



PARENT/STUDENT HANDBOOK

2018-2019

St. Paul Catholic School

1601 Mesa Avenue Colorado Springs, CO 80906

Phone: 719-632-1846 FAX: 719-632-0231

www.stpaulpmcs.org

BELONGING LEADS TO BELIEVING!

St. Paul Catholic School
1601 Mesa Avenue
Colorado Springs, CO
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Dear Parents and Students,

“The legacy of a Catholic education is more than the knowledge imparted to our students; it is the development of a deep and abiding sense of faith, the realization of the value of moral character and the inspiration of a life long journey of learning.”
Daniel Cardinal Dinardo

Welcome new and returning families to St. Paul Catholic School for the 2018-2019 school year! Thank you for choosing St. Paul and making a commitment to the values and philosophy of a Catholic education. We look forward to a partnership that will result in a meaningful and rewarding experience.

The Parent/Student Handbook reflects the policies of St. Paul Catholic School. All expectations and procedures are thoughtfully written in the best interest of students, the classroom, and school community. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Paul Catholic School throughout the 2018-2019 school year. Please contact the school if you have any questions. Your feedback is much appreciated!

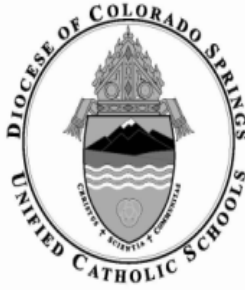
The faculty and staff of St. Paul Catholic School value the importance of caring and professional communication between home and school and look forward to working with you. Our daily commitment will be the spiritual and academic growth for every student in the context of the teachings of the Catholic Church.

Together we can work to recognize God’s gifts and maximize the potential that is present in every child.

Yours in Faith, Service, Academic Excellence, and Community,

Jim Welte
Principal

***This handbook has many new additions/changes. Please read in its entirety before signing.**



*United with parishes and parents,
Catholic schools in the Diocese of Colorado Springs
provide a faith-based and academically rigorous education
to form each student into a disciple of Jesus Christ
who knows the faith, grows to love it, and lives it passionately!*

St. Paul Catholic School

St. Paul Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Unified Catholic Schools of the Diocese of Colorado Springs.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Paul Catholic School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Colorado guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

MISSION STATEMENT OF ST. PAUL CATHOLIC SCHOOL

Rooted in Catholic values and committed to academic excellence – St. Paul Catholic School is dedicated to forming the whole child to know, love and live the faith.

Theme

"The Way of the Lord is my Fortress for Life"

PHILOSOPHY

At St. Paul Catholic School, we believe that it is essential to provide our students and families with a tradition rich in Catholic principles, a challenging curriculum, prayerful and faith-filled liturgies, and the opportunity to serve our parishes and global community as valued stewards of God's gifts.

The pillars upon which we build this educational environment responsive to the whole child include family loyalty, student responsibility, a preparation for the future, respect for everyone and a caring and knowledgeable faculty. Our school recognizes the significance of a safe learning environment, a commitment to high academic standards, and the need for moral responsibility, civic involvement and spiritual growth.

Students at St. Paul Catholic School acquire a foundation in faith and Christian values as well as the basic knowledge and skills needed to guide them through life and successfully participate in a global community.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

ABSENCE

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence.

If a parent fails to notify the school before the end of the day of his/her child's absences, the child will receive an unexcused absence for that day. If we have not heard from a parent/guardian, the school will attempt to contact them.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever 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. Any temperature registering above 100 degrees or higher will warrant a phone call to the parent/guardian and the child will be sent home.

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, vacations or family outings during these times so a child's learning process is not interrupted. Missed assignments are the student's responsibility. Teachers are not responsible to provide assignments in advance of a child's extended absence for scheduled trips, vacations or family outings. **Students may receive missed assignments from their teacher when they return to school from scheduled trips, vacations or family outings. All assignments are due within two school days.**

Students who are absent due to *illness* have two days 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 six school days to complete the missed work.

When a student is absent for **two or more days due to illness**, a parent may call the school office or email the teacher before 9:30 AM to arrange for homework assignments. If requested, homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

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

Excused absences – Excused absences are those absences that have been reported to the school office by phone or in writing. Examples of excused absences are illness, doctor appointments, significant family events or celebrations (i.e. graduations, weddings), or a death in the family.

Unexcused absences – Unexcused absences are those absences that are not reported to the school office and/or deemed unacceptable by the principal regardless of prior approval or knowledge by the parents or classroom teacher. Family vacations during the school year will be recorded as unexcused absences **unless prior approval is submitted in writing and given by the principal.**

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.

An absence consists of failure to appear at school and remain there throughout the entire day. Students arriving after 10:00 AM or leaving before 1:00 PM are considered absent for ½ day. Students leaving before 2:50 PM will be considered either early dismissal excused or early dismissal unexcused. If a student goes to an appointment during the day (i.e. doctor, dentist, etc.) and returns to school, attendance will be affected based on the amount of time absent. **IF YOUR CHILD IS ARRIVING LATE, PLEASE STATE IN THE MESSAGE IF YOUR CHILD WILL NEED TO ORDER HOT LUNCH FOR THAT DAY.**

Please note that students arriving late and/or leaving early will not be considered for perfect attendance.

ACADEMIC INFORMATION

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Colorado guidelines, are followed for the teaching of all secular subject areas. St. Paul Catholic School offers students opportunities for growth in the following major subjects:

Religion

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, and Current Events

Technology

Computer Literacy to include components of Project Lead the Way

Fine Arts

Music, Art, Performing Arts

Physical Education

Physical fitness programs appropriate for each grade

World Language

To be determined

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. These procedures for probation shall be followed:

The Superintendent of Catholic Schools shall be notified in advance that the student will be placed on probation and that a conference will be held.

1. A conference including parents, student, principal/director, and if appropriate, teacher(s) shall be held to discuss the problem and the terms of the probation.
2. Students on academic probation will be placed on an improvement plan. At the end of the two week period, the student's academic progress will be assessed.
3. A written account shall be made of the conditions of the probation as discussed at the conference. The student and parent shall be made aware of the terms of the probation.
4. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).
5. The statement of probation conditions shall be signed by the parents, student and principal/director. A copy of the statement shall be given to the parents and one copy kept on file in the school office.
6. Parents must be notified in writing when the probation is terminated or if it is to be extended.

ACCIDENTS/INJURIES

Immediate first aid treatment is given for minor accidents occurring at school. *See also **MEDICATION**.

All serious accidents/injuries to either persons or property in the school building and on the school grounds will be reported on an accident/injury form. Parents will be notified of all accident/injuries via a phone call. An accident report will be kept on file at the school and the TCE office.

ACCREDITATION

Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, **AdvancED** serve as a trusted partner to 32,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations. St Paul Catholic School was evaluated in the spring of 2018. An external review team provided our school with a comprehensive evaluation guided

by the results of diagnostic instruments, in-depth review of data and documentation, and the professional judgement of a team of qualified and highly trained evaluators. The External Review Team recommended to the AdvancED Accreditation Commission that St. Paul earn the distinction of accreditation for a five year term. AdvancED reviewed the results of the External Review and made final recommendations for St. Paul Catholic School.

ADMISSION /TRANSFER INFORMATION

Nondiscriminatory Policy

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop Michael J. Sheridan and at the direction of the Director of Total Catholic Education, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Diocesan schools admit handicapped students in accord with Diocesan Policy 3000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

Children entering Preschool must be three (3) years of age by October 1st. Children entering Pre-K must be four (4) years of age by October 1st.

Children entering Kindergarten must be five (5) years of age by October 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten assessment.

At the time of registration, all new students seeking admission to St. Paul Catholic School are evaluated on the basis of an *entrance assessment* along with current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate
- *Baptismal Certificate (Catholic applicants only)
- *Report Card (grades 1-8)
- *Standardized Test Results (if applicable)
- *Record of IEP or 504

Parents of 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 Catholic School will meet the educational needs of the students. Any student with an IEP, 504, behavior plan and/or entering middle school will interview with the principal as part of the admission process. The principal may schedule an interview with any prospective student at his/her discretion.

An assessment is given to all new incoming students in Grades K-8.

1. All new students will be given a trial period of not less than one semester (in which to prove himself/herself both socially and academically). Students are expected to maintain at least a "C" average.

If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Paul Catholic School. The recommendation and decision of the school is final.

2. Parents considering a transfer of their child to a Colorado Springs Diocesan School may be asked to meet with the principal prior to enrollment and shadowing.

3. A family who plans to move from St. Paul Catholic School should notify the office in advance so that accounts and records can be addressed. Student records are transferred through the school office once notification has been received and a signed release has been received from the accepting school if all financial obligations have been met.

4. A handbook containing all school policies is available on the website for all prospective parents. The signed Parent/Student Contract is due upon admission.

AFTER SCHOOL CARE PROGRAM

There is an after school program to help parents that work or have scheduled appointments after school. This program can be used on an as needed basis and you only pay when your child attends. The hours for the program are 3:15-6:00PM on regular schedule school days. There is no after school program on early release days. Students are provided with a snack, activity time and homework help. The first hour is considered 3:15-4:00 PM (snack included), and the next two hours are 4:00-5:00 PM and 5:00-6:00 PM. Parents are charged a one hour rate until 4:00 PM and then rates are assessed on the half hour. **All students that have not been picked up by 3:35 PM will go immediately to ASC, regardless of circumstances.**

Charges are calculated as follows:

\$5/hour for one child

\$9/hour for two children

\$12/hour for three children

Families are billed bi-monthly, and fees are due upon receipt. Any family with a past due balance of 60 days or more will not be able to use the ASC program. Please talk to the front office staff for more information. After School Care charges cannot be waived. This is how we are able to sustain the program as it is not a budgeted line item. **If you utilize the ASC program more than twice, a \$50 deposit is required.**

ALLERGY POLICY

St. Paul Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

1. Asthma Medication

Immediate access to asthma inhalers is vital. Children may keep an asthma inhaler in their desk and are encouraged to carry their inhaler to P.E. class. Parents are asked to ensure that the school is provided with a labeled spare 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 Catholic School, parents are asked to submit a child's medical record and complete an Individual Health Plan (IHP). From this information the school keeps its medical log which is available for all school staff. If medication changes in between times, parents are required 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.

4. Food Allergy Policy

St. Paul Catholic 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 Catholic School will follow the IHP 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. Classrooms

Teachers must be familiar with their student's allergies.

In the event of a suspected allergic reaction (where there is no known allergic history), the front office will be called and emergency medical services will be called immediately.

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.

APPOINTMENTS

Any parent wishing to see the principal is asked to call the school office at 632-1846 for an appointment and give a brief description of the topic to be discussed. A message will be taken or you will be transferred to voicemail.

Teachers are preparing for instruction in the mornings; therefore please do not visit the classrooms after the 7:40 AM. bell or at dismissal to discuss concerns or issues. Appointments with teachers can be made by email or by calling the school office and asking for the teacher's voicemail. Email is the preferred mode of communication. Early morning meetings can be held if prior arrangements have been made.

ARRIVAL PROCEDURES - AM Parking, Walkers, Bike Riders

Since there is no outside supervision until 7:35 AM, children should not be dropped off prior to that time.

Drop off: Enter through southwest entrance of the school (behind the gym) off of El Pomar Road. Proceed in a single line around the building to the front of the school. **Please pull all the way forward to the main entrance of the school (up to the flag pole).** Please do not let your child/ren out of the vehicle until you have entered the area between the middle school and main entrances/flag pole. A volunteer or staff member will be available to assist your child if necessary. We ask that you have your child prepared to exit

the vehicle to facilitate the flow of traffic. Do not park and do not exit your vehicle. When your child has exited the vehicle, please proceed forward toward the gate on to Mesa Avenue. Please have your child exit your car on the passenger's side of the vehicle to ensure their safety.

For the safety of our children, speed bumps have been installed by the playground. Please drive at a SLOW (no more than 10MPH) rate at all times when on school grounds.

Parents are asked to pay close attention during the arrival process. **It is recommended that cell phones not be used at this time.**

Parking: If you wish to park your car and come into the school, please park in the church parking lot on El Pomar Road, and enter the school campus by way of the large walkway in front of the church administration offices. **Cars are not allowed to park in the schoolyard during morning arrival or at any time.** **Children will not be permitted to enter a parked car in the parking lot at the front of the school.** Drivers dropping off their child are not aware of your child. Please help with the safety of all children by not letting your child enter or exit a car parked in the schoolyard. The gates on Mesa Avenue are closed following daily Mass.

Walkers: Any student walking to and from school must have a written permission slip from parent/guardian on file in the office. Walkers must vacate the school/church grounds immediately after being dismissed.

Bike Riders: Written permission from parent/guardian must be on file in the office for each bike rider. For safety and liability purposes, all bikes will remain locked during school hours (no riding on the campus during school hours or playing on the bike rack). Students are required to wear helmets if riding their bikes to school.

Skateboard Riders: Skateboards and roller blades may not be ridden to or from school or at any time on school property. Roller skate sneakers are not allowed on school property at any time.

ATHLETICS

St. Paul Catholic School is a member of the Christian Schools' Athletic League (CSAL). Emphasis is placed on developing young people through Christian values and sportsmanship while participating in the sports league.

Most of our extracurricular activities are run by volunteers and usually take place after school hours. Parents are asked to be sure that their child's coach is present before dropping them off for practices. Additionally, we must be considerate and courteous to our volunteer coaches by arriving promptly to pick up our child/ren.

To stress the importance of academics during the various sports seasons, eligibility rules will be adhered to. In addition, the following athletic eligibility requirements are as follows:

- 1. In order to participate, students must have a current physical examination record on file in the school office for the current school year (a physical examination taken during the summer would satisfy the requirement for the following school year).*
- 2. Parents need to provide information concerning insurance coverage.*
- 3. Students must have a signed parent permission slip for **each** sport.*
- 4. The athletic fee has been paid.*

Note: Students are not eligible to practice until the criteria is met for items 1, 2, 3 and 4.

5. *Students must:*
 - *maintain a “C” average in all subjects*
 - *may not have an “F” in any subject*
 - *may not have more than two “D” in all academic subjects*
6. *The Athletic Director and/or Principal will check grades once a week and students will be notified if they are ineligible. Students will be ineligible for one week, and they will not be allowed to participate in games during that time. If the grade(s) in question is not raised during this time, the student will be ineligible for games until requirements are met.*
7. *Students may lose eligibility status for attitude problems, classroom discipline problems, lack of cooperation with teachers, negative behavior or refusal to do assignments.*
8. *Students must be in attendance at school **ALL DAY** to participate in an event after school. If it is a Saturday event, students must have a full day attendance on Friday. Excused absence for doctor or dental appointments may be granted with prior approval.*
9. *All parents must attend Parent Athletic Meeting with the Athletic Director prior to their child participating in a sport. This only has to be done once a year.*
10. *Parents may be asked to volunteer time at athletic events. Your support is necessary and much appreciated!*

Additionally, we expect all parents to conduct themselves in a dignified manner before, during, and after all athletic events as good examples to our athletes.

Parents are offered the opportunity to share their time and talent to serve as a coach or assistant coach for our school team sports. Thank you in advance for your help.

Conduct by anyone at a CSAL contest deemed detrimental to any student, athlete, coach, referee, or spectator by any CSAL director or principal or individual designated by principal will constitute grounds for that individual being asked to leave the premises. Serious infractions may constitute grounds for permanent suspension from attending/participating in CSAL contests. Infractions include:

- ✦ Profanity
- ✦ Ridicule of any participant, coach, official
- ✦ Verbal abuse of an official
- ✦ Negative comments directed toward a player, scorer, timekeeper, official, coach, spectator or participant
- ✦ Fighting or threats
- ✦ Drinking or drugs

St. Paul offers the following competitive sports based on participation:

Volleyball	grades 5-8	girls team
Basketball	grades 5-8	girls team/ boys team
Soccer	grades 5-8	girls team/boys team
Wrestling	grades 1-8	boys
Track	grades 1-8	girls and boys

An athletic fee of \$65 is associated with each sport activity. This fee includes, but is not limited, to the cost of officials, equipment, uniforms and facility rental.

Landsharks Running Club is offered for students in grades K-5. This is not a school or CSAL sponsored activity.

ATTENDANCE

The state of Colorado provides, by law, for compulsory school attendance of all children between the ages of seven and sixteen.

Notification of absences and tardies – School personnel will make a reasonable effort to notify parents or guardians by phone if a student is truant from school.

The responsibility for compliance with this law belongs to the parents. The school must notify parents if there is a problem with attendance.

SPCS uses the following guideline when a student's absences (both excused and unexcused) might be considered as a cause for retention: A student missing 32 days (approximately 20% of the total school year) may be considered for retention. A truancy hearing may be required if a student misses more than 15 days per semester.

Habitually Truant Students - School-aged children who have four or more unexcused absences from school or class in a one-month period, or fifteen or more excused or unexcused absences from school or class in one semester, or thirty-two days in a school year are considered to be habitually truant **under state law**. Absences due to suspension or expulsion shall not be considered for purposes of determining habitual truancy. Once a student is determined to be habitually truant, school personnel will notify the student's parents or guardian in writing of the absences and of the fact that the student is habitually truant. At that time, the principal, student, and parent or guardian will develop a plan with the goal of assisting the student to remain in school.

Colorado Law - Code Sections Colorado Revised Statutes Sections 22-33-104 to 22-33-: School Attendance Act of 1963, "A child is considered "habitually truant" when a child required to attend school has four unexcused absences in one month or ten unexcused absences in any school year."

Weather related absences/tardies do not count towards truancy.

It is important that every student be in school each day that school is in session. Any absence from school represents an educational loss to the student. Colorado State Law provides for compulsory school attendance of all children is between the ages of seven (7) and sixteen (16) years. The responsibility for compliance with the law belongs to the parent. The school must notify parents if there appears to be a problem with attendance. **Our motto is "You Miss a Day, You Miss a Lot."**

The school is obliged to keep an accurate record of daily attendance. This record is placed in the student's permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absence (Excused and Unexcused) requires administrative intervention. Excessive tardies and/or absences (Excused and Unexcused) may be cause for retention or request for withdrawal. Truancy is a violation of Colorado law.

AWARDS

Each teacher is asked to stress daily with their students the importance of kindness towards everyone as well as any other moral or religious fact of life. Elementary teachers may use awards for excellent behavior as their way of reinforcement of this important lesson of life. These awards, as well as academic awards, are presented as follows:

Middle School (given quarterly)

- Principal Award: requires all A's in every subject
- Academic Award: requires all A's and B's, with one more A than B
- Perfect Attendance; requires no tardies or early departures
- Christian Leadership Award

The Christian Leadership Award is given once per quarter to a deserving student from each grade. The special teachers and homeroom teachers make the selections. The criteria for this award is as follows:

- ✦ Students demonstrate respectfulness towards teachers, peers, and themselves.
- ✦ Students are cooperative, courteous, and helpful to others.
- ✦ Students maintain a positive attitude.
- ✦ Student's behavior is exemplary, and they act as a model for the students.

Elementary

- Student of the Month (given monthly)
- Honor Roll Award: requires all A's and B's for the year (given quarterly)
- Christian Leadership Award (given annually)
- Perfect Attendance; requires no tardies or early departures

Teachers may present other awards in their classrooms.

BIRTHDAY OBSERVANCES

Students in Grades Pre-K through Grade 8 receive a dress down pass for their birthday and may come to school dressed out-of-uniform. In addition, birthday treats may be brought to school for students with teacher approval of day and time.

BUCKLEY AMENDMENT

St. Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

BULLYING AND CYBERBULLYING

St. Paul Catholic 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.

Cyberbullying policy (Reference Student Harassment Policy on pg. 39 and Diocesan Bullying Prevention Policy on pg. 50)

Neither the school's network nor the internet may be used for the purpose of harassment. All forms of harassment are unacceptable.

CLOSED CAMPUS

St. Paul Catholic School is a closed campus during school hours. If the chain is up at the south entrance when you come to school or the gates on Mesa are closed, please DO NOT ENTER. You may park in front of St. Paul's church and walk to the school office. Thank you for keeping the safety of our children in mind when you visit our school.

COMMUNICATION

***A CHRIST-CENTERED APPROACH TO COMMUNICATION AND RESOLUTION**

Communication in a Christ-centered environment is the process of sharing information to form relationships and build community, respecting the gifts and experience of each person. We expect communication to be honest, direct, kind and professional. We seek to strengthen relationships with God and with each other through communication that promotes unity.

RESOLUTION

Issues or concerns about the actions of school staff members:

Issues or concerns about the action of an individual staff member and/or administrative actions are a matter to be addressed only by the persons involved. Such issues or concerns need to be handled by the staff member in question or the appropriate administrator in the order presented below.

It is the role of the school and parish to implement a procedure that parents and parishioners can follow when they have an issue or concern. The steps in the procedure should include:

1. Communication with the person with whom there is in an issue or concern.
2. Communication with the person's most immediate supervisor, if no resolution occurred at step one, and the Superintendent of Catholic Schools will be helpful in this respect, if no resolution occurred at step two.
3. Seeking the help of a third party to facilitate discussion. The Pastor/Parish Director and the Superintendent of Catholic Schools will be helpful in this respect, if no resolution occurred at step two.
4. The Diocesan Dispute Resolution Process will be provided if requested.

CONFERENCES

Parent-teacher conferences are held for all students twice a year. Parent/Teacher conferences can be scheduled at any other time deemed necessary by the teacher or requested by the parent.

COUNSELOR

St. Paul Catholic School will provide access to a school counselor to support the social and emotional needs of our student population. Services may be provided in classroom, small group and individual student settings. Please note that one-one support will require parent permission.

DISCIPLINE

GRADE LEVEL ASSEMBLIES WILL BE CONDUCTED WITH ALL STUDENTS TO COMMUNICATE SCHOOL POLICIES.

A disciplined environment is essential for the school to achieve its education and faith formation goals. Through positive discipline we seek to motivate students, guiding them to identify and choose what is good and just. We use positive discipline to motivate the student to understand, value, and internalize these expectations that reflect virtue, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Positive discipline requires more time and effort than simple punitive discipline. Most importantly, it requires personal attention to the student. This means assisting the student to understand their actions and to learn how to put into practice what is right for themselves and others. It allows students to experience the good feeling of doing what is right which will encourage this choice consistently throughout their life. Positive discipline is only possible with the ongoing cooperation between parents and the school.

- Communication with the parents is timely and consistent. Positive results are achieved with the faculty, students, and parents working in unity towards the same goals--ultimately what is best for the student. This requires dedication, consistent and continuous positive motivation, and commitment to the student.
- The Principal is responsible for maintaining overall positive discipline within the school; teachers are directly responsible for the positive discipline and management within the classroom.

STUDENT CONDUCT

St. Paul holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. St. Paul expects students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). Faculty and staff may counsel and correct a student when appropriate at any place in the school. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

The essential behavioral expectation for our students is that they will conduct themselves in a mature and dignified manner at all times, as follows:

- Students will arrive to school in the appropriate full uniform which is clean and pressed. Any mended areas need to be neat and unnoticeable. A student's personal presentation should be well maintained.
- Students are to be in their classroom with all books and materials ready before the 7:50 a.m. bell. Students are not permitted to leave the room during class without permission.
- Students are expected to conduct themselves in a respectful manner in class and during class transitions both in the school, in the church and on the school grounds. Student conduct in the school halls will be appropriate to include using a quiet voice and walking at all times.
- Students are expected to greet religious, school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students are expected to conduct themselves in a controlled and respectful manner at lunch and during recess periods, as well as keeping our grounds clean and litter-free.
- Students will respect one another as he or she would want to be respected.
- Students will keep personal belongings in good form. Uniform items, books, binders, folders, jackets, or backpacks are kept free of inappropriate writing, graffiti, or décor.
- Students must adhere to standard norms to be practiced in the cafeteria at all times. Good table manners, proper dining etiquette, cafeteria lines, and cleaning up after one's self makes for a pleasant dining experience for all.
- Food and beverages are to be consumed only in designated areas. Chewing gum and bubble gum are not allowed on the premises.

"Do the right thing at the right time solely for the love of God"

Saint Mary Mazzarello

MISCONDUCT

Following is a list of serious misconduct. This list is not meant to be all inclusive; however, it will serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including suspension or expulsion from St. Paul Catholic School.

- Profanity, vulgarity, or abusive verbal or body language.
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers.
- Constant failure or refusal to comply with disciplinary measures or habitual violation of school norms.
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff.
- Mistreatment of school property or destruction of such property, including books, furniture, lab equipment, audio-visual equipment, etc.
- Theft of any kind, from the school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily classes.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating).
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Public displays of affection including hand-holding and kissing; inappropriate displays of affection; sexual misconduct of any kind.
- All forms of harassment, including sexual harassment and false accusations of harassment.
- Use, possession, or trafficking of tobacco, e-cigarettes, questionable books and pictures, alcohol, drugs, marijuana, firearms, knives, or other weapons on or off campus.
- Any item that will detract from a learning situation are not allowed at school at any time.
- Improper conduct outside school hours, especially when actions may cause dishonor or damage to the school's reputation.

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.**

STUDENT CONDUCT OFF CAMPUS

At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. SPCS expects students to exhibit personal integrity in their actions at all times. Off-campus behavior that reflects badly on the school will be subject to disciplinary action at the discretion of the Principal.

Disciplinary measures

Depending on the seriousness of the misconduct, a range of disciplinary measures may be applied including work assignments, detention, suspension, or expulsion. The behavioral misconduct will be communicated

to parents via telephone or by a written report. If there is a serious breach in student conduct, the Principal will ask to meet with the student's parents to address the situation.

Examples of disciplinary measures may include:

- Academic exercise (written exercises, question sheets, etc.) aimed at reinforcing the knowledge students are acquiring at school, to reaffirm the academic skills most emphasized by the school, or to gain the better understanding of the virtue required
- Detention, suspension, or expulsion (see below)

Detention: Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** Failure of the student to report to a scheduled detention will result in further disciplinary action.

Suspension: A student may be suspended by the Principal for serious misconduct or repeated occurrences of less serious misconduct. Suspensions may last from one to five days, and may be in-school or out-of-school suspensions.

Students who are given an in-school suspension will be required to report to school each day and work in a designated area by the principal. The Principal, working with the teacher, may assign the suspended student an academic project to be carried out during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. NOTE: While on a suspension, students are not eligible to participate in extracurricular programs, including athletics or other school sponsored activities.

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of their suspension.

Expulsion: Expulsion is an extremely serious matter. A student may be asked to withdraw from the school for extreme forms of misconduct or continual neglect of basic regulations and conduct expectations, either on or off St. Paul property. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Paul Catholic School. An expulsion may be made only by the Principal, Pastor or Superintendent working in conjunction with the teacher. Further details can be found in the policies and procedures for the permanent dismissal of a student from school in policy 3200 of the Diocese of Colorado Springs.

DISMISSAL

Your child's safety is our first concern. The school and teacher must receive advance written notice if any other person besides a parent, family member, guardian or person listed on your emergency card is picking up a student. Please adhere to the parking regulations set up for the afternoon pick up. As a courtesy to our teaching staff, please be prompt in picking up your child/ren. SPCS offers an After School Care Program for an additional fee. **All students that have not been picked up by 3:35 PM will go immediately to ASC.** (see page 1 for more information).

Parents are asked to pay close attention during the arrival process. **It is recommended that cell phones not be used at this time.**

Pick Up: Enter through southwest entrance of the school (behind the gym) off of El Pomar Road. Proceed in a single line around the building to the front of the school. **Please pull all the way forward to the main**

entrance of the school at the flag pole. If additional time is needed to secure your child before leaving school property, please pull to a parking space after your child has entered the car.

No child is allowed to exit the school premises without an adult. **NO child is allowed to wait on the backside to the school or walk to a vehicle unaccompanied by an adult. All children are to wait in front of the school until their parent or carpool has picked them up.**

For the safety of our children, speed bumps have been installed by the playground. Please drive at a SLOW (no more than 10MPH) rate at all times when on school grounds.

Parking: If you wish to park your car and come into the school, please park in the church parking lot on El Pomar Road, and enter the school campus by way of the large walkway in front of the church administration offices.

DRUGS AND ALCOHOL

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

EBLAST

Weekly eblasts are sent home on Thursday's with a monthly calendar, to inform you of upcoming events and programs, reminders of special dates, and any other pertinent information. These calendars/newsletters take precedence over any other tentative printed information. Please read school Eblasts carefully for important school and parish information and announcements as well as possible updates and changes. Updates are always provided via the St. Paul website and on TeacherEase.

EMERGENCY DRILLS

EMERGENCY PROCEDURES: REUNIFICATION, FIRE, TORNADO, EARTHQUAKES, INTRUDERS, ETC.

The school will follow the Standard Response Protocol which has been adopted by the Diocese of Colorado Springs. Emergency training will be available. Information on SRP can be found at www.iloveguys.org

The emergency crisis plan contains provisions for a variety of crises including intruders, fire, tornado and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building.

Tornado Drills – Tornado drills will be practiced so students are prepared in the rare case of a tornado.

Tornado drills are held periodically. The procedures are:

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

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

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Stand in a column, facing away from the building while attendance is taken;
4. Return to building when signal is given.

Lock Down Drills – The school has installed a security system to identify visitors on campus and monitor non-authorized persons. Persons without legitimate reason, or written authorization to be on school grounds, will be asked to leave by school personnel. If a person does not leave upon request, the police will be called and the matter will be dealt immediately. Lock down drills will be practiced during the school year. When a lock down drill occurs no entrance or exit from the building will be allowed.

Reunification - In an emergency, circumstances may occur at a school that require parents/guardians to pick up their children in a formalized controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school.

EXIT INTERVIEW

Families not returning to SPCs for the next academic year will be asked to meet with the principal for an exit interview.

FAMILY DIRECTORY

Each family will receive a Family Directory listing student and parent names, addresses, telephone numbers and e-mail addresses. Parents may choose to exclude any personal contact information from the Family Directory.

The Family Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be **used** or **sold** for other purposes.

FIELD TRIPS

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Diocesan curriculum guidelines and justify the time, distance, and expense involved. The principal must give approval and sanction arrangements for all field trips. Field trips will be limited to one day. Overnight trips are subject to approval by both the principal and Superintendent of the Office of Total Catholic Education.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine their compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. 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.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. 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.
8. Teachers will determine passenger/driver assignments and will work to accommodate when necessary.

9. 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.
10. An official field trip permission slip is provided by the teacher prior to the event. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you will find one in the digital locker on TeacherEase or obtain one from the school office. **Note:** a fax does not take the place of an original signature.
11. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
12. 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 come to school and complete assigned work in another classroom. Students who do not attend the field trip and not come to school will be given an unexcused absence unless prior approval has been given by the principal.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. 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.
16. Parents who chaperone a field trip may **not** bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 21 years of age or older and have completed the Safe Environment Training as required by the Bishop’s Charter annually.

FIELD TRIP DRESS CODE

This will be determined by the principal or teacher on an individual field trip basis.

FIELD TRIP DRIVERS

Each driver must have a *background check processed at least 3 weeks prior to a field trip. **Drivers will also need to provide a copy of his/her current driver’s license and proof of insurance to the office no later than 1 week prior to departure (no exceptions will be made).** When drivers commit to a field trip, they must drop students at the site, remain if necessary, and then return later. Siblings are not allowed to accompany parent drivers on school field trips.

****Background checks will not be run after Spring Break.** If you think you will be driving on a field trip at some time during the school year, you are highly encouraged to have a background check done at the start of the academic year.*

All passengers must be in seatbelts. Drivers are to take the students from the school to the specified field trip location and return to the school upon its completion. Drivers will caravan to and from the field trip. **No side trips are allowed.**

Colorado law requires that children ages one to three and weigh less than 40 pounds, but at least 20 pounds must ride in an appropriate car seat. Colorado law also requires that children who are over age 4 but under age 8 ride in a booster car seat.

Diocesan policy states that 12 passenger vans may not be used to transport children to and from school activities. No students under the age of 12 will be allowed to ride in the front passenger seat that is equipped with an air bag.

Catholic Mutual Group has developed an online training platform for employees and volunteers that drive for our ministries. **Any volunteer who drives on behalf of the church or school must take the following courses:**

1. **Be Smart – Drive Safe**
2. **Church Transportation – Is it Necessary and Ministry Based?**

How to log on:

1. Log on at www.catholicmutual.org
2. Select the **“CMG Connect Online Training Hub”** icon
3. Find your Diocese – Select **Colorado Springs**
4. Register your information
5. **Click on Defensive Driving Curriculum**
6. Take these online courses: **Be Smart-Drive Safe** and **Church Transportation-Is it Necessary and Ministry Based?**
7. Once both courses and questions have been completed please print the certificate and bring it to the school office or email them to Candy Bench at cbench@stpaulcos.org

FINANCIAL INFORMATION

See Addendum A-Financial Information

FLASHALERT

We have an internet based system to deliver snow and emergency closures to the news media. This service is extended to you through **FlashAlert**. You are able to self-register and manage your home and/or office email addresses, and your cell phone text-messaging address to receive emergency information as soon as it is posted. Here are the steps to follow to subscribe (at no cost to you):

Go to <http://flashalert.net>

- Click on COLORADO SPRINGS on the US map
- Click on CHARTER &
- PRIVATE SCHOOLS
- Click on CATHOLIC ELEMENTARY SCHOOLS IN COLORADO SPRINGS

From here you will see emergency messages that are posted. You can also enter information for an email address and click subscribe. Follow directions from there if you wish to be notified via other email addresses or text messaging.

The FlashAlert Messenger app (publ. Solid Technology) is available for free in the Google Play Store. If you have an android or iPhone, please download the app for the quickest way to receive FlashAlert notification. Text message delivery can be delayed when thousands of messages are being sent from users through the FlashAlert network, however, the app allows for immediate notification.

FUNDRAISING

Catholic education historically has been available to those desiring it, because of the subsidy provided by the Church. Our children’s education is financed by the parents at a percentage of its actual cost. Efforts are consolidated to raise needed money for our students and school budget through the SCRIP Program and through Community Builders.

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.

GRADE AVERAGING (Upper Grades-6th, 7th and 8th)

The student's first semester grade is determined by averaging the first quarter, second quarter, and exam grades. Note that the first and second quarter account for 45% each, with the exam counting for 10%. The student's second semester grade is calculated the same; 45% of third and fourth quarter, with the exam counting for 10%. A student's final grade is calculated by combining 50% of each semester. The final grade is determined by averaging the first and second semester numerical grade. The final grade must equal 70% or above to receive a passing grade for the year. Students are to be aware of the grading procedure of each of their teachers.

GRADE LEVEL POLICY ASSEMBLIES

Grade level assemblies will be conducted with all students to communicate school policy.

GRADING SCALE

The following grading scale is used in grades 2-8:

93 - 100%	= A
85 - 92%	= B
77 - 84%	= C
70 - 76%	= D

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 who are chewing gum during the course of the school day.

GRADUATION

8th Grade Graduation

Eighth Grade Graduation Awards: Monsignor Harrington Award, Christian Leadership Award, St. Gemma Galgani Award, Academic Awards, Specials Awards and St. Mary's Scholarship (if offered).

Valedictorian: determined by the highest grade point average (GPA) of a student for the academic year. Grade point average is determined from all academic classes calculated, including specials.

Salutatorian: determined by the second highest grade point average (GPA) of a student for the academic year. Grade point average is determined from all academic classes calculated, including specials.

When calculating, GPA scores are calculated to the nearest thousandth. Graduation activities may be subject to adherence of student conduct as defined in the discipline section of this handbook.

HEALTH/ILLNESS/COMMUNICABLE DISEASES/REPORTABLE DISEASES

Each parent will assess his/her child's health every day before allowing the child to attend school.

For the sake of your child's health and that of the other students, faculty and staff, please keep your child home if they exhibit signs of illness.

If your child has had a fever, please keep them at home until they have been fever free for 24 hours.

In the event that your child becomes ill at school, the teacher will send the student to the office. The office will call home to make arrangements for the student to be picked up. Parents will need to sign their child out in the office before leaving.

If a student has a fever of 100 degrees or higher, the student will be sent home from school. Also, if a student has vomited, they will be sent home from school.

Colorado State Law requires that all students (Preschool-8) have a record of current immunizations on file in the school office within 30 days of beginning school. Failure to comply will result in suspension of the student until necessary immunizations and forms are completed or acceptable alternatives undertaken. Physical examinations are required annually for any new student entering SPCS, students participating in school sports and all 5th & 8th grade students.

COMMUNICABLE DISEASES

Students who have a communicable disease are excluded from the classroom until they are fully recovered. Some particularly contagious diseases often cause confusion as to how long a student with the disease should remain out of the classroom. The Colorado Department of Health advocates the following guidelines:

Chickenpox - child should be excluded from school until all blisters have crusted and there are no moist sores.

Pink Eye (conjunctivitis) - child should be excluded for minimally 24 hours after beginning of antibiotic treatment.

Impetigo - exclusion should take place until 24 hours after antibiotic treatment is begun.

Strep Throat - child should be excluded until at least 24 hours after antibiotic treatment is begun and child is able to function normally in the classroom.

Ringworm - exclusion should take place until 24 hours after antibiotic treatment is begun.

REPORTABLE DISEASES

The following require immediate exclusion from school and are reportable to the El Paso County Department of Health:

Measles

Poliomyelitis

German Measles

Diphtheria

Whooping Cough (Pertussis)

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.

HOME & SCHOOL ASSOCIATION (Panther Parents)

St. Paul Home & School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. Details about HSA are available on the website. Check the “Parent Tab”. By-Laws for the HSA are available from the principal.

HOME-SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, weekly eblasts are sent home on Thursdays with a monthly calendar, to inform you of upcoming events and programs, reminders of special dates, and any other pertinent information. In addition, St. Paul Catholic School uses a Thursday folder system. Official envelopes containing all correspondence are sent home on the last Thursday of the month and should be returned the following school day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. There is a \$2.00 replacement charge for envelopes that are lost. Information is not sent home if the Thursday folder has not been returned. Official school-wide emergency communications are sent using the FLASH ALERT notification system.

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. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework may be assigned to students Monday through Friday.

HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips, vacations or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility. Teachers may be able to give a general idea of the work that will be covered during a student’s pre-arranged absence, but **will not** be expected to provide detailed lessons and assignments for this time period. Homework will not be provided in advance for scheduled trips, vacation or family outings. **Students may receive missed assignments from their teacher when they return to school from scheduled trips, vacations or family outings. All assignments are due within 2 school days.**

HOMEWORK POLICY DUE TO ILLNESS

When a student is **absent for two or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. If requested, homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Please be aware that after 9:30AM, requests for homework will be honored if time allows. Otherwise, all missed assignments will be available the following day for pick up if requested.

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 two days for each day of absence due to illness. For example, a student who was absent three days should be given six school days to complete the missed work.

INSTAGRAM®:

Photos and captions on a student or parent’s Instagram® or any type of social media communication that depict the school, the faculty, other students, or the parish in a defamatory way will result in disciplinary action.

ITEMS BROUGHT TO SCHOOL

St. Paul Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

LIBRARY

Our library is open for student use with weekly scheduled library visits. Our library facility gives our students an opportunity to learn library skills and explore the enjoyment of reading.

Teachers will escort their class to the library in a quiet and orderly manner; students will respect and obey the librarian.

All books are to be checked out. The loan period is for one (1) week - but may be renewed. **Additional books may not be checked out until all other books are returned.** Notice of overdue books will be sent home throughout the year. Reference materials are to be used in the library area only. Students will be responsible for the replacement cost if a book is lost, stolen or damaged.

A Book Fair is held during the school year. Classrooms are scheduled to preview the fair during school hours. Proceeds from these sales go directly into our library fund.

LOCKERS (5-8)

Lockers are available for all students in our 5th through 8th grade. The locks for 5th & 6th grade are combination with a master key for the office, so access is possible, if needed. Students in 7th & 8th must provide their own lock (optional) and combinations must be shared with their religion teacher.

Locker assignments will be made the first week of school. The locker area is to remain free of clutter. Interior locker decorating/accessories are permissible provided they do not permanently alter or damage the locker in any way. No exterior alteration is permitted.

Lockers in the middle school restrooms are to be used by middle school students during P.E. class.

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 rack/basket. **-It is recommended that each article of clothing be marked with your child's complete name. Please do not identify clothing with initials.** It is extremely easy to mix up uniforms. Parents are encouraged to frequently check for missing items. Items left in lost and found will be donated to charity on the last Friday of each month. Uniform items will be donated to the Used Uniform Sale.

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

Hot lunch is offered Monday through Friday, with the exception of holidays or early dismissals. A lunch costs \$2.25 for grades K-1. Lunch for grades 2-8 is \$2.50. A student may pay \$1 more for an additional serving of the main entrée. A full additional lunch may be purchased for the regular lunch fee. White or chocolate milk is available and is ordered in the morning when hot lunch orders are taken. The cost is .10¢ a carton, which is deducted directly from the child's lunch account. All students will be served a full lunch, including students who forget their sack lunch and the child's account will be charged.

STUDENTS ARE NOT ALLOWED TO SHARE FOOD DUE TO FOOD ALLERGIES

Lunch calendars are sent home monthly and are available on TeacherEase and the St. Paul website. Students order lunch in the morning. All lunches must be ordered by **9:00 AM**. ***If a student plans to arrive late due to an appointment, please call the office in the morning so that a lunch may be added to the lunch count.***

It is recommended to open the account with \$40.00, which will entitle the student/family to approximately 20 lunches. Once you have received a balance reminder notice, please place payment (check or cash) in an envelope marked with the family last name, and "HOT LUNCH" on the front. Also, **please note "LUNCH" on the memo section of your check.**

Parents will begin receiving email notices when their account balance falls below \$5.00. One lunch may be obtained on credit.

If you have any questions regarding the lunch program, contact Jennifer Cannon directly at the school at (719) 219-2714.

LUNCHROOM GUIDELINES

Students are encouraged to eat a balanced meal. **Fast foods are discouraged.** (See Diocesan Wellness Policy in the back of the handbook)

Procedures:

1. Students will approach the cafeteria in an orderly and quiet fashion.
2. Students will display good manners and respect at all times.
3. Students will remain seated during the lunch period.
4. When students wish to clear their tray, they will raise their hand and wait until the lunch monitor answers their request.
5. Students will remain in the cafeteria until all students are ready to go outside and the teacher has arrived to take the students to recess.
6. Students recite grace in the classroom before being escorted to the cafeteria.
7. Students are required to throw away their trash, to clean the area around their place, and to walk out of the cafeteria- **not run!**

On days when it is not possible to play outside after lunch:

Students will be escorted to the gym to have indoor recess.

If it is cold outside but deemed appropriate to play outside, students must have the proper attire.

MEDICATION

No over-the-counter medication will be administered to any student at any time from the school office **without a written prescription from a doctor** in accordance with Diocesan Policy 3080. This includes medications such as Tylenol; cough medicine, cough drops, etc.

Medication is never given unless it is prescribed for the individual child. The medication must be in the original container bearing the original pharmacy label, which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. A "REQUEST FOR SCHOOL PERSONNEL TO ADMINISTER MEDICATION" form must be filled out and signed by a parent yearly. A record of medication administered will be on file for the current school year. If a student has to take a

prescription during the school day, it will be kept in the office. **No medication with the exception of an asthma inhaler is to be kept in the student's desk. All other medicines are to be kept in the school office.**

EpiPen Usage: If your child uses and EpiPen, one should be kept by the grade level teacher and one kept in the school office.

An Individual Health Plan (IHP) is required on all students who have any special health concerns. The IHP is confidential and will be kept in the student's health file. This form is updated annually.

MILK PROGRAM

Both white and chocolate milk are sold on a daily basis. White or chocolate milk can be ordered in the morning when hot lunch orders are taken. The cost is .10¢ a carton, which is deducted directly from your child's lunch account.

"In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution (SPCS) is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability pursuant to the guidelines of the Child Nutrition Program.

To file a complaint of discrimination, write, USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (800) 795-3272. USDA is an equal opportunity provider and employer."

MUSIC

Students are instructed weekly in music. Our students will participate in a Veteran's Day and Advent/Christmas program as well as a Spring music festival. **ALL students are required to participate in the music programs.**

NEWSLETTER

A weekly communication from the principal will be sent home via Eblast, supplemented with a monthly calendar, to inform you of upcoming events and programs, reminders of special dates, and any other pertinent information. These calendars/newsletters take precedence over any other tentative printed information. Please read school Eblasts carefully for important school and parish information and announcements, as well as, possible updates and changes. Updates are always provided via the St. Paul website.

OFF-CAMPUS CONDUCT

The administration of St. Paul Catholic 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 HOURS

The school office is open on all school days from 7:30 AM – 4:00 PM.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, 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

On days when uniforms are not required, there is still a dress code. The students are still representing their school and should continue with pride in their appearance. Please ensure that your child/ren are within out of uniform guidelines before leaving home. We ask for your support in this situation. If attire is not appropriate, the parent will have to bring clothes to school so the student can change and return to the classroom. The out of uniform dress code is as follows:

Tops T-shirts are permitted - provided there is nothing inappropriate or offensive. Exposed midriff, spaghetti straps or tank tops are not allowed or permitted at any time. Any blouse, shirt or sweater that is worn must be four finger width at the shoulder and undergarments may not show. Sleeveless styles must be covered by a sweater or jacket at all times.

Bottoms Jeans are acceptable but must not have holes or frays; no 'baggy' styles are permitted. Girls may wear capris, pants. Shorts are allowed as long as they are no shorter than mid-thigh and have pockets. **Tights or leggings may not be worn as pants. No yoga pants, pajama pants**, biker shorts or clothing that is extremely tight will be allowed. No writing on the backside of clothing.

Skirts Skorts or skirts are acceptable provided they are the required length.

Dresses Dresses are acceptable provided they are **no shorter than 3 inches above the knee** (no mini dresses) and do not have spaghetti straps. Any dress worn must cover the shoulder and undergarments may not show.

Shoes **Dress shoes and tennis shoes** are permitted. Shoes are to be clean and in good condition. Laces must be tied or straps fastened. For safety reasons flip-flops, roller skate sneakers, Sanucks, Crocs, clogs or open toed shoes are not allowed at any time. Snow boots may be worn to school on snowy days in winter when snow is on the ground. Slippers are not approved footwear. Tennis shoes with non-marking soles are necessary for gym.

Misc. Dress code policy for hair, nails and earrings remains consistent with Uniform Dress Code policy.

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.

PARENT INFORMATION /BACK TO SCHOOL NIGHT

This event is held at the beginning of each school year. All parents are strongly encouraged to attend. A true partnership between home and school is very important. The purpose of this event is for parents to meet their child's teacher, learn how to support and get involved in school related activities, and receive information that will make for a successful start to the school year. Most important is the opportunity for fellowship as a school community.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

SPCS faculty and staff seek to partner with our families in the important work of the education of our youth. In keeping with this partnership, parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed/involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a meeting with the child's teacher. Teachers always welcome the opportunity to discuss matters of concern with parents. **Any parent who wishes to speak with the Principal is encouraged to do so. Please attempt to resolve the matter by meeting with the classroom teacher. Parents are asked to communicate in a professional manner.**

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or staff, the school will take appropriate action. Such actions may include, at the discretion of the Principal and/or the Pastor the following:

- imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;
- restriction or termination of the parent's access to school or parish property;
- dismissal of the parent's child(ren).

Thank you for supporting healthy communication between home and school.

PARENTS AS PARTNERS

As partners in the educational process at St. Paul 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 treat teachers with respect and courtesy in discussing student problems;

To attend Mass and teach the Catholic faith by word and example;

To support the religious and educational goals of the school;

To actively participate in school activities and Parent-Teacher Conferences;

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 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 and cooperate with the discipline policy of the school.

PARENT'S ROLE IN EDUCATION

We, at St. Paul Catholic 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 Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A 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 St. Paul Catholic 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 work together to reach positive results. If there is an incident at school, parents should investigate the complete story as the first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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, limits and positive reinforcement 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. Parents are

encouraged to let their child experience a logical consequence for an inappropriate action or behavior. 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 TEACHER CONFERENCES

See conferences

PARTIES

Students are permitted three class parties a year: Halloween Party, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties. If another party is desired, it must be approved by the principal. We request that parents follow the list of pre-approved snack and party foods as noted in the St. Paul Catholic School Wellness Policy in the back of this handbook.

PARENT UNIVERSITY

Parent meetings held periodically throughout the year to update parents on important topics (i.e. safety, academic achievement, schedule, policies, etc.)

PHYSICAL EDUCATION

All students in grades PreK-8 are offered physical education classes. Students are to wear non-marking tennis shoes on their assigned P.E. class days. Middle school students are required to follow the uniform P.E. dress code. Lack of appropriate dress in PE can affect their grade as non-participation in class.

PLAYGROUND/RECESS GUIDELINES

Expectations are in place to keep students safe. Students should listen to and respect the teachers/staff member on duty. Please follow all guidelines and always ask a staff member/teacher if there are any questions. Play nice and enjoy your time on the playground!

1. Always play safe by being careful and showing courtesy.
2. Never run around or push and pull others while near playground equipment. Keep your hands and feet to yourself. Physical contact and verbal abuse (words that are mean) are not permitted.
3. Don't go too close to the front or rear of moving equipment; walk out around it.
4. Make sure your shoes are tied.
5. When you get off equipment make sure there isn't anyone in the way.
6. Don't play on equipment that is wet because the surface will be slippery.
7. Make sure the equipment is not too hot during the warm weather months.
8. Take turns and get in a line when more than one person wants to use a piece of equipment. By sharing, everyone will get a turn.
9. Sit properly on equipment and do not overcrowd.
10. Ask an adult for help if there is a problem or someone is hurt.
11. Rocks and branches must stay on the ground.

SLIDES

1. Keep your shoes and don't wear any loose strings or clothing on the slide.
2. Be patient and wait your turn in line before getting on the climbing ladder.

3. Take one step at a time and hold the handrails with both hands when climbing the ladder to the top of the slide. Never climb or run up the slide surface or the frame.
4. Slide down feet first and sitting up, never head first or on your back, knees or stomach. Go down one at a time.
5. Check the bottom of the slide to see if it is clear before sliding down. When you reach the bottom, get off and move away from the end of the slide.

SWINGS

1. Always sit in the center of the swing; don't stand or kneel. Hold the chains tightly with both hands. Stop the swing completely before getting off.
2. No jumping out of swings, no twisting chains or swinging sideways.
3. Never double up with two kids to a swing or try to swing too high.
4. Don't push other children on swings, if you cannot start swinging, ask an adult to push you softly to get you started.
5. Stay a safe distance from other children on swings being careful not to run or walk in front, in back or between them. Walk out around instead.

CLIMBING EQUIPMENT

1. Hands should stay well behind the person in front of you and beware of swinging feet. Never reach for bars that are too far away.
2. When you drop from the bars make sure you have enough room to not hit the equipment and hurt yourself. Bend your knees, land on both feet and don't touch others.
3. Don't overcrowd the equipment. Everyone start from one side and move in the same directions.
4. Always stay in line, take turns and never push or try to touch others.

SMALL EQUIPMENT (BALLS, SKIPPING ROPES, HOOPS, ETC.)

1. Use this equipment in a designated space away from the large equipment.
2. Be careful using this equipment so that you don't interfere with others. Try to stay in your own space.
3. When you share a ball with others, be sure to take turns and play safely. No rough play allowed!
4. If you are using a ball and it goes outside the play area, ask an adult (teacher) for permission to get it.

PROMOTION/RETENTION POLICY

Advancement to the next grade in St. Paul Catholic School is based on a student's daily performance, test results, teacher recommendations, parent input and the student's ability to complete work successfully on a more advanced level. Students that meet expectations and requirements of grade level curriculum are promoted to the next grade. Promotion to the next grade depends on successful completion of all subject areas. Students that fail any core subject(s) may be required to receive tutoring and the Administration may recommend the repetition of a grade, a complete teacher supervised independent study, or summer school classes as requirement for promotion. If, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade a decision will be made. Student's readiness for the next grade level will be evaluated prior to the start of the new school year.

RECESS/PLAY AREAS

As weather permits, all daily recess breaks will be outdoors. Students are to dress for our unexpected Colorado weather. All students will be expected to play in their designated areas. Safety is always our #1 priority.

RECORDS

Parents have the right to inspect and review any and all official records, files, and other information about their child. (The Family Educational Rights and Privacy Act, 1984) Parents must request in writing their desire to inspect and review their child's records.

RELEASE OF RECORDS

The school maintains academic and personal records on each student. Information included in these records may be released only with written parental permission. Copies of student records will be sent to another school only after a written permission form has been received and all outstanding fees have been paid. Diocesan policy states that records may not be given to parents/guardians to transport.

RELIGION

Religion is a daily part of our school curriculum and is considered a major subject. All students who have chosen to attend SPCS are expected to participate in religion classes and be present at school religious functions as well as participate in daily Mass (with the exception of receiving Holy Communion if the student is not Catholic).

Prayer is to be incorporated within the school day in the morning, prior to lunch, and at the end of the school day. All homeroom teachers are responsible for the preparation of liturgies and for actively participating along with the students.

Students will be provided the opportunity to receive the sacraments of Baptism, Holy Eucharist, Reconciliation, and Confirmation. Parental involvement is encouraged and expected, especially with sacramental preparations. Information on all of our religious education programs is available in the school office or at the Church administration building.

Preparation for the Sacraments of Penance and Holy Eucharist takes place during the second grade year. Students from other parishes who wish to be prepared here should have the permission of their pastor. All questions about Baptism should be directed to the Office of Faith Formation in the Parish Administration Building (471-9700). Children who are not baptized who belong to other parish communities should be prepared for baptism in their own parish. Preparation for Confirmation begins in the 7th Grade. Questions about Confirmation and the two-year preparation program should be directed to the Office of Youth Ministry in the parish Administration Building as well as the Principal.

REPORT CARDS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Students receive grade report cards on a quarterly basis.

To check continuous progress of your child's academics please use TeacherEase.

RESTROOM/HALL PASS

Students are expected to be in class at all times. Any grade 1-8 student who uses the restroom during class time must have a hall pass. Any student coming to the office during class time must have a hall/office pass. Students that need to return to a classroom during their lunch period must have a signed hall pass.

RETURNING TO SCHOOL AFTER DISMISSAL

Parents are discouraged from returning to classrooms for forgotten items after school hours. If necessary, parents and students are asked to check-in in the office so they can be escorted to the classroom by office staff after dismissal.

REUNIFICATION

In an emergency, circumstances may occur at a school that require parents/guardians to pick up their children in a formalized controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. The Standard Reunification Method, developed by the **I Love You Guys Foundation** is a protocol that makes the process more predictable and less chaotic for all involved. Schools must establish a safe area for parents to go to pick up their children which may be at a different location than the school. St. Paul School and Parish will practice this process annually. Information on SRP can be found at www.iloveguys.org

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Paul Catholic School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 8. 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.

SAFE 2 TELL®

SAFE2TELL COLORADO is designed to help a student anonymously report any threatening behavior that endangers them, their friends, their family, or their community. For more information visit <http://safe2tell.org/students>

SCHOOL DELAYS/CANCELLATIONS/SNOW DAYS

SPCS administration, under the guidance of the diocese, will use every available resource in making the decision to cancel school because of inclement weather or unsafe conditions. PARENTS have the final decision-making authority when it comes to deciding whether conditions are too hazardous to send their children to school. Students will be given the opportunity to make up missed assignments.

Whenever possible, a decision to close school will be made between 5:00-6:30 a.m. The recording on the school phone will be changed to reflect any change or cancellation of the normal school schedule due to inclement weather and an E-blast will be sent. Updates will also be posted on Facebook and the school website.

We have an internet based system to deliver snow and emergency closures to the news media. This service is extended to you through **FlashAlert**. You are able to self-register and manage your home and/or office email addresses, and your cell phone text-messaging address to receive emergency information as soon as it is posted. Here are the steps to follow to subscribe (at no cost to you):

Go to <http://flashalert.net>

- Click on COLORADO SPRINGS on the US map
- Click on CHARTER & PRIVATE SCHOOLS
- Click on CATHOLIC ELEMENTARY SCHOOLS IN COLORADO SPRINGS

From here you will see emergency messages that are posted. You can also enter information for an email address and click subscribe. Follow directions from there if you wish to be notified via other email addresses or text messaging.

The FlashAlert Messenger app (publ. Solid Technology) is available for free in the Google Play Store. If you have an android or iPhone, please download the app for the quickest way to receive FlashAlert notification. Text message delivery can be delayed when thousands of messages are being sent from users through the FlashAlert network, however, the app allows for immediate notification.

Only under extremely serious conditions, will school be canceled after the school day has begun. In this event, Flash Alert will be activated, an eblast will be sent and a phone call will be made to a parent or guardian. School staff will remain with the students until ALL of them have been picked up.

In the event that school is canceled for the day, all extra-curricular activities will be canceled unless otherwise notified.

SCHOOL HOURS

- Grades K through 8: 7:40 AM – 3:15 PM. Students not in their homeroom at 7:50 AM are considered tardy.

Please check the school calendar and weekly eblast for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. ***There is no supervision for students who arrive prior to 7:35 AM. All students not picked up by 3:30 PM will be sent immediately to the After School Care Program regardless of circumstances.*** Parents are charged the daily per child rate of \$5.00/hour per child for using this program. (*see page 1 for more information*).

SCHOOL PROPERTY

The parent of a child who INTENTIONALLY 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. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SCHOOL SAFETY

Since the safety of our children is of the utmost importance, diocesan policy requires all outside doors to the school remain locked during school hours. There are no exceptions to this policy.

St. Paul Catholic School works 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 (**directly 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.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

SCHOOL SCHEDULE/HOURS/CALENDAR

St. Paul’s school calendar consists of 36 weeks divided into 4 quarters.

- 7:40 - First Bell – School doors open/Students enter classrooms
- 7:50 - Tardy bell rings/class begins
- 8:00 - Morning Mass
- 3:15 - Dismissal for K-8

There is no outside supervision until 7:35 AM. Children may not be dropped off prior to that time.

PLEASE CHECK THE CALENDAR ON TEACHEREASE AND/OR THE SCHOOL WEBSITE FOR CURRENT EVENTS.

SCRIP

See Addendum A – Financial Information

SEARCH

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

SERVICE PROJECTS

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Our school participates in service projects throughout the year.

SMOKING

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

SOCIAL MEDIA

Photos and captions on a student or parent’s Instagram® or any type of social media communication that depict the school, the faculty, other students, or the parish in a defamatory way will result in disciplinary action.

SPIRIT DAY

Periodically, a day will be selected for students to show their school spirit by participating in a themed day activity. Students not wishing to participate in the themed day may wear their SPCS spirit shirt. Notice will be sent home in a timely manner to alert families of details regarding the spirit day. Students may wear their Spirit Day shirts from previous years, or purchase a new one. A monetary donation is taken on Spirit Days. All money raised from these days are used to help support local charities and school projects.

STUDENT COUNCIL (Grades 3-8)

The students of St. Paul are encouraged to develop their leadership abilities through participation in the Student Council; a vehicle for voicing ideas of students, organizing special service projects for the school, parish, and community, promoting school spirit and by setting a good example in representing SPCS.

Student Council campaigning and elections take place in August for the school year, with meetings held on a regular basis during the lunch hour. Student candidates will make posters and give campaign speeches. Everything used for campaigning must be approved by the principal.

All monies collected by Student Council are used to fund various community services and better the St. Paul school community.

Eligibility criteria as it applies to athletics (page 10) will be followed by student council.

STUDENT FEE

In order to maintain and increase our caliber of quality education at SPCS, we require a minimal fee that helps offset some of the costs that will allow our students to excel and compete using 21st century skills. The student fee for students in grades K-8 is \$175. The fee breakdown for students in grades K-8 is as follows:

- Music Fee \$10
- Art Fee \$10
- Testing \$20
- Science Fee \$20
- Planner \$5
- Technology \$60
- Book Fee-consumable, library & replacements \$50

Student fees will be added to the family’s TADS account or to the pay in full invoice.

STUDENT HARASSMENT POLICY (see Bullying/Cyberbullying on pg. 14)

St. Paul Catholic School does not tolerate harassment of any kind.

Student harassment is any verbal, physical or conduct on the part of students that has the purpose or effect of substantially interfering with a person’s academic performance or of creating an intimidating, hostile or offensive education environment.

Student harassment is the act of tormenting or attacking a person. It may be focused on physical, emotional, sexual or gender issues. Harassment can be the use of words, spoken or written, or actions that torment, intimidate or physically harm a person. Behaviors may include but are not limited to physical threats, teasing through looks, comments or gestures, name calling or taunting remarks, kicking, hitting, biting, pushing, touching, gossiping about others, bullying, other forms of disrespectful contact or not following reasonable requests by school staff members. For words or actions to be classified as harassment, they must be unwanted.

All allegations of harassment will be taken seriously and will be promptly investigated. Harassment should be reported to a teacher or principal immediately. All teacher reports should be sent immediately to an administrator who will investigate the allegation. If harassment is in fact determined, appropriate reporting

will then be provided to the pastor, Office of Total Catholic Education, and possibly the police or other appropriate authorities. Parents should also report to the administrator immediately when a child has been harassed. Reports are confidential and are not shared with others who are not involved.

In regard to the information above, one or all of the steps listed below may be taken. An investigation may include the following steps: 1) Statements taken from those involved including witnesses. 2) If evidence indicates a violation, parents of all children involved will be contacted. 3) If evidence indicates that no violation was committed, no further action will be taken. 4) If a violation has occurred, consequences/penalties for harassment will be imposed. 5) A student who is a repeat offender may be recommended for expulsion.

Harassment of any kind will not be tolerated by the administration of SPCS. Consequences will reflect the seriousness and frequency of the offense. They may include, but are not limited to, the following interventions: detention, suspension, required counseling, withdrawal or dismissal, charges filed, expulsion.

False accusations will not be tolerated. The consequences will match the severity of the accusations and may include restitution, suspension and expulsion.

STUDENT RECORDS

St. Paul Catholic 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 or scanned and emailed. No records will be given to parents to transport to the new school.

Students/parents requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Paul Catholic 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.

Parents have the right to inspect and review any and all official records, files, and other information about their child. (The Family Educational Rights and Privacy Act, 1984) Parents must request in writing their desire to inspect and review their child's records.

STUDENT WITHDRAWAL

After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school by the discretion of the Principal and/or Pastor. Please refer to withdrawal sign out sheet for fees that may be inferred.

If a family decides to withdrawal before the last day of the 2018-2019 academic year, a \$500 withdrawal fee per student may be assessed.

SUPPLIES

Supply lists for each classroom are available in the school office, on the school website and TeacherEase. A school bag/backpack should be brought to school each day. School supply kits for the following year may

be ordered at the end of the school year for the following academic year. Due to locker space restrictions, rolling backpacks are not allowed in middle school.

TECHNOLOGY CONCERNS

Engagement in online activity or any means of social media communication, etc., may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell phones/Communication & Electronic devices:

Students are not permitted to use a cell phone/communication or electronic device during school hours (7:40-3:15). Any cell phone/communication device brought to school must be turned off and left in the student's locker/backpack until school is dismissed. Electronic devices are not allowed at school. It is the responsibility of all staff to collect any electronic devices brought to school and drop them off in the office for follow-up by the principal.

*Staff may allow the use of electronic devices in classrooms as it pertains to an assignment/lesson.

A parent will be contacted when a cell phone/communication/electronic device is confiscated. A parent must pick up any cell phone/communication/electronic device. Older siblings will not be allowed to pick up a cell phone/communication/electronic device. Consequences may be implemented for if a student's cell phone/communication/electronic device is confiscated more than once.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

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.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

TELEPHONE

The school phone is for business and emergency use only. Students are not to use the phone unless given approval and written permission by their teacher. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Incoming Calls: No child will be called to the phone, except in the case of an emergency.
The office staff will handle any other message delivery.

Outgoing Calls: In cases of illness or emergency, the office staff will make the call.

TESTING

The Iowa Assessments are administered each spring to grades first through eighth. Parents are given a copy of the results.

These tests are used to evaluate the child's aptitude and achievement in basic learning areas. The results are used by the staff to improve and evaluate the curriculum and programs, in order to meet the needs of the total school population and of the student. The student's scores become part of their cumulative record.

Testing takes place in the mornings. **Please do not schedule doctor/dental appointments before lunch time.** It is very important that students are present in the morning for testing.

Additional benchmark and progress monitoring testing are administered for grades K-8. Formative assessments will be given throughout the year.

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

TITLE IX

St. Paul Catholic 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 communicated 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.)

TUITION

See Addendum A – Financial Information

UNIFORMS AND DRESS CODE

A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline. We rely upon parental support with these policies and greatly appreciate your cooperation. To prevent misunderstandings and to insure continuity in our uniform guidelines the following notations are provided.

In general, good common sense should prevail.

1. All students are expected to be dressed neatly, be well groomed and give a good appearance. **All shirts (i.e. polo and oxford) are to be tucked in** with the exception of sweatshirts. No "blousing" of shirts is allowed. Girls are not allowed to "roll" the waistband on their skirts, skorts, or shorts. Girls wearing exercise shorts under skirts for extra warmth are to have them pulled up and not visible, unless on the playground or outside in the cold.
2. Hair is to be kept clean and groomed daily - no extreme hairdos. Students must maintain natural hair color throughout the hair length. Boys' hair must be above the ear, above the eyebrow and above the collar. Boys are not allowed to tuck their hair behind the ear.

3. **Dress shoes and tennis shoes** are permitted. Shoes are to be clean and in good condition. We do ask that your selection be modest in nature and not extreme in design. Laces must be tied or straps fastened. For safety reasons flip-flops, roller skate sneakers, Sanucks, Crocs, clogs or open toed shoes are not allowed at any time. Snow boots may be worn to school on snowy days in winter when snow is on the ground. Slippers are not approved footwear. Tennis shoes with non-marking soles are necessary for gym. Snow boots may be worn to school on snowy days in winter when snow is on the ground. **Boots must be changed to approved footwear prior to the start of the school day.**
4. No make-up or nail polish is to be worn while in uniform. This includes athletics and field trips.
5. Earrings (girls only-one per ear) are to be no larger than a dime and should hang no lower than a dime below the ear lobe. No choker necklaces are allowed. Only medical and religious bracelets and necklaces may be worn.

Uniform violations: Students not adhering to Uniform Dress Code will receive a uniform violation slip. Students receiving (3) or more violation slips will not be able to participate in the next FREE Dress event after receipt.

LANDS' END IS THE ONLY APPROVED SUPPLIER FOR SPCS UNIFORM CLOTHING

GIRLS KINDERGARTEN – GRADE 5

Daily Uniform (Monday, Tuesday, Thursday & Friday)

- Plaid* Skort or Plaid* Jumper (**No shorter than three inches above the knee**)
- Navy Chino pants from Lands' End
- Evergreen polo (long or short sleeved) with logo* from Lands' End (*Feminine or Regular Fit*). *Shirt sleeves should not be rolled or pushed up past the elbow.*
- *No shorts, no Cargo, or corduroy skorts and pants*

Mass Uniform (Wednesdays and Holy Days of Obligation Only)

- Plaid* Pleated Skort
- White Broadcloth Pinpoint, Woven Stretch, No Iron Pinpoint or Oxford, long-sleeve blouse (*Feminine Fit, No Peter Pan collar, ruffle or knit, No short sleeve shirts, Blouse does not have a SPCS logo*) *Shirt sleeves should not be rolled or pushed up past the elbow.*
- *Blouse does not have a SPCS logo or pocket*
- Navy Cross-Over Tie (Purchased at SPCS)
- **Dress shoes are recommended but not required**

No shorts for Mass Dress

Students must remove all outdoor wear while in Mass Uniform

GIRLS GRADE 6-8

Daily Uniform (Monday, Tuesday, Thursday & Friday)

- Khaki A-line Skirt (**No shorter than three inches above the knee**)
- Khaki Chino pants or shorts from Lands' End
- Evergreen polo (long or short sleeved) with logo from Lands' End (*Feminine Fit or Regular Fit*) *Shirt sleeves should not be rolled or pushed up past the elbow*

Mass Uniform (Wednesdays and Holy Days of Obligation Only)

- Plaid* A-line Skirt (**No shorter than three inches above the knee**)
- White Broadcloth Pinpoint, Woven Stretch, No Iron Pinpoint or Oxford, long-sleeve blouse (*Feminine Fit, No Peter Pan collar, ruffle or knit, No short sleeve shirts, Blouse does not have a SPCS logo or pocket*) Shirt sleeves should not be rolled or pushed up past the elbow.
- Classic Navy/Evergreen Plaid Tie from Lands' End only
- **Dress shoes are recommended but not required**

No shorts for Mass Dress

Students must remove all outdoor wear while in Mass Uniform

***Plaid Skorts/Jumpers - Classic Navy/Evergreen from Lands' End ONLY**

P.E. Uniform

- Any **solid** color t-shirt without graphics
- Any solid color (*no shorter than three inches above the knee*) Mesh Shorts

BOYS KINDERGARTEN – GRADE 5

Daily Uniform (Monday, Tuesday, Thursday & Friday)

- Navy Chino pants or shorts from Lands' End
- Evergreen polo (long or short sleeved) with logo from Lands' End (*Interlock only, no mesh*) Shirt sleeves should not be rolled or pushed up past the elbow.

Mass Uniform (Wednesdays and Holy Days of Obligation Only)

- White No Iron Pin Point or Oxford, long-sleeve shirt. (*No short sleeve shirts, Shirts do not have a SPCS logo or pocket*) Shirt sleeves should not be rolled or pushed up past the elbow.
- Navy Chino pants from Lands' End
- Classic Navy/Evergreen Plaid* Tie from Lands' End only
- **Dress shoes are recommended but not required**

No shorts for Mass Dress

Students must remove all outdoor wear while in Mass Uniform

BOYS GRADES 6-8

Daily Uniform (Monday, Tuesday, Thursday & Friday)

- Khaki Chino pants or shorts from Lands' End
- Evergreen polo (long or short sleeved) with logo from Lands' End (*Shirt sleeves should not be rolled or pushed up past the elbow.*)

Mass Uniform (Wednesdays and Holy Days of Obligation Only)

- Khaki Chino pants from Lands' End
- White No Iron Pin Point or Oxford, long-sleeve shirt. (*No short sleeve shirts, Shirts do not have a SPCS logo or pocket*) Shirt sleeves should not be rolled or pushed up past the elbow.
- Classic Navy/Evergreen Plaid* Tie from Lands' End only
- **Dress shoes are recommended but not required**

No shorts for Mass Dress

Students must remove all outerwear while in Mass Uniform

P.E. Uniform

- Any **solid** color t-shirt without graphics
- Any solid color Mesh Shorts

LANDS' END IS THE ONLY APPROVED SUPPLIER FOR SPCS UNIFORM CLOTHING

Uniform Guidelines

- **Dress shoes and tennis shoes** are permitted. Shoes are to be clean and in good condition. We do ask that your selection be modest in nature and not extreme in design. Laces must be tied or straps fastened. For safety reasons Flip-flops, roller skate sneakers, Sanucks, Crocs, clogs or open toed shoes are not allowed at any time. Snow boots may be worn to school on snowy days in winter when snow is on the ground. **Boots must be changed to approved footwear prior to the start of the school day.** Slippers are not approved footwear. Tennis shoes with non-marking soles are necessary for gym.
- **Dress shoes** are encouraged to be worn by students that will be participating in the Mass.
- **Socks** must be white, navy blue or evergreen and **must** cover the ankle. Girls may wear white, navy or evergreen tights. *Low Cut/"No See" socks are not allowed.*
- **Ties** must be the Classic Navy/Evergreen Plaid Tie from Lands' End only.
- **Belts** must be worn with pants and shorts and are to be solid black or brown, braided or plain and all leather (no decorations allowed on belts).
- **Bike shorts** in navy or black should be worn under skirts and jumpers and may be purchased from Lands' End.
- **Inside outerwear** such as sweaters, sweatshirts, and fleeces may be worn inside and outside and must be Lands' End Evergreen only with the SPCS logo **with the exception of Mass Uniform Dress while in church.**
- **Outside outerwear** such as jackets and heavy coats are to be worn outside only.
- **Embroidered items** must be the SPCS school crest (shield).
- **Hair accessories** include hair bows, scrunchies, headbands and barrettes and should follow appropriate school color scheme (evergreen, white, black, blue or the Classic Navy/Evergreen Plaid from Lands' End).

Notes:

- Undershirts/T-shirts worn underneath polo's must be **white only (no colors)**. *Sleeves of the undershirt/T-shirt cannot extend longer than the polo shirt.*
- Turtleneck shirts are not allowed.
- Mass Dress Uniform must only be worn on Wednesday Mass Days and Holy Days of obligation. On all other days, daily uniform must be worn. All outerwear must be removed while in Mass Dress Uniform. **Dress shoes are recommended but not required**
- **Please make sure your child's clothing is permanently marked with their name.**

If an item is not on the list it is not allowed as part of the uniform dress code.

VISITORS

All School visitors (volunteers, parents, etc.) **must ring the bell to the office and enter through the main front doors or the north doors (by library) of the school.** Please state your name as well as the reason for your visit. 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. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. Students may not open doors to let visitors/parents in the building.

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.

Parents and guests will not be allowed to walk the hallways during class time.

VOLUNTEERS

Our volunteer program at SPCS is one of our school's most valuable assets. Parent volunteers allow the school to function smoothly and enrich our educational program.

As mandated by the Bishop's charter all volunteers involved with children must complete Safe Environment Training (yearly), Background check (updated every five years), Volunteer application, and a Volunteer Interview. This must be completed before you may volunteer. This includes, but is not limited to Field trips, homeroom parents and lunch & recess duties. These forms can be obtained from the office. Mutual Group has developed an online training platform for employees and volunteers that drive for our ministries. **Any volunteer who drives on behalf of the church or school must take this courses.** See FIELD TRIP DRIVERS for course information

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.**

RIGHT TO AMEND

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

ST. PAUL CATHOLIC SCHOOL WELLNESS POLICY

The Diocese of Colorado Springs Schools are committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Paul Catholic School that:

- All students in grades Pre-School – 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- The school will provide nutrition, health and physical education to foster lifelong habits of healthy eating and physical activity.

School Meals

Meals served through the SPCS lunch program will:

- be appealing and attractive; and served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements of local, state and federal statutes;
- offer a variety of fruits and vegetables;
- serve only low-fat(1%) and fat-free milk;
- ensure that a portion of grains served are whole grains;
- if possible, schedule lunch periods to follow recess periods; and
- provide students access to hand washing or hand sanitizing before they eat meals or snacks.

Students are not allowed to share their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets. Lunches brought in by parents for students may not be shared as well, for similar reasons.

Snacks brought to school as enrichment, rewards or for parties will make a positive contribution to children’s diets and health and should emphasize serving fruits and vegetables as the primary snacks and water as the primary beverage. Please see the list of pre-approved snacks and party foods for parents and teachers.

Teachers are encouraged to integrate physical activity into the classroom setting to help meet the nationally recommended amount of daily physical activity.

Parents are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutritional standards.

The Director of Total Catholic Education or designee will ensure compliance with established Diocesan-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with these policies and report on the school’s compliance.

Assessments and review of the policy compliance will occur, as necessary to revise the wellness policy and develop work plans to facilitate its implementation.

LIST OF PRE-APPROVED SNACK AND PARTY FOODS

- Low-fat milk(plain or flavored)
- Fresh fruit – any
- Fresh vegetables – any
- Yogurt dip for fruit
- Fruit and cheese kabobs
- Any 100% fruit snack (fruit leather, frozen fruit bars, etc.)
- Veggie tray with low-fat dip
- String cheese
- Cheese cubes or slices
- Graham or animal crackers
- Pizza with lower fat toppings(lean ham, lean meats, veggies)
- Sandwiches – ham, turkey, cheese with low-fat condiments
- Low-fat pudding cups
- Low-fat yogurts, yogurt drinks, or Go-Gurts
- Quesadillas
- Angel food cake with fresh fruit toppings and whipped cream
- Yogurt Parfaits or Yogurt Banana Splits
- Low-fat breakfast bars or low fat cereal bars(no nuts)
- Party mix of cereals, pretzels, dried fruit(no nuts)
- Low sodium crackers – preferable whole grain or whole wheat (i.e. Triscuits/Wheat Thins etc.)
- Baked corn chips
- Rice Krispie treats – commercially prepared



ACCEPTABLE USE POLICY FOR TECHNOLOGY AVAILABLE AT SCHOOL

The Technology available at St. Paul Catholic School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that that conflicts with Catholic moral values
- Granting access to unauthorized persons, either by intentional action or unintentional action (i.e. failure to log off)

The use of our school's technology, including Internet use, is a privilege, not a right.

I, _____, HAVE READ AND/OR HEARD THE ABOVE ACCEPTABLE USE POLICY READ TO ME. I FULLY UNDERSTAND THE CONTENTS AND WILL ABIDE BY THE POLICY. I UNDERSTAND THE SANCTIONS CONNECTED WITH VIOLATIONS OF THIS POLICY.

Student Signature

Homeroom/Grade

Date

Parent Signature

Date

DIOCESE OF COLORADO SPRINGS
ST. PAUL CATHOLIC SCHOOL BULLYING PREVENTION POLICY

Created February 2008

St. Paul Catholic School believes that all students have a right to a safe and healthy school environment and is committed to promote mutual respect, tolerance, and acceptance free from bullying and harassment.

St. Paul Catholic School will not tolerate behavior that infringes on the safety of any student or staff. A student, staff, or parent shall not intimidate or harass another person through words or actions in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events.

Bullying is not a rite of passage to be endured by young people. Instead it is a behavior that must be addressed because of the harmful impact it can have on students. Bullying can lead to depression, low self-esteem, and anxiety, feelings of isolation, as well as school absenteeism and low academic achievement.

Definition

Bullying occurs when a student or another person is exposed, repeatedly and over time, to negative action on the part of one or more other students or persons. Bullying is characterized by the following three criteria: (a) it is aggressive behavior or intentional ‘harm doing’; (b) it is carried out repeatedly over time; and (c) it occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying takes many forms, including the following:

- *Physical bullying* – physical acts of aggression such as hitting, kicking, tripping or pushing
- *Verbal bullying* – threats of physical bullying, name calling or other insults, making faces or obscene gestures, graffiti on lockers or bathroom walls
- *Relational bullying* – spreading rumors, intentional exclusion of others, passing of harmful notes about another person
- *Internet (Cyber)bullying* – the spreading of harmful information or lies about others through email, chats, text messages, online blogs, cell phones or cameras
- *Sexual bullying* – unwanted touching or comments made about a person’s body, body type or physical features including wedgies, bra snapping, and obscene sexual gestures.

Prohibition Against Bullying and Harassment

Bullying behavior, as defined by the above mentioned behaviors, is strictly prohibited, and such conduct will result in disciplinary action. **This prohibition includes anyone associated with St. Paul Catholic School including students, school staff and administrators, parents, and community members.**

Reporting Procedures

All school employees are required to report alleged violations of this policy to the principal or the principal’s designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint will be promptly investigated.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

All such reports will be taken seriously. The principal or principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report.

Any reprisal or retaliation is prohibited against any person who reports a bullying incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

Consequences of Bullying

St. Paul Catholic School staff and administrator have developed and will implement a hierarchy of consequences that matches specific bullying behaviors to disciplinary and/or remedial action. The following factors will be taken into consideration when determining appropriate consequences; age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral intervention up to and including suspension or expulsion.

Remedial action and consequences for school employees will be determined on a case by case basis and in accordance with the employee handbook or school code of conduct. Parents, volunteers, and community members are expected to maintain the same high standards that are expected of students and staff.

Since bystander support of harassment or bullying can support negative behaviors, St. Paul Catholic School prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Students will be given the skills to know how to intervene when they witness a bullying incident.

Disclosure and Public Reporting

Notification to all parties subject to this policy defining and prohibiting bullying shall be made at minimum one time over the course of the school year. A summary of the policy will be incorporated into the student and employee handbooks. It will also be distributed to parents and organizations in the community having cooperative agreements with the school.

Staff will be reminded at the beginning of each school year about the policy, as well as their responsibilities regarding bullying behavior. Staff will also discuss the policy with the students throughout the year as a reminder that bullying is not tolerated and that there will be consequences for bullying behavior.

*St. Paul Catholic School has the option and responsibility to create the Bullying Incident Report and Hierarchy of Consequences.

ADDENDUM A

FINANCIAL INFORMATION

FINANCIAL INFORMATION (ADDENDUM A) INDEX:

- St. Paul Catholic Church Subsidy
- Tuition Rates and Payments (TADS® Tuition Management)
- Tuition Assistance from SPCS
- Other Sources of Tuition Assistance
- Withdrawal Policy
- Application Fee
- Student Fee
- Other Program Fees
- Past Due Account Balances
- SCRIP Program

ST. PAUL’S CHURCH SUBSIDY TO ST. PAUL CATHOLIC SCHOOL

St. Paul Catholic School is a ministry of St. Paul Catholic Church. The priority St. Paul’s places on the teaching ministry of the Catholic Church is exemplified by its commitment to our school. St. Paul’s supports its parish school by providing facilities and a *substantial annual financial subsidy from parish offertory*. This subsidy has historically increased each year. As educational costs continue to escalate, rising tuition is inevitable. Tuition, however, covers only a portion of the total educational/operational expenses of St. Paul Catholic School. All children receive a substantial subsidy.

TUITION RATES AND PAYMENTS (TADS® Tuition Management)

Tuition rates are determined annually, by the Diocese of Colorado Springs. Rates differ for Catholic, and Non-Catholic students. Multiple children from one family receive additional discounts.

**TUITION SCHEDULE
SCHOOL YEAR – 2018-2019**

KINDERGARTEN - GRADE EIGHT

Actual Tuition Rate per child.....	\$7,352.00
Tuition charge for “Active/Contributing Catholic Families”.....	\$5,202.00
Tuition charge for “Non-Participating Families”.....	\$6,202.00

PRE-KINDERGARTEN

Tuition charge for “Active/Contributing Catholic Families”.....	\$3,502.00
Tuition charge for “Non-Participating Families”.....	\$4,002.00

PRESCHOOL

Tuition charge for “Active/Contributing Catholic Families”.....	\$1,832.00
Tuition charge for “Non-Participating Families”.....	\$2,332.00

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by July 5, 2018, and receive a 2% discount, or
- Enroll in the TADS® Tuition Management Service. Payments begin in July 2018.
- Please note that you may pay in full for one child and utilize TADS® for another.

Enrollment/Re-Enrollment

- The \$155.00 Application Fee for new students must be submitted with the application. The Registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration Fee of \$150 by the date designated.
- All Application & Registration Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to St. Paul Catholic School that do not clear the bank.

TADS® Tuition Management Service Overview

- There is an annual non-refundable \$49 administrative fee for enrollment in the TADS® program per family. This fee is charged to your designated account separate from your tuition by TADS® – please do not make this payment to the school.
- Tuition payment options are over 12 months, quarterly, or biannually with automatic deduction beginning July 2018 and ending June 2019. Families choosing to pay tuition in full may take a 2% discount if paid no later than July 5, 2018. All tuition payments are scheduled through TADS.

A RETURN FEE OF \$29.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE PARISH BOOKKEEPING OFFICE at 719-471-9700.

Please be assured that neither TADS nor the school will have access to or any knowledge about the status of your bank account. Also, with the school's approval, the payment can be adjusted during the year should an unexpected and legitimate financial need occur. Please communicate with the school if you find yourself with a financial hardship and are unable to meet your tuition obligation.

TUITION ASSISTANCE FROM ST. PAUL CATHOLIC SCHOOL

Aid is granted based on availability and need as reported by *Tuition Aid Data Services (TADS)*, an independent company which assesses applicants' financial ability to pay private school tuition. Final aid awards are made by St. Paul's Pastor. Please be assured that your information will be held with great confidentiality.

To qualify for financial aid, a family must fill out and submit an application directly to TADS. This application is available online (www.tads.com). The application must be completed with payment by credit card to cover the processing along with a copy of your prior years IRS Tax Return. In addition, the registration paperwork along with the \$150 registration deposit must be submitted to the office. All outstanding account balances must be current to be considered for financial assistance. The financial aid process takes place each spring for the following academic year with the application deadline occurring on April 15th. Although late applications can be submitted, there is no guarantee that funds will be available for those applying late. Applications must be sent each year even if aid was granted in the prior year.

OTHER SOURCES OF TUITION ASSISTANCE

The Colorado Springs Council for Black Catholics has funds available for need-based assistance for students of Afro-American heritage. Please contact Tina Wider, 719-392-8809, for more information. Parents Challenge also offers scholarships to qualifying families. Please visit their website at www.parentschallenge.org for more information.

WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawing from the school.
- Registered students who withdraw **before the last day of the 2018-2019 academic year, a \$500 withdrawal fee per student may be assessed** per student.
- The school will not forward records for students who withdraw with an outstanding balance.

APPLICATION FEE

The application fee for new students is \$150.00. The assessment portion of this fee is \$50 and is due no later than the day of the assessment. The remaining \$100 is used for admissions. These fees are non-refundable once the assessment and processing has taken place.

STUDENT FEE

The student fee per student (K-8) for 2018-2019 is \$180.00. This fee is NON-REFUNDABLE

OTHER PROGRAM FEES

We request that parents make separate check payments for program fees such as lunch/milk account, yearbook, etc. Please mark on each check the type of payment to ensure proper credit, including the child's name and grade. These types of payments may be given to the homeroom teacher or taken directly to the School Office. Thank you for your cooperation.

PAST DUE ACCOUNT BALANCES

All student/family accounts must remain current. We realize that there may be time when families have personal/financial struggles. If for any reason a situation like this arises you are encouraged to contact the principal or pastor to discuss financial arrangements. If you let any account become past due it may jeopardize the continuation of your child's education at St. Paul Catholic School.

All past due accounts including registration fees, tuition, lunch account, After School Care and SCRIP must be cleared up by the Friday before school starts for the registered child to begin the school year. As an option, some past due costs may be added to future TADS payments. Please contact the principal to clear up past due balances.

SCRIP PROGRAM

SPCS began a SCRIP program in May 1998 as an alternative-funding source to increase income for SPCS. All net income generated by this program will be used to help fund increases in teachers' salaries and school program expenses. Income generated by preschool only families directly benefits preschool programs.

SCRIP is a term that means, "*substitute for money*". Scrip is a real and negotiable gift card/certificate to many stores in our community where you already spend money regularly. These gift cards are the identical gift cards issued and guaranteed by a participating store. We purchase gift cards at a discount, sometimes as high as 20%, and sell them to you at full value. The discount is our profit. With SCRIP you can buy anything you want, use coupons, buy sale items and even pay your Kohl's charge bill with it. There is *no difference between SCRIP and money* when you go shopping, except you use gift card(s) for that store. We stock gift cards to Lands' End (our uniform supplier), King Soopers, Safeway, WalMart/SAMS Club, Target, Amazon.com, Tinseltown Theaters, Best Buy, Home Depot, Lowes, Chili's, Burger King, Starbucks, Shell, Toys 'R' Us and so much more. King Soopers gift cards can also be used at Loaf n Jug gas stations.

Where can you get the gift cards?

Gift cards are available for purchase daily in the front lobby of the school on school days from 7:40-8:00AM and 3:00-3:30PM. SCRIP is not sold during the school day other than these hours. Families may enroll in the online SCRIP program, ShopWithScrip® and have the opportunity to purchase SCRIP from home. (See the complete list of Great Lakes SCRIP Vendors for more details)

Place an order online at www.shopwithscrip.com

If you have not already registered for ShopWithScrip® you will need to do so. Follow the appropriate links at www.shopwithscrip.com and enter the **school code 7A56DC341298**. If you would like the option to pay

online, set up Presto Pay and simply link your bank account to your ShopWithScrip account and start ordering in minutes.

In addition to not having to drop off checks, with Online Payments:

- You'll receive your ScripNow®eCards instantly
- ReloadNow®funds are added to your card immediately
- Your Reload orders process faster
- You'll have access to our mobile ordering website MyScripWallet™

Your security is a priority, so you'll create a unique PIN when you link your account. Get signed up today by heading to the "Payment Types" on your Shop with SCRIP Dashboard. Please note that the SCRIP coordinator has to enable Online Payments for our school before you can sign up. So if you find that you're unable to sign up, please contact

Option 2: Drop your order off to the school office on Tuesday during office hours, which are 10am - 2pm. You may also drop off your order at the Parish office.

With either option, orders will be filled with cards in stock and an email/text will be sent with instructions on when to pick up your cards. If the order includes cards that need to be ordered, they will be included in a weekly order and available the following week.

By purchasing your cards online you will have the option of e-card (SCRIPNow) or reloadable cards in addition to the plastic cards you would need to pick up from the school.

SCRIPNow purchases can be printed at home or saved to the wallet app on your smart phone. The app allows you to use the card while you are at the register. A bar code or number will be provided to you for the cashier to scan or enter. This option paid for with the Presto Pay option will allow you to make purchases without having to pick cards up from the school.

Reloadable cards are offered by some of the vendors on the website. It would require you to register a plastic card you have already purchased from the school and then you would be able to reload the card from the website.

You also have the option to place an order online without sharing payment information. If you choose to do this your order will stay on hold until you are able to drop a check off to the school office. Once the check is received the order will be processed and you will receive an email/text about the status of the order.

Who participates in SCRIP?

Every Preschool-Gr. 8 family is required to purchase SCRIP cards for the 2018-2019 academic year. Participation in SCRIP is a requirement, just like paying tuition.

What is the SCRIP Commitment?

Each family is required to purchase gift cards totaling a minimum profit of \$275. If you elect, you may buy out of your 2018-2019 SCRIP commitment with a onetime fee of \$275. **Families have the option at the time of registration to add the buyout fee to their TADS account, pay them at the time of registration or with the pay in full invoice.**

What is T.R.I.P.?

T.R.I.P. stands for *Tuition Reduction Incentive Program*. Once your SCRIP commitment is met the additional profit can be applied toward tuition for the following year.

As a way to say thank you for your commitment and support to Catholic Education, you will receive 75% of any profit accumulated over \$275 that will be applied towards your 2018-2019 tuition with T.R.I.P. The school will retain the other 25%. If you are not enrolled at SPCS for the 2018-2019 academic year, your profit will NOT be refunded to you. The profits you earn will be totaled following the end of the program year (May 31st). You will be notified in June of the profit applied to your 2018-2019 tuition. If you have any delinquent account balances, the profit earned will be applied to those accounts before being applied to your tuition.

When does the program take place?

The SCRIP commitment year is June 1, 2018 through May 31, 2019. You will receive scheduled updates on commitment status in October 2018, January 2019 & March 2019, with your child's report card.

What if I don't meet my \$275 commitment?

If you elect to participate in the SCRIP program at the time of registration and have not purchased \$50 in profit by January 1, 2019 your TADS tuition account will be automatically adjusted for the \$275 buyout fee in January 2018 or if you will receive an invoice if tuition was paid in full. If you have been purchasing SCRIP throughout the year and fail to meet your commitment of \$275 profit by May 31, 2019 you will be billed the difference in June 2018. Payment is due upon receipt.

If you withdraw during the school, your SCRIP fee will be prorated and you will be billed for any amount owed.



**ST. PAUL CATHOLIC SCHOOL
2018-2019
PARENT/STUDENT HANDBOOK CONTRACT**

St. Paul Catholic School holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. St. Paul Catholic School expects students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). The essential behavioral expectation for our students is that they will conduct themselves in a mature and dignified manner at all times. SPCS has adopted extensive policies that include dress code and discipline which are outlined in our Parent/Student Handbook. ***Please sign below indicating you have reviewed the handbook in its entirety which can be accessed via your TeacherEase account. By signing you agree to adhere to these expectations. This form will be placed in each student’s cumulative folder for future reference.***

At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. SPCS expects students to exhibit personal integrity in their actions at all times. Off-campus behavior that reflects badly on the school will be subject to disciplinary action at the discretion of the Principal.

***This handbook has many new additions/changes. Please read in its entirety before signing.**

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____
(please print)

Parent/Guardian Signature _____	Date _____
Parent/Guardian Signature _____	Date _____
Student’s Signature _____	Date _____
Student’s Signature _____	Date _____
Student’s Signature _____	Date _____
Student’s Signature _____	Date _____

Parents and students must both sign. This form must be returned to the office no later than September 1, 2018.

Thank you for choosing St. Paul and for the partnership we will share throughout the 2018-2019 school year. Your commitment to Catholic Education is greatly appreciated! Please see the prayer for families below. Have a great year!

Loving God,

We give you thanks for the many blessings you have given us through our families: through our parents, our primary educators in the faith; through our siblings, who walk with us on our earthly journey; and through all who guard and guide us in your light and in your truth.

We pray that you will continue to inspire our families, so that our devotion to you and our care for one another may be a visible sign of your unconditional love.

We ask this through Christ, Our Lord.
Amen.

