Daycare, Field Trips, etc…) The FACTS annual enrollment fee per family is \$20.00.

**Tuition and Fees 24-25:** There are TWO tuition rates for TK through Grade 8. Active Parishioner and Non-Active Parishioner/Non-Catholic

<b>Tuition TK-8 2024-2025</b>	<b>Active Parishioner- 8300.00</b>	<b>Non- Active Parishioner/Non- Catholic 10,200.00</b>
<b>Fees</b>	<b>Grade</b>	<b>Payment Due Date</b>
Registration	PK-3 through 8 <sup>th</sup>	February- Non-Refundable
iPad Fee	6-8	July- Non-Refundable after July1.
Supplemental Fee <u>(\$700) included in tuition.</u>	TK-8	Non-Refundable after July1.
Non- Volunteer	Families not volunteering 20 hours	August- Non-Refundable after September 1.

### **To receive the St. Paul's Active Parishioner Rate:**

1. One custodial birth parent must be baptized Roman Catholic.
2. The student must be Roman Catholic and on track to receive Sacraments at the appropriate age-Baptism, Reconciliation, First Communion.
3. The family is 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 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.

### **Financial Assistance:**

- Family Empowerment Scholarship- All families are encouraged to apply for state Family Empowerment Scholarship (FES) which may cover up to 100% of tuition and fees.
- Tuition Assistance- If a family is denied the FES scholarship, they may apply for tuition assistance via FACTS. Tuition assistance is not available for PK3 and PK4 students.

## **FAITH**

### **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, 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). the Sacrament of Confirmation takes place in grade eight (8). 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.

## **ACADEMICS**

### **Accreditation:**

St. Paul's Catholic school is fully accredited by the Florida Catholic Conference and the National Council of Private Schools. Our curriculum is set forth by the Diocese of St. Augustine and is the basis for our school program and selection of textbooks. These guides are updated and revised in accordance with sound educational and developmental research.

IDEA Statement : A parentally-placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the students would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

### **Homework:**

All students are responsible for their own assignments which should be neat and completed on time. Homework expectations will be discussed at open house by each classroom teacher.

### **Textbooks:**

All hardback books are the property of St. Paul's Catholic School. The annual supplemental fee includes rental of these texts. Any damage, defacing, or loss will necessitate reimbursement to the school for the full purchase price of the textbook. The condition of your books will be assessed at the end of the school year.

### **Academic Progress Reports:**

Mid quarter grades are available on the parent portal. Please refer to the school calendar for the mid quarter dates. Electronic report cards are issued at the end of each quarter and are available on the parent portal.

### **Afterschool Assistance:**

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

### **Field Trips:**

Field Trips are part of the curriculum providing concrete learning experiences. All students must 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. 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:**

#### **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

Promotion dependent on achieving all required benchmarks.

#### **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

Promotion dependent on achieving all required benchmarks.

#### **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



**Subject Categories:**

**Major Subjects:** Religion, Reading, Math, English, Literature, Spelling (Language Arts), Social Studies, Science, Spanish **Minor Subjects:** Drama, Music, Art, Physical Education and Computer Technology.

**Honor Roll:**

Students achieving honor roll status will be recognized at the end of each quarter at Mass.

All A Honor Roll: No grade below 90/satisfactory in all subjects

A/B Honor Roll: No grade below 80/satisfactory in all subject

Honor Roll Disqualification: One or more of the following will result in disqualification for the quarter.

- Academic Dishonesty
- Three or more documented behavior issues or detentions in the quarter.
- Two or more conferences with the Administration

**Middle School Math Placement:**

All incoming 6<sup>th</sup> grade students are placed in the Math 6 course. Placement 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 placement tests (Midterms, Finals, IXL), Terra Nova results, and teacher recommendation based upon homework, participation, behavior, and effort. Students will be placed at their current ability level and will be reassigned during the school year if benchmarks are not met. To remain in Algebra I Honors, students must maintain an 80% average throughout the year. 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 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.

- Pre-Kindergarten & Transitional Kindergarten, Kindergarten, —Failure to meet benchmarks in reading, math, and communication skills. 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 (“U” on the last quarter Report Card)
- 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

- Failure in Religion: Students in K-5 must complete a summer program designed by the teacher. 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.

### **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. Test make-ups are at the discretion of each teacher and may be required on the day of return.
- 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.

Vacations during the school year are discouraged. Parents must provide a two week notice to the teacher and administration before a family vacation. It will be the responsibility of the parent to provide instruction for any missed class work, homework, or test preparation. Students must complete all missed tests and assignments within two days of their return. Failure to do this will result in a zero for any missed work/test. If a vacation is taken during the last week of each quarter, the student will receive zeros for all missed work as there is no opportunity to complete it before the end of the quarter. Vacations are considered unexcused absences. Students with eight or more unexcused absences in any given class within a quarter will receive a failing grade for that quarter.

### **Statement of Academic Honesty:**

Cheating, **in any form**, a serious violation. If a student is found cheating, (sharing or receiving answers is deemed 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 result in a loss of Honor Roll status for the quarter.

Plagiarism is considered Academic Dishonesty. Plagiarism is the presentation of work, research, and written word as one's own without giving appropriate credit to the original source. This includes information obtained via textbooks, online resources, artificial intelligence applications, etc.

### **School Support Services:**

In conjunction with the Diocese of St. Augustine, a full-time school counselor is on staff. The counselor is available for individual, 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.

### **Psycho-educational Assessments:**

When typical classroom interventions prove ineffective for a student experiencing behavioral and academic concerns, psycho-educational testing may be suggested as a proactive step towards understanding the underlying factors contributing to their difficulties. These tests encompass a comprehensive assessment of various aspects of the student's functioning, including cognitive abilities, academic skills, social-emotional development, and behavioral patterns.

When psycho-educational testing indicates deficits, it is crucial for parents, educators, and staff to carefully consider the implications and options available. Steps following the evaluation:

- **Review the Assessment Results:** Ensure that all involved parties thoroughly review the psycho-educational assessment report to understand the specific deficits identified and their implications for the student's learning and development. Results must be submitted to the administration within 30 school days in order to maintain enrollment status.
- **Student Success Plan:** A Student Success Plan (SSP) will be created to support students with learning or behavioral issues. The evaluation will be utilized to determine appropriate interventions and accommodations.
- **Exploration of Alternative Learning Environments:** Consider alternative learning environments that may better meet the student's needs, such as special education programs, therapeutic day schools, or other specialized educational settings.

By following these steps and maintaining a collaborative and student-centered approach, educators and staff can ensure that students receive the support and resources they need to thrive academically and socio-emotionally, even if it means transitioning to a different learning environment

### **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.

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.

**Academic Appointment:**

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. Four Academic Appointments during a semester will result in the loss of field trip privileges and an In-School Suspension.

**Detention:**

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 without permission from the administration. Four (4) silent lunches within the semester will result in a detention. Failure to attend results in a warning. A second no show within the academic year results in an OSS.

**Suspension:**

Three (3) Behavior Detentions in a semester or an extreme behavior issue (Level Three Violations) 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. Eighth graders receiving a suspension during the fourth quarter will not be allowed to participate in graduation activities specified by the administration. Students must make up all missed work within 24 hours of their suspension. **A student receiving three (3) suspensions will be dismissed from St. Paul's Catholic School.**

**Aggressive Behavior:**

If your child attempts to hurt another child or a teacher, you will be contacted immediately, and the student will be sent home. Our school has a zero-tolerance policy for physical aggression, including hitting, kicking, biting, pushing, or any other behavior that could harm others. We are committed to maintaining a safe and respectful learning environment for all students and staff. Should an incident occur, we will work with you to develop a plan to address the behavior and ensure the safety of everyone involved.

Our school follows a three-strike policy for physical aggression. After the first incident, you will be contacted immediately to inform you of the situation. After the second incident, a meeting will be scheduled to develop a formal behavior plan, which may include support strategies or external resources. A third incident will result in suspension or dismissal from the school program.

**Threats of Self-Harm:**

The mental health and well-being of our students are our priority. Should a student make a threat to inflict self-harm upon him/herself, an immediate clinical assessment will be required and a medical release stating that the student is not a threat to him/herself will be required before the students may return to school.

**Threats of school violence:**

All threats of violence (serious, in jest, or online), intimidation, or use of school violence/violence **language** (real or in jest) that are verified to have occurred will be taken seriously. Students making such threats face expulsion. Additionally, any student aware of a threat of school violence must report it immediately to an adult or face disciplinary consequences. 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.

**Electronic devices:**

Students are not permitted to use personal cell phones, cameras, iPads, AirPods, smart watches, or any electronic devices while on St. Paul’s campus without specific permission from a staff member.

- Devices must be kept in the backpack or locker and turned off including arrival and dismissal.
- SPCS 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 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 data, the school will not be held responsible for student use and access to the web.
- Students must obtain permission to use the school telephone for matters of absolute necessity.
- Students will not be called out of class for telephone calls; however, a message will be given to the teacher via email.

**CONDUCT VIOLATIONS AND CONSEQUENCES**

Conduct violations are separated into multiple categories of offenses. St. Paul’s Catholic School administrators, teachers, staff and volunteers will alert 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 during church or prayers,</li> <li>○ Nonconformity to the Dress code,</li> <li>○ Tardiness,</li> <li>○ Non-preparedness for class,</li> <li>○ Cell Phone/iPad Usage without permissions,</li> <li>○ Food/candy/gum,</li> <li>○ Disruptive behavior</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> <li>○ Dress Code Violation</li> </ul>
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<ul style="list-style-type: none"> <li>○ Displays of affection</li> </ul>	
<p><b>Level II Violations</b></p> <ul style="list-style-type: none"> <li>○ Continuation of Level I offenses,</li> <li>○ Use of obscene or indecent language or gestures,</li> <li>○ Academic dishonesty,</li> <li>○ Destruction of school property or the property of others,</li> <li>○ Malicious Gossip,</li> <li>○ Violation of the Student Technology Agreement,</li> </ul>	<p><b>Consequences for Level II Violations</b></p> <ul style="list-style-type: none"> <li>○ <b>Level 1 consequences and..</b></li> <li>○ Loss of Technology privileges</li> <li>○ Referral to the principal or assistant principal</li> <li>○ Sent home from school for the remainder of the school day</li> <li>○ Financial restitution when applicable</li> <li>○ Loss of Honor Roll Status</li> </ul>
<p><b>Level III Violations</b></p> <ul style="list-style-type: none"> <li>○ Continuation of Level II offenses,</li> <li>○ Violation of the Sexual Harassment Policy/Harassment, Threats &amp; Violence Policy,</li> <li>○ Inappropriate touching,</li> <li>○ Disrespect to any faculty or staff member,</li> <li>○ Leaving school grounds without adult supervision,</li> <li>○ Entering an undesignated bathroom or locker room,</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>○ Inappropriate conduct detrimental to the reputation of the school-made in-school or out of school,</li> <li>○ Stealing</li> <li>○ Possession, use, or transfer of pornography or indecent materials.</li> <li>○ Failure to report knowledge of extreme inappropriate behavior of another student or threats of violence made by another student</li> <li>○ Failure to attend assigned detention or Academic Appointment without administrative permission.</li> <li>○ Use of racist or discriminatory language</li> </ul>	<p><b>Consequences for Level III Violations</b></p> <p>Level III Violations will result in a <b><u>One-Three 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>○ Removal of student for the remainder of the school day</li> <li>○ Financial restitution when applicable</li> <li>○ Required psychological or medical counseling</li> <li>○ Loss of Honor Status</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</li> <li>○ Possession, use, or transfer of knives, firearms, other weapons, dangerous objects, combustible/ flammable liquids</li> <li>○ Any threat of school violence or harm to members of the school community.</li> <li>○ Any conduct that would violate a local, state, or federal law.</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Level V Violations will result in an <u>IMMEDIATE EXPULSION</u> and will be reported to local authorities.</b></li> </ul>
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### **COMMUNICATION**

St. Paul’s Catholic School’s utilizes several forms of parent communication.

- Staff email addresses: First initial and last name @stpaulsbeach.com
  - Example: Krissy Thompson-kthompson@stpaulsbeach.com
- FACTS SIS Parent Portal-student information
- Weekly *Messages from the Principal*-Upcoming events and school news
- School Google Calendar- Events and Activities. (Password Protected)
- School Website
- Individual Teacher Communication
- Social Media

**Parent-teacher conferences:**

Inquiries, concerns, or questions regarding the academic progress or behavioral expectations of individual students should be addressed in the following manner:

1. Parents/guardians will schedule a conference to discuss the matter with the teacher.
2. If further discussion or interventions are warranted, a conference with the teacher, school counselor and/or administration may be scheduled.

**Email Correspondence:**

Please email teachers via the Parent Portal. Please allow teachers 24 hours to respond on school days and 72 hours on the weekend. Electronic communication between teachers and students is not permitted unless specified by the teacher as part of an assignment.

**Phone Calls:**

Do not call or text teachers on their personal cell phones. Please call the school office and a message will be sent to the teacher to return the call within 24 hours.

## DAILY PROCEDURES

### **Attendance:**

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 send an email to [absent@stpaulsbeach.com](mailto:absent@stpaulsbeach.com) prior to 9:00 a.m. and state the reason for the absence. Teachers will be notified at that time.**

Students who are absent may not participate in ANY afterschool activity ie...sports, dances, etc. Parents/Guardians must email 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 for sick children: If a student (Grade 1-5) is absent, the parent may email the teacher and request homework be left in the front lobby. Students in grades 6-8 are responsible to check Canvas when absent and meet with the teacher upon return.

### **Tardy:**

All students are tardy at 7:45 and must sign in at the school office.

### **Sign out during the school day:**

All students must be signed out at the school office by an individual on the approved family contact list. Picture identification will be required upon pick-up. If a parent knows in advance a student will be signed-out during the school day , please notify the school office and classroom teacher. The student is responsible for all homework and missed class work on the day of the appointment. Due to afternoon prayers and procedures, students may not be signed out after 2:15. Please refrain from signing students out during our weekly Mass.



### **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.

### **EXTENDED DAY CARE**

#### **Morning prior to 7:30 a.m.**

This 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**

This service 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 6:00pm 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. All fees are payable through FACTS.
- \$10.00 per hour or any portion thereof 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 6:01pm increasing by \$2.00 for every minute after 6:15pm.
- **Students in extended day are held to same behavioral expectations and consequences as the regular school day. Repeat behavior issues will result in dismissal from the extended day program.**
- Students will be checked in by extended day staff and must be checked out by a parent/guardian.
- Students not picked up by 3:00pm will be checked in to Extended Day. This includes students staying after school to work on group projects.
- Grades TK – 8 will meet in the cafeteria at dismissal in designated locations.
- Parents may not pick up from extended day until 3:00pm.
- Students must be in attendance at school a minimum of four hours to utilize the extended day program.

## ARRIVAL AND DISMISSAL

### **Morning Arrival:**

- TK-5 Students 7:30 am: Please review arrival maps. 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.
- Students in grades 6-8, 7:25 am: Please review carpool maps. 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.
- Rain: In the event of heavy rain, ALL students may be dropped off via the middle school entrance (covered walkway).

### **Dismissal:**

- Please review all carpool maps. There are multiple carpool dismissal lines: TK- Grade 2 only, TK-4 with older siblings, and middle school 5-8 only. 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).
- 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 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. Students not in compliance with this rule will receive a detention.

### **After School Sports:**

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.

## LUNCH

Lunches are provided by off-site vendors for students throughout the week. The menu is available on the school website. Snacks, ice-cream, milk and drinks are also available for purchase daily. **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.** 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. Refunds will only be applicable if a notification email is sent to cafeteria@stpaulsbeach.com PRIOR to 7:30 am on or before the date of the order.

- Students are encouraged to bring a reusable water bottle daily...metal or plastic- NO Glass. Refill stations are located around the campus. Water only please...no coffee, juice, etc.
- 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. Metal or plastic reusable water bottles only.
- 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.

## Miscellaneous

### Parties and 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 at 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.
- **Student Gift Exchanges:** Students may not exchange gifts at school (Secret Santa, etc.) unless the entire class is included and with the permission of the teacher.

### Lost and 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 and returned to students if labeled. 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 students 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. and is staffed by a school nurse, a clinic supervisor, and at times, parent volunteers.

### Students Illness and Return to School:

Students Illness and Return to School Policies:

- Students with fever (100.4 and above) and any other non-COVID-like symptoms or any condition not diagnosed by a doctor must remain out of school and symptom free without fever-reducing medication 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 fever (100.4 and above) who also display any COVID symptoms must remain out of school for a minimum of 72 hours with the last 24 hours symptom free without taking any fever-reducing medication. We strongly recommend that the parent consult his or her pediatrician to determine if a COVID or STREP test is warranted.
- LICE: 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.
- Pink Eye: Requires a doctor note to return to school.

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.

### Medication:

- St. Paul's has the ability to administer some oral, topical, and inhaled medications to students throughout the school day. 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.
- 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.
- All **new students** must have all the required immunizations listed on the State of Florida Immunization Form 680 and the State of Florida HRS Student Health Examination Form dated within a year of the day they start school. These 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. The clinic will provide information on filing a claim when warranted.

### **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.

#### **Crisis Plans:**

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 the DOSA Office of Education 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.

### **EXTRA CURRICULAR ACTIVITIES**

#### **Athletics: Catholic Grade School Conference**

Boy's/Girl's Basketball

Cheerleading

Soccer-Coed

Girl's Volleyball

Boy's/Girl's Softball

Cross Country

Grade level eligibility varies per sport and is at the discretion of the coach.

A physical must be completed on the official diocesan form and dated after June 1<sup>st</sup> for the upcoming school year and received prior to try-outs for any sport. The form remains on file for one school year and serves all diocesan sports.

#### **Player Eligibility:**

Athletes are evaluated at the mid-point and end of each 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 Enrichment: (SUBJECT TO CHANGE/FEEES MAY APPLY)**

Robotics, Beaches Basketball League & Sports Camps, Track, National Junior Honor Society, Safety Patrol, Spelling Bee-Knights of Columbus, Tennis, Dance, and Chess, Drama, Mini-Cheer

**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.



### **Safety Patrol:**

Students in grade five are eligible to serve on the Safety Patrol. The main duty of the patrol is assisting teachers during arrival and 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**

**ST. 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: Advising and assisting the Pastor and Administration in the formation of policies relating to the planning, operating, and maintenance of the school's facilities and equipment, 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.

The School Board consists of five appointed members and five ex-officio members (pastor, principal, P.T.A. president, faculty representative and alumni 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. Minutes of each meeting are posted on the school's website.

**PARENT TEACHER ALLIANCE:** The mission of the St. Paul's Catholic School Parent Teacher Alliance's (P.T.A.) 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. Membership consists of the 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 faculty/staff Representative.

**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.

**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.

## **VOLUNTEER INFORMATION**

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.

### **Service Hours per Family**

Each family is asked to complete a minimum of 20 service hours per school year.

A non-volunteer fee of \$1500.00 will be assessed in August to families choosing not to volunteer.

#### **Required areas of service:**

- **PTA Events-** Six (6) hours with at least two (2) served in preparation or during Oyster Roast. Other PTA events include Breakfast with Santa, Deck the Chairs, Teacher Appreciation Week, Stock the Teacher Lounge
- **Art Fest-** Two (2) hours in preparation or during the event.
- **Drama Events-** Two (2) hours. Living Nativity, School performances.
- **8<sup>th</sup> Grade Graduation Festivities-** One (1) hour required by each 7<sup>th</sup> grade family.

**Other areas for service:** Eucharistic Minister at School Mass, Cafeteria Volunteer, Clinic Volunteer, Track/Cross Country Coach, Girls on the Run, Morning Mile, Jingle Jog, Crossing Guard, Classroom Reader, Classroom Volunteer, DADS Club events, Recess supervisor, Wellness Warriors, Play Day, Beaches Go Green, Used Uniform Sale, Concession Stand for home games, etc.

Field Trips, board meetings, attending classroom parties, and having lunch with your children are NOT considered volunteer hours.

Families will be billed June 1<sup>st</sup> for all uncompleted hours at a rate of \$100.00 per hour

Some events may allow a donation to be made in lieu of manpower hours, this is limited to two (2) hours per event where donations are applicable. Donations, whether supplies, food or money, must equate to \$100.00 per hour requested and does not include donations to class parties, etc.

#### **Volunteer Eligibility Requirements:**

All volunteers must have a current background check on file and have completed Virtus 4.0. More information on this may be found on our website under Parents.

#### **Recording/tracking Volunteer Hours:**

- Each family is responsible for recording their volunteer hours online via FACTS parent portal and hours are due no later than May 30<sup>th</sup>.
- Go to your FACTS SIS Parent Portal, Click on Family Information
- Click on Description and choose which way you have volunteered then input the number of hours (with correct dates). If you would like to volunteer in a capacity not listed above, please call the school office for approval.

#### **Volunteer Expectations:**

- Volunteers must sign in at the front office and obtain a visitor's badge.
- 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.
- 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.
- Volunteers reflect the image of St. Paul's Catholic School and must wear 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, etc.
- Volunteers should never be alone with a student without additional adult supervision.
- Volunteers should report uncontrollable or unusual behavior of students to the teacher.
- Volunteers should monitor facilities during all activities.
- Volunteers should have students use a "buddy system" whenever moving around campus.

## DRESS CODE 2024-2025

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>	
PREK-3 to Kindergarten	<ul style="list-style-type: none"> <li>○ Polo Dress w/Logo - Bike shorts may be worn under Polo Dress.</li> </ul>
Grades 1-4 <b>(No more than 2” above the knee)</b>	<ul style="list-style-type: none"> <li>○ Plaid Jumper. Plain white short sleeved blouse with Peter Pan collar. Bike shorts may be worn under jumper.</li> <li>○ Navy or Khaki Culottes (Skort). Light blue or White Cap Sleeve shirt with logo</li> <li>○ Pleated Walking Shorts/Slacks—Navy blue. Shorts must be worn with uniform blouse</li> </ul>
Grades 5-8 <b>(No more than 2” above the knee)</b>	<ul style="list-style-type: none"> <li>○ Plaid or Navy Culottes (Skort) or skirt. Fitted short sleeve oxford with Logo</li> <li>○ Walking Shorts/Slacks—Navy blue. Shorts must be worn with uniform blouse.</li> </ul>
Socks	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
Cold Weather	Uniform only logo fleece, pullover sweaters, and jackets are available. Grades TK-8 wear navy logo sweatshirt and grades 6-8 wear navy logo sweatshirt 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.
Shoes	<p><b>Pre-K4-Grade 2:</b> Students may wear <b>solid</b> color black, blue or white sneakers. (No character, sparkle, light-up, etc.) No “boat/deck” style shoes.</p> <p><b>Grades 3-8</b>—Appropriate <b>solid</b> (no design, glitter, etc.) navy, black, or brown school shoes. Shoes must remain tied. Heel height one (1) inch maximum. No canvas, athletic/sport, sandals, or boots.</p>
Jewelry- one of each permitted	<ul style="list-style-type: none"> <li>○ Small/non-distracting stud earrings worn in the earlobe. No loops.</li> <li>○ Necklace-religious medal on a chain.</li> </ul>

	<ul style="list-style-type: none"> <li>○ One ring and one religious bracelet.</li> <li>○ Watches are permitted in grades 3-8. Apple/SMART watches are not permitted.</li> </ul>
<b>Hair</b>	Styled conservatively. 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/Nail polish</b>	Not permitted.

<b>BOYS</b>	
PreK 3 to Grade 1	Pants: RC Uniform Navy Blue <b>Pull-On</b> Pants/shorts. Shirts: White or light blue, <u>polo</u> -w/logo, short sleeved with collar
Grades 2-4	Pants: RC Uniform Navy Blue 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.
Grades 5-8	Pants: RC Uniform Navy Blue pants/shorts worn at appropriate length. Shirts: White or blue, short/long sleeved <b>oxford</b> cloth shirt, with logo and button-down collar. Collars must remain buttoned. Belts: Must be worn and visible at all times. Belts should be solid black, navy, or brown leather with a plain buckle.
Socks	Ankle, crew or knee length socks only. Solid navy, gray, black or white socks
Cold Weather	Uniform only logo sweatshirts, pullover sweaters, and jackets are available. Grades TK-8 wear navy sweatshirt and grades 6-8 wear navy sweatshirt or St. Paul's Beach sweatshirt. 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.
Shoes	Pre-K-2: Students may wear solid color black, blue or white sneakers. (No character, sparkle, light-up, etc.) No "boat/deck" style shoes. Must be worn properly at all times.  Grades 3-8—Appropriate solid navy, black, or brown 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.
Hair	<b>Hair must not touch eyebrows, ears or collar.</b> Must be styled

	conservatively and tapered. Volume (length) will be limited to 1". No fully shaved or partially shaved styles are allowed. Hair color must 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.
Jewelry	<ul style="list-style-type: none"> <li>○ Necklace-religious medal on a chain.</li> <li>○ Watches are permitted in grades 3-8. Apple/SMART watches are not permitted.</li> </ul>

<b>ALL STUDENTS</b>	
All Students- PE	<p><b>Boys and Girls:</b> 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 sweatpants may be worn for PE on cold days.</p> <p><b>Grades 5-8:</b> 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.</p> <p><b>Grades K-4:</b> Individual teachers will notify parents regarding appropriate dress on P.E. days.</p>
All Students- TAG DAY	<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><u>Specific instructions</u></b> will be given for dress on tag days. No PE shorts for grades 6-8 on tag days.</p>

## 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. Monsignor Michael Houle took the helm of the ever-growing parish in 2015 and led the construction of the new sanctuary in 2020. 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 completed construction on our beautiful new sanctuary.

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.



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

**Is my child safe at school during an emergency?** 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.

**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.

## **HARRASSMENT AND DISCRIMINATION POLICY**

St. Paul's Catholic 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. 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.

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, his/her teacher or school 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 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:

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. 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 school 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.

**Safe Spaces Statement:**

St. Paul’s Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

**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.

**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 environment where education and values are taught and practiced.

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 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, members of the school advisory board, 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 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.

#### Student 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.

### **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 Monsignor Michael Houle- 249-5934**

**Superintendent Scott Conway 2623200**

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