



# **Parent / Student Handbook**

**2018-2019**

2609 Park Street  
Jacksonville, Florida 32204  
(904) 387-2841

Dear Parents and Students,

***“A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints.”***

**Pope Benedict XVI**

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

The Parent/Student Handbook reflects the policies of St. Paul’s School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you will abide by the policies of St. Paul’s School during the 2018-2019 school year.

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.

Together let us pray that God, who has begun this good work in us, will carry it through to completion.

Mrs. Kim Repper  
Principal

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

In 1914, His Excellency Bishop Michael J. Curley purchased land in Riverside to build a church for the increasing number of people moving into the area. The project did not receive impetus until 1922 when the most Reverend Patrick Barry was petitioned by Riverside residents to build the church. Bishop Barry appointed Reverend William Barry as the first pastor and it was under Father Barry's guidance that St. Paul's church-school building was completed in 1923.

On September 16, 1923, Father Barry celebrated the first Mass in the new building. On September 23, 1923, the school was formally opened. On November 25, 1923, Bishop Barry dedicated the new church-school.

The first floor of the building housed the church, the second floor housed the school, and the third floor was a multi-use area.

Shortly thereafter, a two-story brick convent was built to house the Sisters of St. Joseph from St. Augustine, who came to teach in the school and were being temporarily housed in makeshift quarters on the third floor of the church-school building.

St. Paul's Catholic School started with an enrollment of 120 students in grades one through eight, and held its first commencement exercises on June 15, 1924, for five pupils graduating from the eighth grade. In the fall of that same year, the parish school began to teach high school classes.

In 1926, Father Barry was transferred and Reverend Dennis Lyons became the pastor. In the meantime, more and more families were seeking admission to the school and Father Lyons realized that additional facilities were required to meet both school and parish needs. An auditorium was completed, enabling the use of the entire third floor of the school building for classrooms. In 1934, the cafeteria and two classrooms were added to the auditorium.

St. Paul's Catholic School continued to grow and in 1939 ground was broken for the present church, which was completed in 1940, enabling conversion of the former church-school building into one devoted entirely to school facilities. In 1942, additional property adjacent to both the rectory and the convent was purchased for use as a playground for the school.

Monsignor Patrick E. Nolan, successor to Monsignor Lyons, made the facilities of St. Paul's Catholic School available to all families in the Jacksonville area in 1949, and the enrollment increased. Each grade had two classes, and additional sisters and lay teachers were added. Children came to St. Paul's from as far away as Orange Park and Green Cove Springs.

When it was determined that another parish was needed in the Lakeshore-Ortega area, St. Matthew's parish and school were established. In June 1952, the last senior high school class graduated from St. Paul's Catholic High School. All high school records were then transferred to Bishop Kenny High School. In 1960, St. Matthew's parish was further subdivided to include Sacred Heart parish and school. As a result, the student population of St. Paul's Catholic School gradually decreased.

Monsignor Nolan retired in 1970 after 21 years as pastor and was succeeded by Father Michael J. Kelly. During the 1970's, due to the decreased enrollment, few changes occurred and many

classrooms went unoccupied. But the early 1980's brought new ideas and more students to the school. Montessori pre-school and kindergarten classes were developed on the ground floor of the school building.

In 1983, Father Kelly retired, and Father Thomas Sullivan, became pastor when he was transferred from St. Michael's Catholic Church in Fernandina. He arrived amid a series of educational and building reforms. Also in 1983, St. Paul's School initiated an extended-day program for its students. In October, 2007, after 25 years at St. Paul's, Father Sullivan retired and Father Jan Ligeza was named Pastor. Father Jan remodeled the old convent chapel and it became the Adoration Chapel. Father Jan also updated the church which included new lighting and new restrooms.

Major school renovations began in 1984. The entire third floor was torn up and rebuilt. Air conditioning, carpeting, refurbished walls, new and additional doors, new furniture, a restructured stairwell, individual lockers, a computer lab, and a media center were the results of these efforts.

New playground equipment was installed for the younger children in 1984 on a portion of the Forbes Street playground, which was torn up and filled with sand. Central air conditioning was completed on all floors in 1989. At the end of the 1989 school year, after ten years as principal at St. Paul's, Sister Thomas Joseph McGoldrick left to accept a new challenge as principal of Bishop Kenny High School. Mrs. Ana T. Voss became the new principal.

The library was aesthetically upgraded during the summer of 1992. The playground and school office were renovated during the summer of 1994.

In 1999, Mrs. Ana T. Voss retired after serving as principal for ten years. Mr. John Lippincott who had taught for many years at St. Paul's succeeded Mrs. Voss.

During Mr. Lippincott's tenure, the preschool program was split into two sections (Pre-K 3 and Pre-K 4) in 2003. The Kindergarten class was relocated to the second grade room and the second grade moved upstairs into the "library" of old. Construction to transform the convent into a computer/library resource center began in June 2004. In addition to the new resource center, the 2005-2006 school year introduced the Voluntary Pre-K (VPK) program and the Pre-K 3 class was eliminated to accommodate a second 4 year-old class. This serves as a feeder program to help increase enrollment beginning in Kindergarten.

In 2005, the school began the process for re-accreditation with the writing of a School Improvement Plan. The process took eighteen months to complete. In March, 2007, the school was visited by representatives from the Florida Catholic Conference for an on-site visit. The school was once again fully re-accredited.

Mr. Lippincott remained as principal until June, 2008. Mrs. JoAnn Leskanic succeeded Mr. Lippincott as principal in August, 2008. During the summer of 2008, the girls' restroom was totally remodeled. In addition, the carpet in the fourth grade classroom was covered with a subfloor and then vinyl tile was put down. These two projects were completed through the fundraising efforts of the Parents' Auxiliary. Their assistance also purchased Accelerated Reader for the school. At the end of the 2008-2009 school year, the school received additional refurbishing. The corridors had the carpeting covered with a subfloor and vinyl and the hallways

were painted. The school office was also painted giving everything a fresh look for the new school year.

In 2010, Mrs. Kim Repper became the principal. During the summer, the first floor was repainted. That fall, the main stairwell was totally renovated, and the faculty restroom received a much needed makeover. The Art and Music classrooms were also redone. Accelerated Math was purchased for the school and students continue to make academic improvements.

2011 brought more wonderful changes with the addition of Father Sal Di Fazio. The school received a much needed roof repair, thanks to our new pastor, and the first floor bathrooms were remodeled.

The 2013-2014 school year was a memorable one as we celebrated our 90<sup>th</sup> anniversary. The year closed with an enrollment of 225 students.

The next few years had several changes in Pastor but we are now blessed to have Father George Vaniyapurachal. Father George is a big supporter of our school and is working diligently towards our growth and expansion.

## **Accreditation**

Accreditation of Catholic elementary schools by the State of Florida is under the auspices of the Florida Catholic Conference (FCC).

St. Paul's Catholic School is fully accredited by the Florida Catholic Conference. Our current full accreditation status was granted on June 1, 2014. Our next accreditation will be in June of 2021.

## **Philosophy**

A sentence from the first paragraph of the Second Vatican Council's Declaration of Christian Education sums up the philosophy of St. Paul's Catholic School:

“True education is directed toward the formation of the human person in view of his or her final end and the good of society to which he or she belongs.”

Our first goal is to help young people develop as persons. After creating His first human, God said, “It is not good for him to be alone.” Our personalities develop only in relationships with others. Therefore, we must provide ample opportunities for students to pray, work, and play together. The Vatican Council also says that it is by making decisions that children will develop as persons, and so we must constantly challenge each child to self-expression.

Secondly, we must keep the heavenly destiny of children before them. Children are made in the image and likeness of God, but this likeness has a potential, as yet not fully realized. It is in need of the nourishment we give when helping them develop as persons. In school and in church, we bring children into contact with Jesus that they may grow in their resemblance to God. “No one can come to the Father except through me.” Since the personalities of children can become encrusted with sin and trivia, we must help them cleanse themselves to bring out their true selves.

## **Mission Statement**

The mission of St. Paul Catholic School is to develop a community of lifelong learners and leaders, united in the Eucharist, emulating Christ through sacraments, works, and love.

## **St. Paul Belief Statements**

- We believe children are unique gifts from God.
- We believe that our primary goal is to educate our students spiritually, intellectually, emotionally and physically to meet life's challenges
- We believe our school community is enhanced by the cultural diversity of students as exemplified by the various socio-economic, ethnic, racial and religious groups
- We believe that it is our responsibility to provide students an opportunity for spiritual growth and enhancement of Christian values so they may pursue a life centered in Jesus Christ
- We believe that our curriculum offers students ample opportunities for heightened success and enrichment.
- We believe that our catholic school educated through the cooperative and supportive relationships between the child, the parents, the school and the parish community.
- We believe our commitment is to foster attitudes of respect and dignity for self, peers, and those in authority.
- We believe that it is essential to instill in students a strong sense of responsibility for their own learning and behavior.

## Admission Information

### Nondiscriminatory Policy

St. Paul's School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Paul's:

1. Members of St. Paul's Parish
2. Members of other parishes
3. Non-Catholic students

Children entering PreK 3 must be three (3) years of age by September 1<sup>st</sup>.

Children entering PreK 4 must be four (4) years of age by September 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.

At the time of registration, all new students seeking admission to St. Paul's School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*If a student has an IEP or any other education or psychological testing, parent is required to submit the paperwork at the time of registration**

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Paul's School will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students.

**All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Paul's.**

Non-Catholic students whose parents accept the philosophy of St. Paul's School will be accepted on a space available basis.

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

# **Tuition Rates 2018-2019**

## **NON REFUNDABLE REGISTRATION FEE**

PreK Three – Eighth Grade - \$250 – Per Family

## **TUITION**

PreK Three – Grade 8 - \$6300 Per Student

## **FEES**

Instructional Fee - \$500 Per Student K-8<sup>th</sup>

Supply Fee - \$200 Per Student PreK Three

8<sup>th</sup> Grade Graduation Fee - \$125

Parent Auxiliary- \$30

## **PRE-KINDERGARTEN FOUR YEAR OLD PROGRAM**

Free Florida Voluntary Pre-Kindergarten (VPK) Provider 7:30-11am

Enrichment Care 11am-2:30pm - \$250 Per Student

## **AFTER SCHOOL CARE**

1 Child - \$1750 a year / \$175 a month

2 Children - \$2350 a year / \$235 a month

3 Children - \$2900 a year / \$290 a month

## **PARISHIONER SCHOLARSHIP**

**MEMBERS OF ST. PAUL-RIVERSIDE PARISH**

**To earn this scholarship, a parent and their child/ren must be a Baptized Catholic, be registered parishioners of St. Paul, and attend Mass at St. Paul a minimum of twice per month.**

**Parishioner Scholarship will be revoked if requirement is not met.**

<b>Number of Children</b>	<b>Scholarship Amount</b>
1 child	-\$2,100)
2 children	-\$6,110)
3 children	-\$10,978)

## **STEP UP SCHOLARSHIP**

**The school will guarantee to cover any difference in tuition and instructional fee for any family who earns a full Step Up for Student Scholarship**

## **MCKAY SCHOLARSHIP**

**The school will guarantee to cover any difference in tuition for any family who earns McKay Scholarship**

## **FACTS® Tuition Management Service Overview**

There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school. Your enrollment form to FACTS® must be returned with your registration. All families not selecting the FACTS® tuition plan will be expected to make one direct payment to St. Paul’s School for the entire amount of tuition no later than August 1, 2018. You may drop off your payment at the school office or at the Accounting Office located in the Parish Office.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 387-2841 ext 103.**

**2018-2019 Instructional Fee  
(NON-REFUNDABLE FEE).....\$500.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

**Application Fee: (non-refundable).....\$250.00**

8<sup>th</sup> grade Graduation Fee: (non-refundable) .....\$125.00  
*Fee covers diplomas and trip to Universal Studios*

## Attendance Requirements

1. A minimum attendance requirement of 36 days each 45 day grading period should be maintained to qualify a student for a passing grade for that quarter. This will include excused or unexcused absences.
2. Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parent and teacher.
3. Perfect Attendance Awards are presented to students who have no absences, tardies or early dismissals for the entire year.
4. Voluntary Pre-K Program laws, made by State legislature, require that students participating in this program may not miss more than 20% of the program in order for the school provider to receive funding. Students missing more than 20% will be allowed to remain in St. Paul's Catholic School Pre-K, but they will be required to pay full tuition.

## Absence

**When a student is absent from school, a parent should call the office by 10:00 a.m. each day of the absence.** This policy is for the protection of the St. Paul students.

**Students must be fever/vomit/diarrhea free for 24 hours before returning to school.**

Students who are sent home during the school day with fever/vomiting/diarrhea 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.

A written statement giving reasons for the absence or tardiness **should** be brought to the student's teacher upon the student's return. These notes/letters will be retained by the teacher for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Students are responsible for retrieving missed assignments.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. The teacher will designate the time for make-up work either before or after school.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 a.m. to arrange for assignments. Assignments may be picked up at the school office at the end of the day.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Extra time will not be given for an absence that occurs through a long-term assignment. Students may only make up work that is assigned on the day the student is absent, not when the assignment has already been assigned.

**Teachers are not required to give make-up tests or assignments for absences due to vacations.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (36) days or the equivalent of 36 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. **Students who are tardy to school or class, excused or unexcused, are not eligible for perfect attendance.**

### **Academic Information**

The curriculum guidelines set forth by the Diocese of St. Augustine are the basis for our school program. Textbooks and instructional materials are chosen to meet the students' needs as set forth by the diocesan guidelines. These guidelines are periodically updated and revised in accordance with sound educational and developmental research.

St. Paul's School offers students opportunities for growth in the following major subjects:

#### **Religion**

The Christian way of life is a vital part of our school atmosphere. All Pre-K - 8 students participate in Catholic religious education classes each day.

Grades Pre K - 8 attend Mass each Wednesday morning at 8:00 a.m. and on other special days as scheduled. Students help plan the liturgies and the student choir accompanies the Mass. Parents and family members are welcome to attend Mass with the students. It is also important that Catholic parents attend Mass with their children every Sunday and on Holy Days of Obligation. Parents are encouraged to show their children the importance of daily prayer by teaching their children how to pray and by participating in morning and evening prayers with their children. Preparation for the sacraments of Reconciliation and First Holy Communion occur in second grade. Eighth graders prepare for and receive the sacrament of Confirmation. Students in fifth through eighth grade may be given the opportunity to train for altar serving. Religious devotions (Rosary, Stations of the Cross, May Crowning, Adoration, etc.) are held at appropriate times during the year. Confessions are heard on specified school days during the school year.

#### **Media Research**

Microsoft Suite, computer literacy, research skills

#### **The Arts**

Visual and Performing Arts

#### **Language Arts**

Reading, English, Spelling, Vocabulary, Writing, Library Skills, and Appreciation of Literature

## Mathematics

### 6-8 Grade Math Courses & Pre-Algebra / Algebra I Eligibility

Each grade is split into two sections. All 6<sup>th</sup> grade students are enrolled in the same math class (Basic Math). 7<sup>th</sup> grade students may take Basic Math or Pre-Algebra. 8<sup>th</sup> grade students may take Pre-Algebra or Algebra I.

A 7<sup>th</sup> grade student is qualified for Pre-Algebra by meeting at least two out of the three St. Paul's prerequisites:

- 85 or above academic average each quarter in sixth grade mathematics
- 70 + national percentile mathematics composite score on sixth grade standardized test (ITBS)
- Recommendation of sixth grade mathematics teacher

*\*\*Optional Criteria: 85% comparable score on a pre-algebra readiness test. This is required for transfer students and for those who do not meet one of the first three criteria above.*

An 8<sup>th</sup> grade student is qualified for Algebra I by meeting at least two out of the three St. Paul's prerequisites:

- 85 or above academic average each quarter in seventh grade mathematics
- 70 + national percentile mathematics composite score on seventh grade standardized test (ITBS)
- Recommendation of seventh grade mathematics teacher

*\*\*Optional Criteria: 85% comparable score on an algebra readiness test (e.g. Orleans-Hanna Algebra Prognosis Test). This is required for transfer students and for those who do not meet one of the first three criteria above.*

### Pre-Algebra/Algebra Readiness Test - Placement Exam

*Under the discretion of the math teacher and administration, a student may take an appropriate Diocesan permitted readiness/placement exam as long as his or her previous year's records reflected the following:*

- 1) No quarterly grade of a 69 or below
- 2) No more than 2 quarterly grades between 80-84 OR
- 3) No more than 1 quarterly grade between 70-79

**All students enrolled in 7<sup>th</sup> grade Pre-Algebra or 8<sup>th</sup> grade Algebra I must maintain at least an average of 85% and teacher recommendation each quarter to remain in those math courses. Under the discretion of the math teacher and administration, a student can only be demoted based on academics. Upon meeting the criteria listed above, students will be placed in 8<sup>th</sup> Grade Algebra in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit.**

Students in **Comprehensive 7th Grade Math** will be eligible to take the Algebra placement test if the following criteria have been met:

- A final average of 94% or above in Comprehensive 7th Grade Math
- The recommendation of the middle school teachers and principal
- 80+ national percentile mathematics score from the previous school year (ITBS)

**Upon successful completion of the placement test**, students may be placed in **8th Grade Algebra**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. Extra work must be approved by the school math teacher. The math tutor must maintain constant communication with school math teacher. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class.

Students **not eligible** to take **8th Grade Algebra** according to the criteria outlined above will be placed in **8th Grade Pre-Algebra**.

### **Physical Education**

Physical fitness programs appropriate for each grade

### **Science**

General Sciences and Laboratory Experiences

### **Social Studies**

History, Geography, Economics, Florida History, and Current Events

### **Spanish**

Weekly instruction covering vocabulary, grammar, and conversation

## **Allergy Policy**

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Paul's Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. To the extent possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **4. Food Allergy Policy**

St. Paul's School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Paul's School will maintain a

system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

#### 5. Notifications

The school office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

#### 6. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school office.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

#### 7. School Field Trips

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

## Awards

St. Paul's Catholic School rewards academic and behavioral achievement. Awards will be presented after the 8:00 a.m. Wednesday liturgy. The day of the awards' presentation will be noted on the calendar so that parents may attend.

### Quarterly:

- **Student of the Quarter:** one student from each class, grades Pk-2, who has worked very hard.
- **Christian Citizenship:** one student from each class Pre K – 8; exemplifies the attributes of a Christian student. That is, the student has been a good citizen of the class and school, has been respectful and responsible, and has shown exemplary effort in the class setting.
- **A Honor Roll:** students in grades 3 – 8 are eligible; 90 or higher in each subject.
- **A/B Honor Roll:** students in grades 3 – 8 are eligible; 80 or higher in each subject.

## Birthday Observances

Students in Grades Pre-K through 8 may come to school dressed out-of-uniform on their birthday or mock birthday. Treats will be served at lunch by the student. Teachers will not distribute birthday treats. Single serve treats such as cupcakes or ice cream cups are approved.

## BYOD

Students have the option of bringing their own electronic device to enhance their educational experience. Please see the BYOD policy and signature page located on pages 44-46 of this handbook.

## Bullying and Cyberbullying

St. Paul's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Bullying is repeatedly exposing a person, over time, to negative actions on the part of one or more students. Bullying is something that someone repeatedly does or says to gain power and dominance over another, including any action or implied action, such as threats intended to cause fear and distress.

Bullying can be verbal or physical and it can take many forms including:

- name calling
- put downs
- saying or writing inappropriate things about a person
- deliberately excluding individuals from activities
- not talking to a person
- threatening a person with bodily harm
- taking or damaging a person's personal belongings
- hitting or kicking a person
- harrassment

- coercing
- taunting
- teasing

## **Cameras**

Students are not permitted to use cameras or phones to take pictures at school.

## **Car Pool**

In order to ensure the safety of students and parents, students will be dropped-off and picked-up using a “drive-through” system. Parents must drive into the parking lot to drop-off children. Do not pick up or drop your child off on Forbes Street or Acosta Street. It is unsafe!! **Students are not permitted to walk to cars that are not in our carpool lanes.**

**Do not park your car and walk up to the carpool area. You are not permitted to congregate near the carpool areas as this inhibits our ability to get students out safely and in a timely manner.**

For dismissal, please do not come earlier than your child’s dismissal time. PreK-5<sup>th</sup> grade will dismiss at 2:45 p.m. Middle school dismisses at 3 p.m. If you have children in Pre K or K and middle school, please come at 3pm. The younger children will be held until the later dismissal and then they will join their siblings or other students in their carpool.

Please be patient, our goal is to get your children out of and into your car quickly and safely. For the safety of all our students, please avoid talking/using your cell phone during carpool.

**Carpool is not the time for conferences.** Teachers have a responsibility at carpool and cannot meet with you between 2:30 p.m. and 3:00 p.m. Please email your child’s teacher to schedule a conference.

The school day begins at 7:45 a.m. for all students. Prek-5<sup>th</sup> dismisses at 2:45 p.m. and **Middle school will dismiss at 3p.m.**

### **Arrival**

Students may be dropped off beginning at 7:15 a.m. and they should report directly to the lower cafeteria. There will be no adult supervision prior to 7:15 a.m. and St. Paul’s will not accept responsibility for any student on the school grounds before that time. At 7:30 a.m., students will be escorted to the school building.

Students who arrive after 7:30 a.m. will go directly to the classroom. During the month of August, parents of Pre-K and K students may walk their children to class. After August, our patrols and teachers will walk students to class. Parents will not be permitted in the school building.

Morning carpool drop off at 7:30 consists of two lanes. The inside lane, closest to school, is reserved for students in grades 2 and below. The outside lane, closest to church, is reserved for students in grades 3 and up. Cars may not pull out of their lane and exit in the middle as we are crossing students from the outside lane.

Attendance, Morning Prayer, Pledge of Allegiance, and announcements will be conducted over the PA system with students in the classroom beginning promptly at 7:45 a.m.

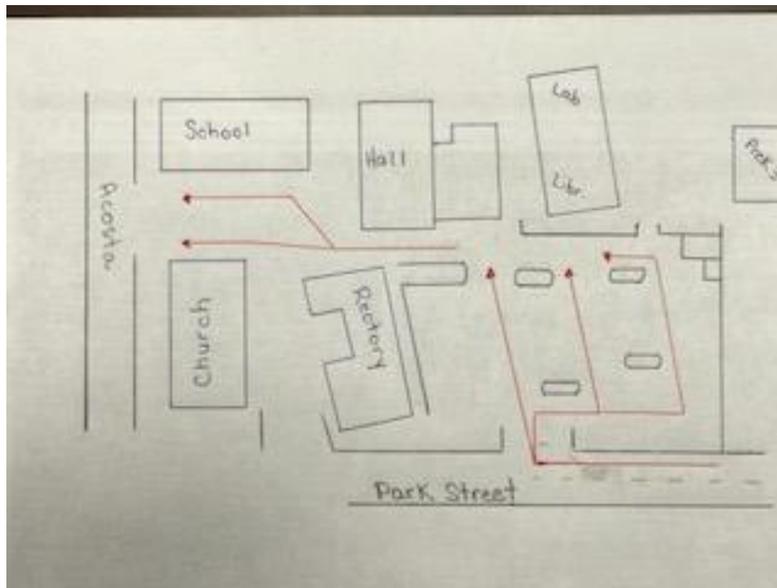
**No student is permitted in the school building without faculty supervision either before or after school dismissal.**

Students in grades PreK4 through 8 are considered tardy after 7:45 a.m. This means that students must be in the classroom and seated when prayer begins. Students who are late must obtain a tardy slip from the office in order to be admitted to the classroom. **Students who are tardy are not eligible for perfect attendance.**

Please note that for security reasons, all outside doors will remain locked after 7:45 a.m. Admittance to the school building will be through the main office only.

## Dismissal

St. Paul's uses a drive-through system for afternoon pick up. All cars will enter the property via the double gates near the rectory and filter into three holding lanes. Parents with children in grades PreK3 through 5 will be given a yellow car pass and permitted to enter the gates for 2:45 pick up. Middle school parents or parents with a middle school and elementary student will be given a green car pass and permitted to enter the gates at 3 p.m. If you arrive prior to your gate pass time you will be directed to drive around the block until 3 p.m. The three holding lanes will filter into two pick up lanes in front of the school. Your child will be escorted to your vehicle.



If you instruct your child to go to Short Stop and then your plans change, please call the school office by 2 p.m. so that we can have your child outside for dismissal.

All walkers and students who will be riding home with alternative arrangements must have a written note specifying the days which they may walk home or ride with someone else (email or handwritten) that is provided to the front office. On these days, students who are walking will report to the office at dismissal to sign-out that they have left the campus. Students who ride home with another family will sign-out with the carpool teacher on duty.

No student is to be on school or church grounds without adult supervision. Students not complying with this policy will receive the appropriate disciplinary action according to the Student Code of Conduct. St. Paul's will not accept responsibility for any student who does not obey this rule.

### **Cell Phones and Smart Watches**

Students are not permitted to use cell phones or wear smart watches on school grounds at any time without permission from a faculty member. This includes Short Stop.

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the homeroom teacher upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s) at the discretion of the principal. Cell phones are not permitted on field trips.

### **Cheating / Plagiarism**

Cheating or plagiarism of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade, detention, suspension, and/or expulsion. Any student who has cheated or plagiarized will not be included in the honor roll list for that quarter.

### **Child Abuse Laws**

St. Paul's School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, liquid white-out, knives, guns, matches, cigarettes, radios, toys, laser lights, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not permitted at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items

taken away from students will be returned to the parent(s)/guardian(s) at the discretion of the principal.

## **Conferences / Communication**

Parental concerns regarding individual students should be handled in the following manner:

- Parents/guardians should first schedule a conference to discuss the matter with the teacher.
- *The proper chain of command is to always discuss a situation on the level in which it occurs. Please respect the professionalism of our teachers and bring concerns to them first.*
- If further clarification or discussion is necessary, a conference with the principal and the teacher may be scheduled.
- Parents are not permitted to enter the school building to speak to a teacher unless an appointment has been made. Unscheduled interruptions create difficulties with the academic process and efficient running of the school.
- Conferences should not be expected to take place at school functions, Mass, or carpool.

## **Delinquent Bills**

Families with an account 30 days past due must keep their student(s) at home until the bills are paid. These days will count as absences.

## **Discipline**

The St. Paul's Code of Conduct is based on the belief that instruction should occur in an environment conducive to learning. The philosophical basis for the Code of Conduct is that each student assumes responsibility for his/her actions. However, effective education requires that the administration, faculty, parents, and students work together in a spirit of cooperation.

The general expectation of students is that at all times each student will conduct himself/herself in a manner expected of a student who attends St. Paul's Catholic School. Christian values must be the guiding principles of each student's behavior. Respect for authority, fellow students, school property, and the property of others is required for the maintenance of order. Students who display inappropriate conduct negatively affect other students, waste valuable teaching and learning time, and show a lack of appreciation for the sacrifices being made for their education.

The Code of Conduct is divided into three levels: minor, intermediate, and flagrant offenses. Each level includes disciplinary consequences that are implemented by the administration. **The Code of Conduct is enforceable at school-related functions whether on or off campus. Any member of the faculty can enforce these rules.**

### **Classification of Offenses**

#### ***Level I***

Inappropriate or disruptive behavior  
Dress code violation  
Unprepared for class  
Uncovered textbooks

Eating / drinking in any building  
Note writing / passing  
Eating gum or candy without permission  
Failure to return Wednesday Folder or required parent signature  
Possession of an unauthorized item in class: iPod; cell phones; cameras; and any other personal device not listed above.

***Level I - Disciplinary Action***

**K-2nd grades:** Consequences

Referral signed by parent, lonely lunch/recess and/or apology letter

**3rd-8th grades:** Consequences

Referral signed by parent and after school detention\*

\*After school detention will be held the first and third Wednesday of the month from 3pm-4pm. Parents are provided with a Behavior Referral with written notification of the detention date.

**Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

**Failure to attend an assigned detention will result in a Saturday School which costs \$40.**

Detention is not homework time, study hall, or silent reading.

***Level II***

Multiple Level 1 Offenses (3 of the same offense, per quarter)

Disrespect/ verbal or written altercation of / with another student

Disrespectful behavior in church / chapel

Use of obscene language or gestures

Bullying/Cyberbullying (including gossiping, rumors, etc.)

Public display of affection on school grounds

Unauthorized separation from class

Violation of internet policy

Roughhousing (mild cases of violence or physical contact, for example:

pushing, shoving, tripping, etc.)

Unauthorized use of a device

***Level II – Disciplinary Action***

**K-2nd grades:** Consequences

Referral with parent signature, apology letter to intended party, and after school detention

**3rd-8th grades:** Consequences

Referral signed by parent, apology letter to intended party, and Saturday School\*\*

\*\*Saturday School Detentions are from 8am-10am on the assigned date. Students should wear work clothes that will get dirty. Cost is \$40. If a Saturday School Referral is assigned on the day of a sports event, the student athlete may not participate, but must attend the sporting event.

**Saturday School Detentions must be served on the day assigned. Extra curricular activities DO NOT warrant a rescheduled date. No-shows for Saturday School or inappropriate behavior during this time will result in an in-school suspension, at a cost of \$75 for the substitute teacher.**

***Level III***

3rd Level II of the same offense (documented per quarter)

Disrespect of staff / faculty authority  
Theft  
Defiance of staff / faculty authority  
Failure to attend Saturday School  
Reckless endangerment  
Fighting / battery  
Fire alarm activation  
Fire extinguisher activation  
Possession/transfer of obscene material (magazines, photos, music, text, etc.)  
Sexual harassment  
Vandalism  
Possession of a weapon

\*\*Academic dishonesty / violation of honor code: to include cheating on an assignment, plagiarism of other's work, forgery. A grade of 0 will be assigned on the assignment and will serve as the consequence. If the student incurs three violations during the academic school year, a behavior contract is required.

### ***Level III - Disciplinary Action***

#### **K-2nd grades: Consequences**

- Referral written with immediate parent notification. Student will be sent home regardless of the time of day.
- Student must write description identifying misbehavior, apologizing for action, and identifying what should have been done.
- The Principal shall decide further consequences depending on the severity of the incident.

#### **3rd-8th grades: Consequences**

- Referral written with immediate parent notification. Student will be sent home regardless of the time of day.
- Student will serve in-school suspension on a day assigned by the Principal. The fee will be \$75 to pay for the substitute.
- A behavior contract between the student, parents, and administration will be written at the Principal's request.

## **Dispute Resolution**

Although the constitutional requirement of dispute resolution process does not legally apply to private or parochial school systems, St. Paul's Catholic School, as part of the larger faith community of the Catholic Church, desires to impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with students. While it is important to maintain and protect the rights of students and their parents/guardians, it is also important that the students and their parents/guardians be made aware of the respective responsibilities that arise from and complement these rights.

Students and parents/guardians are presumed to be aware of the Student Code of Conduct. Parental support for the Code of Conduct is expected. Students and parents/guardians have the right to be informed of the school rules that have been violated and of the specific grounds for disciplinary action.

This procedure applies when the principal determines that the violation warrants consideration for the student's expulsion from school:

- The student's parents/guardians will be contacted and informed of the nature of the violation and will be required to immediately pick up the student from school. The student will thereafter be suspended from school until decisions are reached regarding the violation and the disciplinary action.
- A review board will be convened within three school days after the initial suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, assistant principal, a teacher chosen by the administration, and a teacher chosen by the parents/guardians of the student.
- The review board will afford the student and the parents/guardians the opportunity to review the available evidence and materials relevant to the incident. The student and the parents/guardians will be present at the hearing and will be given the opportunity to present matters relevant to the issues, including matters in extenuating circumstances of the offenses. If the violation is alleged to have caused personal injury, property loss, or property damage, the purported victim(s) of the personal injury, property loss, or property damage will be given an opportunity to submit matters to the review board in person or in writing as the review board deems necessary and fit. There is no right to attorney representation at the hearing. In determining whether a violation of the Student Code of Conduct is substantiated, the review board will apply a preponderance of the evidence standard.
- The review board will issue a written decision concerning the student's culpability and disciplinary or corrective measures as soon as reasonably practicable (normally within 48 hours of the termination of the hearing). The decision of the review board will be enforced by the school administration.
- The parents/guardians may appeal the decision of the review board to the pastor within 24 hours of the decision. The pastor may consult the review board. The decision of the pastor will be carried out and enforced by the school administration. The disciplinary decision is not subject to appeal to the Diocesan Board unless the school has failed to follow its discipline procedure as outlined in the handbook. However, if the school has followed its procedures as outlined in this handbook, there will be no appeal.

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds
- Close windows and doors
- Walk to the assigned place briskly, in single file at all times, and in silence
- Stand in a single file line, facing away from the building
- Return to building when signal is given

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds
- Walk briskly to the assigned place in single file
- Sit, face wall, and put hands over head
- Return to classroom when signal is given

Police drills are held twice a year. The procedures are:

- Lock the door
- Silently hide in the designated area
- Wait until all clear signal is given

## **Emergency Information**

Each family must have an emergency information card on file with the school office. Two persons other than the parents/guardians should be listed as contacts. Emergency card information must be kept current throughout the school year. **Notify the school office immediately with any changes to contact names, addresses, or telephone numbers.** If your child is injured or becomes seriously ill, the school must be able to contact a parent or other designated adult!

## **Extra Curricular Activities**

Learning opportunities are enhanced by extra-curricular activities of special interest to the student. These activities are excellent means for child growth and development. They promote good conduct and self-confidence. General participation requirements are based on academic efforts and conduct. Specific participation requirements vary according to the nature of the activity.

**Attendance Policy:** A student may not participate in any activity if he/she is absent from school the day the activity occurs.

**Eligible students may participate in the following activities:**

Student Council (grades 3-8)

National Junior Honor Society (grades 6-8)\*\*

Safety Patrol (grade 5)

Altar Serving (grades 4-8)

Yearbook

Any other newly-formed clubs

**\*\*The Principal reserves the right to make the final decision in any special cases.**

## **Extended Day (Short Stop)**

Short Stop is offered for the convenience of parents and to assist them with child care after school hours. Students may attend Short Stop every day or occasionally and parents will be charged accordingly. Short Stop hours are 2:45 p.m. – 6:00 p.m.

Students who remain for Short Stop will be escorted to a designated room at dismissal where there will be adult-supervised assignment time. During that time, students are expected to work

on their assignments (homework), read, practice math facts, etc. Assignment time will last until approximately 4:00 p.m. Students should bring a snack from home to eat during Short Stop.

Policies contained in the St. Paul's Parent-Student Handbook remain in effect and students who fail to behave will be disciplined accordingly.

Students who have not been picked-up from car line by 3 p.m. will be escorted to Short Stop where they will remain until an authorized adult comes to pick up the child. Charges will begin to accrue when the child goes to Short Stop.

You must have been present in school a minimum of 3.5 hours with an excused note in order to utilize Short Stop.

Please be sure that all information regarding phone numbers and authorized adults who can pick up is always current.

Students are not permitted to bring any toys, games, electronic devices, cards, cell phones, etc., to "Short Stop." Any items that are taken from the student will be kept by the Principal until the last day of school.

Students who are not picked up by 6:00 p.m. will be charged \$1 per minute they are late as well as receive:

- a phone call reminding you to pick up your students on time
- a registered letter reminding you that failure to pick up your child on time constitutes neglect

Students who remain after 6:00 p.m. will be sent home via the Jacksonville Police Department. Repeated failure to pick up your child from Short Stop on time will result in your child not being allowed to attend the program.

## **Field Trips**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A fax does not take the place of an original signature.

- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older, have attended Protecting God’s Children, and have had completed a criminal background check.
- “Serve-Us” Hours will be given to chaperones.

## **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## **Grading Scale**

### **3<sup>rd</sup>-8<sup>th</sup> Grade**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

### **K-2<sup>nd</sup> Grade**

S = 80 and above

N = 60 - 70

U = 59 and below

## **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day or during carpool.

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Parents involved in harassment of staff or students will first receive notice of behavior. If harassment continues, family will be asked to withdraw.

## **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, St. Paul's School uses a Wednesday folder system. Official folders containing all correspondence are sent home on Wednesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. There is a \$1.00 replacement charge for folders that are lost. Information is not sent home if the Wednesday folder has not been returned.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Incomplete homework will not be permitted. Students who did not complete their homework will be required to complete it during their lunch at a specific homework area of the cafeteria with adult supervision.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Retrieving the missed assignments is the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations.** No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m– 3:30 p.m.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

**It is the student's responsibility to retrieve missed assignments, notes, and classwork.**

## **Internet Policy**

The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for receiving Internet access is acceptance of full responsibility for one's actions. It is the purpose of the following list of specific areas of responsibility and of the Internet Use Agreement to make sure that students use the Internet in a manner consistent with both Catholic moral teaching and federal law:

- All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
- Users may not post personal contact information such as a complete name, home address, telephone number, school address, or credit card information.
- Users must be polite and use appropriate language. They may not be abusive in any messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users may not agree to meet with someone they have met online.
- Chat rooms are prohibited.
- Soliciting for products or services is prohibited.
- Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other persons. Messages relating to or in support of illegal activities must be reported to the authorities. If a user mistakenly accesses inappropriate information, he/she must immediately tell the Internet coordinator. The information must NOT be shown to other users. This will protect users against a claim that they have intentionally violated this policy.
- Users may not download any software without the prior consent of the Internet Coordinator. Users may not use the network in such a way that would disrupt the use of the network by other users. Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

**Posting photos, digital video, and other personal information of children and diocesan personnel, without authorization, to Internet sites is prohibited. This includes, but is not limited to, activities that are conducted on personal computer equipment off-site and after school hours.**

## **Library**

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out. Lost or damaged books will be paid for or replaced.

## Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. The school has the right to inspect lockers and personal effects at any time and your right to privacy is forfeited upon enrollment in a private school. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. Lockers may not be decorated on the exterior. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Lockers are not to have locks.

## Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## Lunch Program

St. Paul's School offers a daily lunch program. Meals are served in the cafeteria. All meals must be preordered by the required deadline. We are not able to fulfill orders received after the deadline.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, energy drinks, or excessive amounts of candy.

Kraft Mac N Cheese bowls are provided for students who may have forgotten a lunch and are served at \$2.00.

If a student purchases lunch and is absent, the lunch will not be refunded.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with serving staff are required at all times.

## Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

*Child's name*

*Name of doctor prescribing the child's medication*

*Frequency*

*Dose*

*Date*

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

*Child's name*

*Frequency*

*Dose*

*Date*

**Medication will not be administered by school personnel unless an official medication form is fully completed by a parent / guardian.**

## **National Junior Honor Society**

What is National Junior Honor Society? For many students selection as an NJHS member is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new members. Local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition to deserving students. Selection to NJHS is a privilege, not a right. Membership is granted only to those students selected by the Faculty Council in each school on the condition of their having met the standards based on the provisions of the national constitution. The basic criteria for selection are: scholarship, citizenship, character, leadership, and service.

The charter membership group of the National Junior Honor Society (NJHS) was established at St. Paul's in May of 2009. The selection procedure for the St. Paul's Catholic School Riverside Chapter of the National Junior Honor Society is aligned with the National Junior Honor Society handbook of policies and procedures. The following selection criteria are followed for all NJHS members.

1. Students in grades 6-8 are eligible for the NJHS.
2. After completing 3 ½ semesters of the school year students' academic records are reviewed to determine students who are scholastically eligible for membership. Eligibility requires students to have an 85% average or above in every subject area except the accelerated math classes. In these classes a student must maintain an 80% or above.
3. Students who are eligible scholastically (candidates) will be notified and informed that for further consideration for selection to the chapter they may complete the Student Activity Information Form. Care should be taken that the student completes this form and that the proper guidelines and time schedule is followed when submitting the form to the chapter adviser.
4. The Student Activity Information Form is then reviewed by the Faculty Council (Jr. High Teachers and Principal) along with other verifiable information about the candidates relevant to their candidacy. It has been established by the Faculty Council that any student who has received a Level 2 demerit or its equivalent will not be considered for membership that school year. However, if the student qualifies academically, he or she may be considered for membership the following year barring that no further demerits are issued.
5. Prior to notification of any candidates, the adviser should report to the principal the results of the Faculty Council's deliberations for approval.
6. Formal written notification of all selected and non-selected candidates is issued by the adviser.

7. Selected students must then sign a form that they wish to participate as a member in the NJHS or they may choose at that time to “opt-out” as a candidate and not become a member.
8. Members of the NJHS must maintain their good scholarship as well as good character. If a member falls below the 85% scholastic average (80% in accelerated math classes) in any subject area or receives a referral, that student is put on probation for one semester in order to improve academically or behaviorally. After the end of the semester, the student is then taken off of probation and reinstated as a full member or the student is dismissed from membership.
9. Membership in the NJHS is permanent. The student does not need to reapply each year. Dismissal or resignation by a student is also permanent. Once a student willingly resigns from NJHS or is dismissed he or she is not allowed to be a member of the National Junior Honor Society or the National Honor Society (high school) again.
10. Members need to be present at all chapter meetings. If a student cannot be present, the faculty adviser should be personally notified before the day of the meeting when possible. Three unexcused absences may result in the student being dismissed from NJHS.

The above information was taken in part from the National Junior Honor Society Handbook 2006 edition.

### **Non-Custodial Parent**

Florida law states that parents do not cease to be parents when they no longer have custody of their children. Due to the increase in divided households, it will be the policy of St. Paul’s to notify the parent, at the address where the child resides, of all academic, behavioral or other school occurrences related to the child.

### **Off-Campus Conduct**

The administration of St. Paul’s School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Out of Uniform Guidelines**

Students may wear the following on dress down days:

- \*jeans (no rips, holes, or tears)
- \*tennis shoes, sneakers, or loafers only
- \*short socks
- \*shorts no shorter than fingertips along the side of leg
- \*skirts no shorter than fingertips along the side of leg
- \*skorts no shorter than fingertips along the side of leg
- \*sweatshirts

- \*jogging suits
- \*large earrings (no hoops)
- \*dresses
- \*slacks

***Students may not wear the following on dress down days:***

- \*flip-flop sandals
- \*no open toe shoes
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up/nail polish
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats/head coverings

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

**Students not adhering to the Out of Uniform Guidelines will need to call home for a change of clothes or will be provided clothes from our lost and found.**

## **Parents As Partners**

As partners in the educational process at St. Paul's Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time and
- Has lunch money or nutritional sack lunch every day

To actively participate in school activities such as Parent-Teacher Conferences, PA meetings, and school functions.

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;  
To attend Mass and teach the Catholic faith by word and example;  
To support and cooperate with the discipline policy of the school;  
To treat teachers with respect and courtesy in discussing student problems.

## **Parent's Role in Education**

We, at St. Paul's School, consider it a privilege to work with parents in the education of children because 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 the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Paul's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at St. Paul's School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. 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.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for 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.

## **Parent Auxiliary**

St. Paul's School Parent Auxiliary works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

**Please read the attached Parents' Auxiliary Handbook for important information regarding your role as a St. Paul parent.**

## **Parties**

Students are permitted two class parties a year: Christmas and End of Year. Room parents may assist the classroom teacher with these two parties. We request that treats be already prepared into individual servings. Parties are a privilege, not a requirement.

## **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Paul's School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

*The criteria for retention are as follows:*

**Kindergarten:** Failure to demonstrate readiness for first grade

**Grades 1- 3:** Deficiency in the basic skills in reading/language arts or math. Any failed subject must be made up in a summer remedial program approved by the Principal. This may include tutoring for a specific number of hours. Documentation of attendance and student work must be provided to the Principal before the first day of school.

**Grades 4 – 8:** For promotion in a Catholic School, a passing grade must be achieved in ALL subjects. Any failed subject must be made up in a summer remedial program approved by the Principal. This may include tutoring for a specific number of hours. A maximum of two subjects may be remediated and any more than two will result in the student being retained. If one of the failed subjects is religion, the student must make up the work if he/she wishes to return to the school or enroll in another Catholic school. Documentation of student attendance and work must be provided to the Principal prior to the first day of school.

A student may also be retained if he/she has consistently failed to complete school work, homework or projects; consistent inattention to classroom instruction; lack of preparation for school assignments; and/or consistent disregard for school policies and procedures.

Students who have missed more than 18 days per semester/36 days per year may also be retained unless acceptable documentation is provided to the Principal.

## **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be prepared four (4) times during the academic school year or every nine (9) weeks and can be retrieved via the Parent Portal.

**Progress Reports** can be retrieved via the portal mid-way between each nine-week grading period.

Portal access will be locked if a family owes tuition, lunch money, Short Stop, or fees of any sort.

## **Returning to School After Dismissal**

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Paul's School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

The sacrament of Confirmation will be received in Grade 8.

## **School Advisory Board**

The St. Paul School Advisory Board serves to assist the Pastor and Principal in a variety of ways. The duties of the Board include the following:

- Advise and assist the Pastor, Principal and Parish Council in the formation of policies relating to the operation and maintenance of the school's facilities and equipment;
- Advise and assist the Pastor and Principal in planning and/or remodeling or building educational facilities;
- Communicate the school's mission statement and philosophy as well as programs to the parish-at-large and the Jacksonville community;
- Assist in formulating fiscal policy and render advice and assistance in setting tuition that reflects the true cost of educating a child at St. Paul's Catholic School;
- Develop positive public relations with individuals and institutions in the community;
- Assist in the development of an active alumni association;
- Assist in the continued research of grants.

## **School Hours**

The school day begins at 7:30 a.m. and dismisses at 2:45 p.m. for Prek-5<sup>th</sup> and 3 p.m. for middle school. Students not in their homeroom at 7:45 a.m. are considered tardy.

At St. Paul's School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their

own each morning. Parents are welcomed to walk children into the building for the month of August. After August, only PreK parents may walk their children should they wish. Various classes invite parent involvement or visitation on particular occasions.

The auditorium doors are opened for students at 7:15 a.m. Students arriving at that time will stay there until they are dismissed to their classrooms at 7:30 a.m.

Prayer and afternoon announcements begin at 2:40 p.m. for elementary and 2:55 p.m. for middle school each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

St. Paul's School offers an after school care program, "Short Stop." Students who are enrolled in the program must pay a \$50.00 deposit at the time of registration. (See Extended Care.) Students not picked up by the end of carpool (3:00 for elementary and 3:15 for middle school) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$15.00 for using this program.

### **School Office Hours**

The school office is open on all school days from 7:15 a.m. – 3:15 p.m.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. Paul's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Social Media**

Engagement in online blogs such as, but not limited to Facebook, Instagram, Twitter, YouTube, Snapchat, etc. may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students or the parish. **Photos of students in their school uniforms, on school grounds, or at school sponsored events are prohibited on social websites of students or parents.**

Photos posted on shared school sites such as St. Paul's Facebook site are eligible for school use. Do not post photos you do not want the school to utilize.

## Sports

Basketball	boys' and girls' teams	15 positions per team
Volleyball	girls' team	15 positions
Soccer	co-ed team	25 positions
Softball	boys' and girls' teams	15 positions per team
Cheerleading	co-ed team	15 positions
Cross Country	co-ed 5 <sup>th</sup> -8 <sup>th</sup> grade	unlimited

Students in grades 4-8 may participate in the sports program. Representing St. Paul's School in sport competitions is a privilege and an honor and as such requires a code of conduct. Each athlete is required to abide by the following rules:

**Academics:** Eligibility shall apply to all athletic activities of the Catholic Grade School Conference.

- A student is academically ineligible if he/she receives two grades of 69 or below in any subject and/or has below average conduct or effort in any subject. If he/she receives one grade of 59 or below in any subject that student is also academically ineligible.
- Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.

If a student is academically ineligible, the length of the suspension is five academic days for suspension at Progress Reports; ten academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the suspension period if the grades adhere to the rules of eligibility.

**Conduct:** Athletes will conduct themselves in an honorable and sportsmanlike way both on and off the field. Athletes are examples to the other members of the student body and must not bring discredit to the school, team, or themselves. Athletes will perform in a manner worthy of the respect of both teammates and opponents.

**Sportsmanship:** Athletes will abide by the official rules and officials' decisions. They will not use profanity or violence and will always treat their coaches, team members, and opponents with respect and fairness. Athletes will be humble in victory and uncomplaining in defeat.

**Loyalty:** Athletes will recognize their loyalty to St. Paul's Catholic School and will cooperate with the coach, team members, officials, and school administration. Athletes must remain eligible throughout the season by maintaining the academic standards defined below. Athletes will take responsibility for the proper use of school property and equipment. Uniforms are to be laundered and turned in promptly after the respective sports season ends. If the uniform is not returned in the same condition it was issued, the full uniform fee will be assessed.

Each athlete must have a sports physical and parental permission/release of liability form on file with the school office prior to participation in any sport.

Each athlete is required to pay a non-refundable sports fee. This fee is due immediately upon announcement of the team roster and must be paid before uniforms are issued. This fee assists in

providing equipment, trophies, and paying official team fees. In addition, some sports require the purchase of personal uniform accessories.

Athletes will not be permitted to play until the sports fee has been paid.

\$50 for Softball, Volleyball, and Soccer

\$40 for Basketball, Cheerleading, and Cross Country

## **Student Records**

St. Paul's School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Paul's School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

## **Tardy Policy**

Students who come late to school generally suffer throughout the school day because the child is playing "catch-up" since he/she missed Morning Prayer and plans for the day. Tardy students also cause a disruption in the classroom for everyone. All students must be in the classroom and seated at 7:45 a.m. when announcements begin. Any student who is not seated in the classroom is considered tardy and must obtain a tardy slip in order to be admitted to the classroom. Any special circumstances for tardiness must be approved by the principal.

**During the school year: THIS POLICY WILL BE STRICTLY ENFORCED  
QUARTERLY**

- After the 3rd tardy, the parent will incur a charge of \$15.00.
- After the 6th tardy, the parent will incur a charge of \$25.00.
- After the 9th tardy, the parent will incur a charge of \$50.00 and the family will be placed on probation for reregistration for the following year.

Once a student has reached 14 tardies per semester, the parents will incur a charge of \$100.00 and the student will be withdrawn at the end of the semester or end of the year, whichever comes first.

The above fees are per child!

A student must be in school for at least three hours and 15 minutes to receive credit for half-day.

If a student arrives at school after 11:15 a.m., he/she will be marked absent for half the day.

**Teachers are not obligated to provide reviews, class work, quizzes, or tests missed due to tardiness.**

Middle School students are expected to be on time to each class. Lateness to class without a pass from the teacher or principal constitutes tardiness and it will be noted and counted as tardiness.

*Students who are tardy to school are not eligible for perfect attendance.*

## **Technology Concerns**

### **Social Media**

Engagement in online blogs such as, but not limited to Facebook, Instagram, Twitter, YouTube, Snapchat, etc. may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students or the parish. **Photos of students in their school uniforms, on school grounds, or at school sponsored events are prohibited on social websites of students or parents.**

### **Cell Phones**

Students may not use cell phones on school grounds without permission from a faculty member. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the homeroom teacher office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

### **Student Email**

Students have a school gmail account. This account can be taken away at any time if students fail to adhere to appropriate use.

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## **Testing**

The Terra Nova will be given to students in Grades 2 through 8 in the spring.

Middle School students (Grades 6 – 8) may be given a maximum of two tests per day.

Middle school students will take Midterms and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Midterms and Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

## **Title IX**

St. Paul's School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## **Uniforms and Dress Code**

St. Paul's Catholic School has a uniform policy and all students are expected to adhere to the policy. All students should come to school clean, neatly groomed and ready to learn.

All uniforms must be purchased with Land's End. Log on to [landsend.com](http://landsend.com) and enter our school code, 900166802.

**The uniform policy will be strictly enforced. Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

The following is a description of the St. Paul's uniform; anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn.

\*\*\*Writing or drawing on the skin or any article of clothing is prohibited.

### **Girls' Uniforms**

**On all Mass days, girls in skorts are to wear a yellow St. Paul's oxford.**

*Dress:* Elementary girls may wear the dress with "biker" shorts underneath.

*Hair:* Limit hair accessories to 2. Costume style hair accessories are not permitted. Hair accessories should compliment the school uniform.

*Shirts:* Grades Pre K-8: yellow or green polo, short or long-sleeved, must have school logo. Shirts are to be clean and neatly tucked in at all times.

*Skorts:* Grades 1-8: Plaid skort. The length must reach the length of middle finger when arms are by the side.

*Slacks during cold weather* (November 1 – March 15): Navy blue uniform slacks may be worn (no jeans, corduroys, or faded pants). Slacks are to be belted and worn at waist level and fit appropriately.

*Belts:* Belts must be worn with the uniform slacks and may be solid navy blue, black, or brown with a plain buckle.

*Shoes:* Dress shoes should be one solid color - dark navy, black, or dark brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. Top-siders should not be two-tone in color (For example: brown and tan). The sole of the top-sider may be beige/tan. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no black and white saddle oxfords, no ballet slippers, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. **NO WALLABEE® SHOES/BOOTS/UGGS® MAY BE WORN.** Shoes with laces must be tied at all times.

**NOTE: Pre K 3 students may wear sneakers each day  
VPK and K students must wear school shoes as described above.**

*Socks:* White, navy, or green with no logos or designs. Socks must cover the ankle. Girls may also wear white, navy, or green knee socks or tights.

*Sweatshirts:* St. Paul's logo sweatshirts may be worn in the school and church buildings. They may not be worn tied around the waist. Sweatshirts must be worn properly. This means that the sweatshirt is on or not on. Sweatshirts may not be altered in any way. An example is stretching the sleeves down and making a hole to accommodate your thumb!

*Coats:* All coats, sweaters, and sweatshirts other than those that bear the St. Paul's logo may not be worn in the classroom or other school buildings, but in traveling to and from school as well as around campus.

### **All Girls:**

Hair must be neatly groomed. Hair cannot obstruct vision and must be kept away from the face and eyes. Hair should not cause a disruption or distraction to the learning environment. No fad hair styles or hair color. Hair color should be close to the natural hair color that God gave you!

Make-up of any kind is not permitted.

Acrylic nails and/or nail polish are not permitted.

One pair of post-type earrings may be worn in the earlobe. (No larger than a dime!)

A small religious medal may be worn around the neck and inside the shirt.

No sunglasses, tattoos of any kind, body piercing, hats or caps are allowed.

Nothing may be worn on the wrist including but not limited to bracelets, wristband, rubber bands, etc.

## **Boys' Uniforms**

**On Mass days, all boys are to wear a yellow St. Paul's polo and school tie.**

*Shirts Grades Pre K-8:* Yellow or green knit, short or long-sleeved, three-button (polo style) shirt with a collar. Shirt must bear the school logo. Shirts are to be clean and neatly tucked in at all times.

*Pants Grades Pre K-8:* Navy blue Lands End pants (or shorts PK-5). No other pants or shorts are permitted. Pants are to be hemmed and must be an appropriate fit. Pants are to be belted and worn at waist level.

*Belts:* Belts must be worn with the uniform pants. Belts must be navy, black, or brown with a plain buckle.

*Shoes K – 8:* Dress shoes should be one solid color - dark navy, black, or dark brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. Top-siders should not be two-tone in color (For example: brown and tan). The sole of the top-sider may be beige/tan. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe), no Vans or skate shoes, or sneakers of any type are permitted. Shoes with laces must be tied at all times.

*Socks:* Navy, black, or white with no designs or logos. Socks must cover the ankle.

*Coats:* All coats, sweaters, and sweatshirts other than those that bear the St. Paul's logo may not be worn in the classroom. Coats may be worn to and from school as well as traveling around campus.

### **All Boys:**

Hair must not touch eyebrows, ears, or collar. Hair must be tapered, neat, clean, and well-groomed. Hair should not cause a disruption or distraction to the learning environment

Fad hair cuts and unnatural hair color are not permitted.

Sideburns may not extend to the bottom of the ear. Boys must be clean-shaven.

One watch, one ring, and one religious medal worn around the neck and inside the shirt are permitted.

Nothing may be worn around the wrist including but not limited to bracelets, wristbands, rubber bands, etc.

Body piercing, tattoos of any kind, earrings, hats and caps are not permitted.

## **Physical Education Uniform**

(Boys and Girls Grades K-8)

P.E. uniforms for both boys and girls consist of the St. Paul's green uniform t-shirt with St. Paul's logo and green uniform shorts. Tennis shoes and socks must be worn during P.E. class.

Shorts must reach the mid-thigh and may not be rolled. During cold weather, students may wear a school sweatshirt and any solid black, navy, or grey colored sweat pants.

A complete P.E. uniform must be worn in order to participate. Failure to comply will result in an unsatisfactory grade.

NOTE: Students will participate in the physical education program unless a written doctor's statement is presented to the teacher and the ailment is serious enough to prevent the student from taking part in classroom activities.

Failure to dress out will result in a 3 point grade deduction for each infraction which will affect the report card grade. **Grades in ALL subjects will count toward awards and participation eligibility.**

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

### **Volunteers**

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

### **Weather Emergencies**

St. Paul's follows the Duval County Public School emergency closing schedule. If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations. The school administration will also send an email via RenWeb.

### **\*\*Right to Amend\*\***

St. Paul's School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communication.

## **Bring Your Own Device (BYOD) Guidelines**

1. Any student who wishes to use a personally owned electronic device within SPCS must read / sign a waiver and agreement with the school. The owner of the device should be the only person to utilize said device. *Do not allow others to utilize your device.*
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, administrative procedures, classroom rules or has engaged in other misconduct while using their personal device.
5. Violations of SPCS policies involving a student's personally owned device will result in the loss of use of the device in school and disciplinary action. Students must comply with teacher directions concerning the use of their device, including but not limited to requests to shut down and stow away the device during class time. The teacher will decide when and how devices will be used in the classroom.
6. Personal devices shall be charged prior to bringing them to school and shall be capable of running off its own battery while at school.
7. The student may not use the devices to record, transmit, or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the permission of a teacher.
8. Likewise, students may not access or post to social media sites while on the SPCS campus.
9. The material accessed through the school's Internet system must be for educational purposes. Use for entertainment purposes, such as, but not limited to, personal blogging, instant messaging, on-line shopping, or gaming is not allowed. The school internet system may not be used to access material that is obscene, that promotes or advocates illegal activities, that promotes the use of alcohol or tobacco, school cheating, weapons, or that advocates participation in hate groups or other potentially dangerous groups. If inappropriate information is mistakenly accessed it must be reported to a teacher or school administrator immediately.
10. The student will use the SPCS wireless network. Use of 3G and 4G wireless connections for accessing the Internet or creating a wireless hotspot is not allowed. Attempting to subvert the school internet filter in any way is not allowed. Students will not attempt to gain unauthorized access to any school systems or to go beyond the authorized access allowed by the school.
11. Use of cell / smartphones, or iPod touch, is not permitted.

12. The use or possession of a recording device in restrooms is strictly prohibited. "Recording device," as used herein, will mean a camera, video recorder, or any other device that may be used to record or transfer images.

## **St. Paul Catholic School Bring Your Own Device Policy**

Bring your own device (BYOD) refers to a technology model which allows students to bring a personally owned device to school for the purpose of learning. For the purpose of our SPCS BYOD initiative, a personally owned device is any approved device brought into the school and owned by the student's family.

Acceptable Wi-Fi capable devices include:

- Laptop computers running windows or mac os
- Tablets (including iPad models, Kindle Fire, Samsung Galaxy Tab, Nook HD, etc.)
- Chromebooks

Unacceptable devices are as follows:

- No iPhone, Android, or smartphone of any type.
- No iPod Touch

### **BYOD Expectations**

SPCS will allow student owned devices in the middle school classrooms for the purposes of learning. A Wi-Fi network has been created for all student devices that will allow connection to the internet via the school's web filter. **Use of a 3G or 4G connection is strictly prohibited.**

Devices may be utilized for note taking / word processing, research for school related assignments, and other activities as authorized by the teacher.

Use of the device will be permitted in the classroom if:

- The activity is directly related to the students educational activities
- The device usage has been approved by the classroom teacher

Devices are not to be used in the following locations:

- Before school drop off
- Auditorium during lunch or any gathering
- Restrooms
- Hallways / traveling between classes
- Dismissal

**Special Note:** The ever changing nature of technology requires that we continue to grow and be flexible as we move through this process. The policies herein may be changed or adjusted as deemed necessary by the school.

**St. Paul Catholic School**  
**Bring Your Own Device (BYOD)**  
**Waiver for Personal Electronic Property**

By signing below, students agree to be responsible and accountable users of any personal electronic property they wish to bring onto school premises.

I hereby request permission from St. Paul's Catholic School Administration to be allowed to bring the specified laptop, portable computer, e-reader, or tablet computer to SPCS. I understand that SPCS cannot assume responsibility for this device and will be held blameless in the event of damage or loss. I understand that responsibility for the care of the device, and behavior while using this device, belongs solely to the student.

Use is limited to reading approved books, novels, completing research, or work with a teacher's permission.

As a possible user of the SPCS computer network, I agree to comply with the appropriate acceptable usage policy requirements.

Inappropriate use will result in the loss of the opportunity to bring the device to school.

-----  
**Student**

Print Name: \_\_\_\_\_

Requested Device: \_\_\_\_\_

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

**Parent / Guardian Permission (Required for students to operate personally owned technology devices in school or on school property)**

As the parent or guardian of this student, I have read, understand, and agree to the school procedures relating to acceptable use of personal electronic property. I hereby grant permission for my child to use the specified electronic device on the grounds of SPCS as well as the Network using the aforementioned procedures and certify that the information contained on this form is correct.

Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Administrator**

The administrator verifies the user and approves their access to the SCPS Network.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Index

Absence	10
Academics	11
Admissions	7
Attendance	10
Allergy Policy	13-14
Awards	15
Birthdays	15
BYOD	15, 44-46
Bullying/Cyberbullying	15
Cameras	16
Car Pool	16-17
Cell Phones & Smart Watches	18
Cheating	18
Child Abuse	18
Conduct	18
Conferences	19
Delinquent Bills	19
Discipline	21
Dispute Resolution	22
Drugs and Alcohol	22
Emergency Drills	22-23
Emergency Information	23
Extra Curricular Activities	23
Extended Day/Short Stop	23-24
Field Trips	24-25
Gifts	25
Grading Scale	25
Gum	25
Harassment	26
Home-School Communication	26
Homework	26
Internet Policy	27
Library	27

Lockers	28
Lost and Found	28
Lunch	28
Medication	28-299
National Junior Honor Society	29-30
Non-Custodial Parent	30
Off-Campus Conduct	30
Office Records	31
Out of Uniform Guidelines	30-31
Parents as Partners	31
Parent Auxiliary	32 and the PA Handbook Appendage
Parent Portal Plus	33
Parties	33
PE Uniform	42
Promotion	33
Progress Reports	34
Report Cards	33
Retention	33
Returning After Dismissal	34
Right to Amend	42
Sacramental Program	34
School Advisory Board	34
School Hours	34
School Property	35
School Safety	35
Social Media	35
Sports	36
Student Records	37
Tardy Policy	37
Technology Concerns	38
Telephone	38
Testing	38
Title IX	39
Transfer of Students	39
Tuition	8
Uniform Policy	39-42
Visitors	42
Volunteers	42

Weather Emergencies	42
Withdrawal Policy	9

## ADDENDUM 1

### **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 during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.