



## Saint Paul Catholic School

# STUDENT AND PARENT HANDBOOK 2020-2021

*Catholic Schools: Educating our youth in truth for the  
honor and glory of God and the salvation of souls*

# STUDENT AND PARENT HANDBOOK

---

## **INTRODUCTION**

### **FOREWORD**

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through the Friday Memo, school website, emails, and letters home as well as through Parent Teacher Organization meetings.

### **MISSION STATEMENT**

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

St. Paul Catholic School fosters the development of the whole child in an academically challenging environment based on Catholic doctrine and virtues, and empowers them to make a difference in the school, community and world.

### **EDUCATIONAL PHILOSOPHY AND GOALS**

#### **ENCULTURATION OF CATHOLIC IDENTITY: Because Faith and Service is Our Cornerstone**

- Religion is a core subject for every student in our Catholic schools.
- Every person is created in the image and likeness of God, and we value the uniqueness of each person.
- The education of students is a shared responsibility among the parents, school, parish and community.
- Community service hours are requirements for students.
- More than 200 local, national and international organizations and groups served by our Catholic school students through service outreach.
- Potential vocation-discerner administered in grade 7 - Vocation Awareness Activities.
- School and class retreats, liturgies, para-liturgical services and other occasions for spiritual growth.
- Study of Church History and of Catholicism.
- Service to others is our cornerstone.
- Common Diocesan prayer before all athletic competition.
- Observance of Holy Days.

# STUDENT AND PARENT HANDBOOK

---

- Catholic Teachers from ACE Program from Notre Dame and Lance Program from CBU.
- We believe in accepting, understanding, valuing, and celebrating the diverse cultures within our school community.
- We believe in commitment to academic excellence which promotes the intellectual development of faculty and students.
- We believe in a God-centered, ethical, and moral environment of education according to the teachings of the Catholic Church.

## **CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future**

1. A priority of our Catholic system is education in the Catholic faith and the faith development of our students.
2. Worship, the sacraments and prayer are essential components of the Catholic schools to ensure Catholic identity.
3. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
4. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
5. A safe, supportive and nurturing learning environment promotes student achievement.
6. Achievement of high academic standards is expected of all students.
7. Commitment of all personnel (administrators, teachers, and support staff) providing and holding students to high quality standards, expectations and performances contribute to the success of the Catholic Schools.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## **HISTORY OF ST. PAUL CATHOLIC SCHOOL**

St. Paul the Apostle Catholic Church was founded in 1945 and St. Paul Catholic School was added in 1949 under the direction of the Sisters of Mercy. Prior to the opening of the School, the children of the Parish had attended St. Thomas School.

In 1965, St. Joseph Parish was built, and St. Paul Parish was split. The Sisters of Mercy took over the new St. Joseph School, and the Nashville Dominicans Sisters came to St. Paul Catholic School to administer and teach at the School. The Sisters commuted from Holy Child Kindergarten until the St. Paul Convent was finished.

Throughout the years St. Paul Catholic School has been known for its outstanding children's choir, which has sung for events such as the dedication of the St. Jude Hospital Research Tower, the funeral of Danny Thomas, and the 25th anniversary of the founding of the Diocese of Memphis. St. Paul students continue to excel in academics, the fine arts, athletics, and Christian service.

## **Landmark Dates in the History of St. Paul Catholic School:**

1945	Parish founded
1949	School founded
1954	Four classrooms added

# STUDENT AND PARENT HANDBOOK

---

- |      |   |
|------|---|
| 1957 | Fund drive to clear debt and expand school  |
| 1961 | Gymnasium and cafeteria completed   |
| 1964 | Dedication of additional classrooms   |
| 1965 | Administration of school transferred to the Dominican Sisters of St. Cecilia from Nashville, TN |
| 2000 | Fiftieth anniversary of the school's founding   |

## **Important Facts:**

Current Bishop for the Diocese of Memphis:

Bishop David P. Talley, M.S.W., J.C.D

Superintendent of Catholic Schools:

Mrs. Janet Donato

## **ABOUT THE DOMINICAN SISTERS OF SAINT CECILIA CONGREGATION**

The Catholic Church, from the beginning of the Order of Preachers, has called the Dominicans to teach the Word of God. Saint Dominic embodies the teaching mission of the Church in the apostolic work of his Order. By sending his followers out into the world, he sought to proclaim the Gospel to all people.

The Dominican Sisters of the Saint Cecilia Congregation have continued the mission of Saint Dominic through their dedication to the Christian education of youth in institutions of learning. For over a century, the Saint Cecilia Congregation has owned and operated schools in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of society.

## **ENVIRONMENT**

St. Paul Catholic School is committed to the spiritual growth and development of each child. Mass with students is normally celebrated in St. Paul Church once per week. Parents are welcome to attend Mass and daily morning prayers held in the gym. Catholic students in the second grade are prepared for the reception of the sacraments of Reconciliation and Holy Eucharist. Other elements of schools in the Diocese include:

- Iowa Assessment skills/CogAT administered at the elementary level. PSAT, SAT, ACT at high school level - National Merit Scholars - Advanced Placement Courses.
- Schools offer a variety of academic experiences: College preparatory, traditional programs, multi-level flexible programs to accommodate learning differences and abilities, Special Education, Technology programs.
- Schools offer diversified programs of extracurricular and co-curricular clubs and organizations in academics, the Arts, Athletics, Spiritual Life and Community Service.
- Diocesan Art Show.

## **ACCREDITATION**

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

## **TECHNOLOGY: Because Learning Takes Place in a Global Society**

# STUDENT AND PARENT HANDBOOK

---

- The Administration and Faculty at each school site develop a plan within the overall framework and needs at their school.
- Training and professional development of all school personnel in the use of technology and the implementation of Technology into the curriculum are vital parts of the plans.
- Grants, donations, fundraisers and optional means have afforded each school the implementation of all four phases of the technology plan which includes wiring, hardware, software, and training.
- All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

## **WELCOME**

St. Paul Catholic School takes pride in cherishing the dignity of every student and fostering academic excellence in a Christ-centered environment. The rich opportunities available engage each child's individual potential, while instilling spiritual growth and values for the future. Encouraged by the example of our patron, St. Paul, we strive to preach the Gospel with joy and impart this knowledge to others.

Founded in 1948, St. Paul Catholic School serves Pre-Kindergarten three year-olds through 7th grade, offering academic, cultural, and spiritual formation for the youth of today and the leaders of tomorrow. Today, St. Paul students continue to excel in academics, the fine arts, athletics, and Christian service. Daily the students are challenged to use their God-given gifts and talents to positively impact their families, their school, and the world.

You are welcome to visit St. Paul Catholic School, or contact us if you have any questions. For more information, please call (901) 346-0862 or e-mail: [tondra.davis@stpaulsmemphis.com](mailto:tondra.davis@stpaulsmemphis.com)

# STUDENT AND PARENT HANDBOOK

---

## **GENERAL INFORMATION**

### **SCHOOL SCHEDULE**

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy.

School begins at 7:50am in the gym every morning for students in Kindergarten through 8th grade. On Mondays through Thursdays, prayers are said together in the gym. On most Fridays, in preparation for Mass, teachers pick their classes up at 7:50 and bring them directly to the classrooms. Dismissal is at 2:50 p.m.

A half day schedule means that the school dismisses at 11:30am with typically no cafeteria service.

### **CONTACT INFORMATION**

St. Paul Catholic School	901-346-0862
St. Paul Catholic School FAX	901-396-2677
St. Paul Pre-Kindergarten	901-346-0876
St. Paul the Apostle Catholic Church	901-346-2380
St. Paul Cafeteria and After-Care	901-346-1190

### **SUPERVISION OF STUDENTS**

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

### **CHILD ABUSE AND NEGLECT**

As required by state law, schools officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that are known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school, will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

### **DRIVING/PARKING ON SCHOOL PROPERTY**

Drivers will not exceed 15 MPH, drive recklessly on school property or use cell phones or other electronic devices while driving.

Parking on school property is a privilege which may be revoked by the school principal for violation parking/student driver rules. Parking is permitted only in designated parking areas. Vehicles parked on school property are subject to search at any time for suspicion of illegal substances.

# STUDENT AND PARENT HANDBOOK

---

Students may not loiter around or enter any parked vehicle, including their own, during school day hours without the approval of the school principal, or, if the principal is unavailable, the principal's designee.

Valuables should never be left in a parked car, even if the car is locked or if the parent will only be away from the car for a short period of time.

## **DROPPING OFF AND PICKING UP**

The school day begins at 8:05 a.m. Students may be dropped off at school beginning at 7:00 a.m for a fee. Parents should drive to the designated area beside the cafeteria and let their child out of their car. The student then proceeds to the gym where the school day begins with Morning Prayer at 8:05 a.m. Students who arrive after 8:05am will be signed in at the school office by an adult. Under no circumstances are students to be dropped off at school prior to 7:00 a.m. Violations of this policy are considered extremely serious since the safety of each student is paramount.

Dismissal time at St. Paul Catholic School is 3:00 p.m. Parents of students in grades K-4 should pick up students in front of the main school building. Parents must park in the spaces provided in front of the main building and wait for the children to go to their respective cars. Students are not allowed to get into a car that is not parked in the correct spaces or into a car that has backed into a parking spot. Grades 4-8 are dismissed from the middle school building and wait in the front of the cafeteria for their rides. Parents of these students should park in the spaces provided in the Church parking lot located in front of the Church Offices. If the student has younger siblings, they will be dismissed from the youngest sibling's classroom.

Parents should never back into a parking place anywhere on Campus. This presents a dangerous situation and disrupts the flow of traffic. Parents are asked to pay close attention during Dismissal. It is recommended that cell phones not be used at this time.

Students in 5th-8th grades are responsible for assisting with dismissal and at other times as designated. Safety patrol members must serve and be on duty until 3:10 p.m. on full days of school and until 11:50 a.m. on half days.

Parents of students in grades K-8 may not go to the classrooms to pick-up students prior to dismissal. If a student has an early dismissal, the student will be called to the Office to meet his/her parent. The parent must sign the child out in such cases. Ordinarily parents should not appear unannounced to ask that their child be dismissed between 2:15-2:50 p.m. or 11:00-11:30 on Early Dismissal days. These time frames, just prior to Dismissal, are especially busy as students pack their belongings and teachers attempt to give final instructions.

After 3:10 p.m., students who have not been picked up will be sent to After-School Care in the Cafeteria at a cost to their parents. Students are not permitted to stay after school unsupervised for an after school activity that begins later than 3:10 p.m.

After-School Care is provided by school personnel in the St. Paul Cafeteria every day from Dismissal until 5:30 p.m. Information regarding rates and policies is published each year and is available in the School Office. All caregivers are experienced, trained, and certified.

The parking lot in the rear of the main school building is for faculty and staff parking only. Parents may not drop off and/or pick up students from this parking lot.

## **USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY**

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement of the damaged/destroyed property.

# STUDENT AND PARENT HANDBOOK

---

While on the school property, students and parents of St. Paul Catholic School are expected to abide by the rules stated in the Parent/Student Handbook, unless otherwise noted.

Scheduling for the use of any school facility must be requested and coordinated with the school principal and pastor. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

## **COMPLAINT/GRIEVANCE PROCEDURE**

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

Students and their parents must annually agree to the school's acceptable use policy prior to the student using school technology resources. (See Appendix A)

## **BLOGS**

Engagement in online blogs such as, but not limited to, Snapchat®, Twitter®, Facebook®, Instagram®, etc....may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding St. Paul Catholic School, the faculty, staff, other student and/or the parish.

## **CELL PHONES/ELECTRONIC DEVICES**

Student possession of cell phones, electronic video games, iPods, iPads, MP3 players, cameras or other personal electronic devices on school property or at school related functions is prohibited. Some schools may allow cell phones to be carried by students but at St. Paul Catholic School, the phones must be turned off and turned into the teacher during school hours. The teacher will return the phones at the end of the day. Violation of the policy will result in confiscation of the electronic device, and kept in the School Office until a parent comes to pick up the item(s). The student will then be subject to disciplinary measures. St. Paul Catholic School is not responsible for the security of the electronic devices brought to school by students. Multiple offenses will result in confiscation of the device until the end of the school year.

Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal. Students may not use or have visible during school functions any electronic items: such as the following: cell phones, iPods, iPads, laptop computers, Blackberry devices, MP3 players, digital cameras, CD players, Gameboys, etc...., unless permission has been given by the Principal to allow them on a special occasion.

## **SMOKE-FREE ENVIRONMENT**

Students are not permitted to smoke or use tobacco products in school facilities or on school grounds, including inside vehicles on school property. Catholic School and campuses are non-smoking areas.

During athletic events, smoking is not permitted in the seating areas or the areas around the playing fields.

## **LOCKS AND LOCKERS**



# STUDENT AND PARENT HANDBOOK

---

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

It is recommended that students secure their lockers with combination locks, with a copy of the combination on file with the school office. School officials may inspect lockers at any time.

The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere. All clothing, lunch boxes, books, book bags, etc.... should be clearly marked with the student's first and last name. Unmarked articles are held in the designated place for several weeks, at the end of which time, they are donated to the needy.

Students should not bring valuables to school. St. Paul Catholic School cannot assume responsibility for valuables brought to school by students.

Students in the 6th-8<sup>th</sup> grades are issued school lockers and locks. Students should not tell others the combination to their locks. Students should refrain from decorating the inside of their lockers with pictures, posters, slogans, etc. that consists of inappropriate images and/or words. Any student who breaks into another student's locker is subject to disciplinary action.

## **SEARCHES AND INSPECTIONS**

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

Lockers, desks, parking areas provided for student use are the property of the school and are subject to search or inspection at any time. Routine patrols of parking lots and visual inspection of vehicles may be conducted by school officials at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, book-bags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement. "Strip searches" are prohibited unless conducted by a parent or guardian. Strip search is defined as requiring a student to remove his/her clothing such that undergarments are visible or are removed. Removal of coats, jackets, shoes, socks and/or belts, or the untucking of shirts, do not fall within the definition of a strip search.

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

## **SCHOOL MEALS**

The Cafeteria is considered a classroom to promote good eating habits and manners. Students are expected to be courteous and respectful in the Cafeteria. They are required to use good manners and to obey all Cafeteria rules including wiping off tables and picking up trash.

Students may choose to bring a sack lunch from home or purchase a hot lunch in the St. Paul Cafeteria for a daily fee. Parents may pay for lunches daily or by the week. Payment can be made in person at the Cafeteria or payment can be sent to the homeroom teacher in a sealed envelope marked "Cafeteria." Ice cream and other snacks can be purchased separately for an additional cost. Students may not bring fast food lunches or soft drinks.

Parents are permitted to eat lunch with their child no more than once a month. If parents plan to purchase a hot lunch on the day that they visit, they should reserve a lunch no later than 9:00 a.m. on the day they plan to eat lunch with their child. Parents are not permitted to bring fast food for lunch for themselves or for their child.

# STUDENT AND PARENT HANDBOOK

---

## **FOOD ALLERGIES**

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

## **LOST AND FOUND**

Students or others who find clothing, jewelry, books, money or other articles should turn those in to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of the school semester will be discarded or charitably donated.

Students are encouraged to label all student property for easy identification.

## **PARENTS**

### **PHILOSOPHY**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. Paul Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Paul personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of St. Paul or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligation under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. Paul Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

The faculty and staff consider it a privilege to work with parents in the education of their children. This education stresses the education of the whole child: spiritually, academically, emotionally, physically, and morally. Parents become the primary role models in every area of a child's development. Teachers work together with parents to foster a child's prayer life and to develop a strong relationship with God. Parents provide the best example for their children. This good example helps students to grow into young men and women who can make the world a better place. Together, parents and teachers can help a child succeed now and in the future.

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 a child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, and other assignments. This responsibility also extends to times of absence.

## **SERVICE OPPORTUNITIES**

# STUDENT AND PARENT HANDBOOK

---

Parents are considered partners of the school in the education of their children. Volunteering is a wonderful service by which parents enrich their child's educational experience. If they volunteer on a consistent basis, they are required by the Diocese of Memphis to undergo a background check and to complete the Virtus Child Abuse Training. Although volunteers give great service to the school, they must conduct themselves in accord with the philosophy of St. Paul Catholic School. A volunteer coach and/or official may be asked to resign if the administration believes it is in the best interest of the School to do so. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways:

- Assisting in the library
- Coaching sports teams
- Homeroom coordinators
- Serving as classroom assistants
- Assisting with special events
- Fundraising

St. Paul Catholic School participates in several large school-wide fundraisers throughout the year. In addition, smaller fundraisers are held at various times. The purpose of these fundraisers is to raise funds for needed school supplies, equipment, and projects that are not funded by tuition. The fundraisers help to bridge the gap between the amount of a student's tuition and the actual cost of educating the student at St. Paul Catholic School. Every family is asked to help in these undertakings so that the students have all the resources and supplies that they need to become well-rounded and informed students. Students, parents, faculty and staff may not sell goods other than those approved as St. Paul Catholic School Fundraisers, on school property or at school-sponsored events without the permission of the Principal.

## **Communication**

Communication between the school and home are essential for a student's success in elementary school. St. Paul Catholic School uses a special folder to send correspondence home to parents/guardians. Depending on the grade level of the student, folders are sent home either daily or weekly. Parents must review the contents of the folders, sign and return on the next school day. Failure to do so could result in disciplinary measures against the student.

In addition, the official School communication, the Weekly Memo, is sent home every other Wednesday and contains important information regarding school news, weekly lunch menus, upcoming important dates, and other facts that parents need to know. This Memo is the primary means of communication between the School and the home. A monthly School Calendar is also sent home at the beginning of each new month.

Parents can request a conference with the Principal at any time by calling the School Office. In most cases, the parents are encouraged to talk with their child's teacher before contacting the Principal.

Parents should feel free to send notes to their child's teacher to request additional information and/or to call the teacher at school with an attitude of mutual cooperation and trust. The parent should realize, however, that the teacher does not have a great deal of time during the school day to answer lengthy notes and can usually only return phone calls after school hours. Teachers may also send notes to parents and/or make phone calls to them regarding their child.

The school phone is a business phone. Students are permitted to use the phone with permission in the case of illness and/or in an emergency. Any deliveries for students and/or messages must be left in the School Office and will be relayed to the student.

Children of faculty and staff members are encouraged to attend St. Paul Catholic School, but they do not receive any special advantages by virtue of their status as family members of school employees.

Anonymous messages: Only signed or in person communication will be acted upon, No response, such as a return email, will be made to an anonymous message. When any employee or volunteer receives an anonymous communication, the principal must be notified and the communication given to her. Ordinarily, no one will be

# STUDENT AND PARENT HANDBOOK

---

questioned or accused on the sole basis of an anonymous accusation. The principal will decide if circumstances warrant a different response. Email communication should be stored in an electronic file and a hard copy placed in a confidential folder.

## **DIVORCED/SEPARATED PARENTS**

### **Premise:**

The welfare and education of the child is the foundational philosophy for this policy. Because a student's achievement is furthered by the participation of their parents in the educational process, all parents are encouraged to attend and participate in school functions.

Without information to the contrary, it is assumed that both parents have parental legal rights. It is the responsibility of the custodial parent to inform the school in writing concerning the specifics of the custody agreement. Court orders regarding the custody are necessary to be on file if a parent is not permitted to check out a child from school.

If a student is to be released to a non-custodial parent, the custodial parent should provide advance notice to the school in writing.

Academic records, i.e., report cards, progress reports, and standardized tests, will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order.

Since child custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

## **CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION**

A change of address, phone number, e-mail address or other vital contact information should be reported to the school office immediately after the change. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

## **PARENT/TEACHER CONSULTATIONS**

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, e-mails, text messages, on-site meetings or newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel should schedule the meeting in advance.

School-wide Mandatory Parent-Teacher Conferences are held on a specified date in the fall. In addition, parents can request a conference with a particular teacher at any time throughout the school year. Parents should call the School Office and leave a message for the teacher, and he/she will return the call as soon as he/she is able. Parents may not stop by the classroom to confer with a teacher before, during, or after school hours. Appointments must be made in advance for conferences. Teachers' home telephone numbers and/or e-mail addresses are not given out from the School Office.

Parent-teacher conferences are scheduled for the 2020-2021 school year on a date to be announced.

Important information may be also viewed on the school web site, [www.stpaulsmemphis.com](http://www.stpaulsmemphis.com)

## **PARENT INVOLVEMENT**

# STUDENT AND PARENT HANDBOOK

---

The first and primary educators of children are their parents. Parents are encouraged to support the educational aims of the school and to participate in school meetings and programs that are designed to establish a partnership with parents.

As partners in the educational process at St. Paul Catholic School, parents are asked 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 class assignments on time.
- Has lunch money or sack lunch every day.

Parents are asked:

- To support the religious and educational goals of the School.
- To support and cooperate with the discipline policy of the School.
- To treat teachers with respect and courtesy.
- To actively participate in school activities, parent-teacher conferences and PTO activities.
- To participate in conferences and fundraising.
- To notify the school with a written note when the student has been absent or is 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/or health.
- To promptly complete and return to School any requested information.
- To read School Memos and to show interest in the student's total education.
- To attend PTO meetings and support the annual fundraising activities.

## PTO

St. Paul Catholic School Parent Teacher Organization (PTO) supports and enhances the educational program at the School. The PTO sponsors various fundraisers and events which help to support the School financially while building a spirit of community within the School. The PTO sponsors three or four business meetings per school year and works to provide support for teachers throughout the year. The PTO is directly answerable to the principal.

There are four PTO Officers: president, vice-president, secretary, and treasurer who serve one-year terms. The president is appointed by the principal, and the other three officers are voted into office at the last PTO meeting of the year. There is a yearly PTO/Physical Education Fee per family which covers the PTO membership and supports curricular and co-curricular athletic programs.

## VOLUNTEER CONFIDENTIALITY

Volunteers must sign a confidentiality agreement prior to service in or for the school.

## VOLUNTEER DRIVERS

# STUDENT AND PARENT HANDBOOK

---

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office. Volunteer drivers must also sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk or text while driving. Unless travelling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events.

For most Field Trips, buses are used for transportation. If parent drivers furnish transportation, each parent must furnish the School Office with a copy of his/her driver's license, proof of automobile insurance, and a description of the vehicle used for the trip. This information is required of all Diocesan Schools in such circumstances.

## **ENROLLMENT**

### **APPLICATION**

To be considered for enrollment, applicants must submit a fully completed application form—available in the school office—along with the following:

- Birth certificate
- Proof of up-to-date immunizations
- Transcript from prior school, if any
- Registration fee
- Record of a physical examination conducted within the current year, must be signed on the State of Tennessee approved card by a physician

Parents/Guardians are required to have accident/health insurance for their children. Physical exams are recommended each year and are required for students who participate in school athletics. Physical examinations are also required prior to entrance to St. Paul Catholic School. Prior to entrance to St. Paul Catholic School, it is recommended that students have vision, dental, and hearing exams. For additional information regarding policies pertaining to a student's health, contact the Shelby County Health Department or the St. Paul Catholic School Office.

All new students transferring to St. Paul Catholic School from another school are given an entrance test which evaluates their aptitude for the educational program at St. Paul Catholic School and which determines their placement, if they are accepted. Those who are accepted are on 9-week probationary status in order to evaluate their academic progress and general conduct. The student is removed from the probationary status at the end of the 9-week period, if the Principal determines that the student can remain at St. Paul Catholic School.

### **AGES OF ATTENDANCE**

1. A child entering Kindergarten in the Catholic schools shall be no less than five years of age by August 15, 2020 in accordance with state laws. No child shall be eligible to enter first grade without having attended an approved kindergarten program.

2. A child entering 1st grade in the Catholic schools shall be no less than 6 years of age on or before August 31st, 2020. Any transfer pupil, legally enrolled as a first grade pupil in another state, who will be six years of age no later than December 31 of the current school year, making application for admission, shall be enrolled in the Catholic school. (May enroll if by 8-31; may not enroll if not by 12-31)

### **ADMISSIONS AND PLACEMENT**

Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students and those who have siblings in the school are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

# STUDENT AND PARENT HANDBOOK

---

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

The principal of a Catholic school in consultation with the superintendent shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

## MARRIED STUDENTS

Catholic schools principals in consultation with the superintendent shall make final judgment as to whether or not a married student should be enrolled or retained in a school. In the light of compassion, mercy and justice they shall consider each person's case individually. Marriage shall not be a reason for automatic expulsion.

## UNWED PARENTS

School principals in consultation with the superintendent shall make final judgments as to whether or not unwed parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, or theses, who have in writing, been delegated to as parents or legal guardians in circumstances such as these, and insure confidentiality. Pregnancy shall not be a reason for automatic expulsion.

## TUITION AND FEES/FINANCIAL ASSISTANCE

Financial assistance is available for qualifying students. Information and application forms may be obtained in the school office. Each year tuition prices are set by the Diocese of Memphis and St. Paul Parish. Please contact St. Paul Catholic School for information regarding the yearly amount charged for tuition and fees.

**\*\*In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.**

**Pre-Registration** for new and returning students is held in January through April prior to the school year starting in August.

**Registration** for new and returning students, registration is held from May through June, prior to the beginning of the school year. Failure to register and pay the required tuition and fees by the time specified will prevent the student from entering St. Paul Catholic School. Book fees are due at the beginning of July unless otherwise explicitly stated by the Principal. A complete list of charges for tuition, fees, and textbooks is available at Pre-Registration and by request in the School Office.

**Tuition:** School budgets depend on regular tuition payments by the parents or guardians in order to pay for operating expenses. School policy requires that tuition be paid by the 1st day of each month in advance, and must be paid up-to-date at the end of each grading period in order for a student to receive a report card. In addition, if tuition is not paid by the end of the grading period, parents or guardians must initiate a conversation with the

# STUDENT AND PARENT HANDBOOK

---

principal and pastor to determine a plan to catch up on payments. Failure to make full payment after two consecutive quarters may result in the child not being permitted to return to school until full payment is made.

Tuition is paid through the specified payment system adopted by the school. These payments may be paid in 10 installments beginning in July or August. A late fee is assessed after the 1st day of each month.

**Fees:** All fees, including registration and activity fees, must be paid by July 1st unless otherwise specified by the principal. All fees including application, registration, material/activity, book fee, supply box fee, etc. are nonrefundable.

**Textbooks:** New books must be paid for when fees are paid and will be given to the child on the first day of school. Textbooks, either print or electronic, will be issued to or purchased by all enrolled students. Students will reimburse the school for loss or damage to textbooks or electronic equipment.

**Returned Checks:** A charge is assessed for each insufficient check received. If insufficient checks are received more than twice, all further payments must be made in cash.

Parents are responsible for keeping their accounts current. Student records (including report cards) will not be released, if the parent still has financial obligations owed to the school.

**Financial assistance** is available for qualifying students. Information and application forms may be obtained in the school office.

Scholarships, financial awards, and payment plans are confidential and should not be discussed with other St. Paul families. Sharing of confidential information can forfeit your award.

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Health examinations and proof of immunization in accordance with the regulations of the Tennessee Department of Education and the Catholic Diocese of Memphis must be provided by students prior to enrollment.

## **TRANSFER**

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

All new students transferring to St. Paul Catholic School from another school are given an entrance test which evaluates their aptitude for the educational program at St. Paul Catholic School and which determines their placement, if they are accepted. Those who are accepted are on 9-week probationary status in order to evaluate their academic progress and general conduct. The student is removed from the probationary status at the end of the 9-week period, if the Principal determines that the student can remain at St. Paul Catholic School.

The following materials will be requested directly from a prior school when a pupil applies for transfer into the school:

- Permanent Record Card
- Health Record and up-to-date immunization records
- Achievement Test Scores
- Baptismal Record (Catholic)
- Student withdrawal form
- Last report card
- Medical examinations

Transfer records will not be accepted from the parent or pupil.



# STUDENT AND PARENT HANDBOOK

---

## WITHDRAWAL

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

All financial obligations must be met before report cards, recommendations, and transcripts are released to other schools. Parents must sign a Records/Transcript Request Form in order for St. Paul Catholic School to send records to another school and/or organization. Official transcripts, recommendation forms, and letters of recommendation are never given to the parent and/or student, but are mailed to the school and/or organization the parent has authorized to receive such records. This policy also applies when parents request that teachers fill out observation forms for medical purposes. Teachers are happy to assist parents in this regard, but the documents will be sent from the School to the institution/organization indicated by the parent.

St. Paul Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the School to prepare necessary information and settle accounts.

The superintendent of Catholic Schools system must be notified in writing of all withdrawals.

### **STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.
- Misconduct at any school function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

## **ATTENDANCE**

### **ABSENCES/TRUANCY**

Regular attendance and diligent application to study are essential for scholastic success. Students are expected to be present for the entire time schools are in session according to the school year. Attendance will be checked and recorded daily for all students. Written excuses shall be required and filed for all absences.

Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant. A student who has been absent for five (5) days must present the school with a certificate from a health care professional.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation. Students should understand that an absence from class, excused or unexcused, is not a valid excuse for failure to complete assignments, within the prescribed time period set by the teacher. When a

# STUDENT AND PARENT HANDBOOK

---

student is absent from school, the parent must call before 10:00 a.m. to request that homework assignments be prepared for the student. The homework assignments can be picked up in the School Office after 2:00 p.m. on the day of the student's absence.

School officials will contact the CSO as soon as a child has missed five (5) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

When a student is absent from school, a parent should call the Office by 10:00 a.m. each day of the absence. If the Office does not receive a call by 10:00 a.m., a parent will be contacted. This policy is for the protection of the St. Paul Catholic School students.

A written statement giving reasons for absence or tardiness must be brought to the School Office on the student's return. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Absences for reasons other than sickness or death in the family will be considered unexcused. Vacations should be planned to coincide with the School calendar and the regularly scheduled school holidays. Absences due to vacation trips will be considered unexcused. In the case of an unexcused absence, teachers are not required to offer remedial instruction, give credit for work missed, or provide make-up tests and quizzes. If a student is absent for more than half of the grading period, a teacher may not be able to assign grades for that grading period, and the student could receive a failing grade as a result.

Absences will be excused on the basis of a written note from the parent to the teacher for the following reasons:

1. Personal illness of the student.
2. Medical or dental appointments which cannot be made outside of school hours. A note from the doctor or dentist must be provided when the student returns to class.
3. Death in the immediate family.
4. Reasons of extenuating circumstances to be judged by the Principal.

Make-up assignments are the responsibility of the student and he/she should make provisions to obtain assignments and books on days absent. Contact with classmates should provide the student with material covered during an absence. Work is not usually issued ahead of time for students who anticipate being out of school. Grades may be held if a student has not completed work due to absences.

Parents have a responsibility to their child and to the school to bring the children to school. Excessive absences hinder student progress and have a negative impact on the entire class.

## **LATE ARRIVAL/EARLY DISMISSAL**

Tardiness is disruptive to the learning environment and should not occur absent exceptional circumstances. Students who arrive late to school must register their arrival in the school office and should submit a note from the parent or guardian explaining the exceptional circumstances. Excessive tardiness or tardiness without reasonable excuse will subject the student to appropriate disciplinary procedures.

Tardiness to class is not permitted and will subject the student to appropriate disciplinary procedures.

Students who arrive after 7:50 a.m. are considered "tardy." Tardiness is entered on the student's permanent record. Students who receive 7 tardies or more in a grading period are not eligible for Perfect Attendance, Outstanding Conduct, Principal's List, and/or Honor Roll. When a student arrives late to school, the parent/

# STUDENT AND PARENT HANDBOOK

---

guardian must accompany the student to the Office where the parent/guardian must sign the student in and state why the student was tardy. At that time the student is given a Tardy Slip explaining the circumstances of the student's tardiness. A student who arrives late is not admitted to the classroom without the tardy slip.

For every four unexcused tardies, parents of students in grades K-2 will be asked to meet with the school administration. For every four unexcused tardies, students in grades 3 through 7 will have a demerit. If a student in grades 3-7 accumulates tardies in a single quarter for two detentions, a conference with the parents will be called to discuss the matter before the second detention is issued. Each quarter will begin a new count for unexcused tardies.

According to Tennessee State law, a student who is absent without an adequate excuse for more than 5 days during the school year (not necessarily consecutive) must be reported to the superintendent and then to the sheriff, constable, city police officer, and district attorney general or the foreman of the grand jury.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Students who leave school early must register their departure in the school office. A student is released from school only to his/her parent/guardian or persons authorized by the parent/guardian. The adult must sign-out the student in the School Office. If the individual authorized to pick-up the student is not known to the Office personnel, the person picking-up the student may be asked to present identification verifying his/her identity.

Requests for early dismissal should not be made except for a serious reason. Requests must be made in writing and given to the child's homeroom teacher on the morning of the requested early dismissal. These requests are then sent to the Office. Ordinarily parents should not appear unannounced to ask that their child be dismissed between 2:15-2:50 p.m. or 11:00-11:30 on Early Dismissal days. These time frames, just prior to Dismissal, are especially busy as students pack their belongings and teachers attempt to give final instructions. Thus, parents should refrain from requesting Early Dismissal at these particular times simply to "beat the traffic" at Dismissal. Excessive tardiness or early dismissal may affect your financial assistance or re-enrollment for the next year.

A student who is away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ of a school day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## **EMERGENCY SCHOOL CLOSURES OR DELAYS**

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the automated notification system if possible.

## **MAKE-UP WORK**

Students are responsible for making up work missed during excused absences. All make-up work for days of excused absence must be completed and submitted to the teacher(s) within allotted number of days the return to school unless the absences exceed five consecutive school days, in which case the parent and teacher should agree to a deadline for the submission of the work.

## **ACADEMICS**

### **ACADEMIC INTEGRITY/DISHONESTY/PLAGIARISM**

Students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in the suspension or dismissal of the student.

# STUDENT AND PARENT HANDBOOK

---

## **COURSE OFFERINGS**

The following academic subjects define the core curriculum at St. Paul Catholic School according to the curriculum established by the Catholic Diocese of Memphis: Religion, Language Arts, Mathematics, Handwriting, Science, and Social Studies. Other classes, known as Specials are taught once per week or twice a week for a semester: Physical Education and Health, Music, Art, Computer, and Spanish.

Since religious instruction is the distinctive mark of the Catholic School, systematic religious instruction is provided daily for all students. Religion and the spirit of Christ must permeate the atmosphere of the school and be an integral part of everyday living. Catholic students are prepared for the Sacraments of Reconciliation and Eucharist. All students and faculty members in grades K-8 participate at Mass once a week and at other times as scheduled by the administration, since the Eucharist is the source and summit of Christian life. Pre-K students attend on special occasions. Individual classes and students plan and actively participate in these liturgical celebrations by acting as readers, gift-bearers, ushers, etc.... Parents and guests are always welcome to attend the liturgies.

The sacramental life of the children of the Catholic Faith is an important component of the religion program at St. Paul Catholic School. Preparations for the reception of two sacraments, Reconciliation and Holy Eucharist, are made according to the guidelines prescribed by the Diocese of Memphis and St. Paul Catholic Church. Parents are required to be active partners in the preparation of their children for these sacraments.

Students and/or parents who are not of the Catholic Faith, but are interested in finding out more about the Catholic Church, should consult the Principal and/or any member of the school or parish staff.

Students in grades 3-8 who are Catholic may choose to train to be altar servers for St. Paul Catholic School and St. Paul Parish. Interested students must complete a training course before they are allowed to serve Mass.

Students who are not physically able to participate in physical education classes must provide a written note from their physician stating the reason and length of time that they are prohibited from participating.

Students in grades 3 through 8 are expected to submit all handwritten work in cursive. Food and drinks are not permitted in the classrooms without the teacher's permission.

## **SPECIAL EDUCATION**

Students with special or diverse needs will be accommodated according to the resources available at the school.

## **CHASTITY EDUCATION**

Catholic schools shall have an age appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity.

Catholic Schools shall implement the AIDS curriculum published by the National Catholic Educational Association.

## **GUIDANCE/COUNSELING SERVICES (Where Available)**

The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities.

The Guidance Services Program may include:

- Orientation to the school and its programs;
- Counseling for individuals and groups with necessary referral services;
- Recording student data for evaluation and placement of students; and
- Providing safe school/child protection curriculum and training.

# STUDENT AND PARENT HANDBOOK

---

## PSYCHOLOGICAL SERVICES

A list of resources for psychological services for students is available upon request of the parent or guardian.

## REPORTING STUDENT PROGRESS

Communications with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and periodic performance reports.

Interim Progress Reports are sent out to students in grades 4-8 at the midway point of a marking period to alert parents to a student's progress. Generally the Interim Reports are given for the following conditions:

- Improvement in an academic subject
- Failure to complete assignments
- Low average in subject area, poor test scores
- General lack of cooperation by the student
- Conduct issues
- And, other reasons deemed necessary by the Homeroom Teacher

Report Cards are issued at the end of each 9-Week grading period in grades K-8. There are four, 9-Week grading periods in the school year. Grades are based on daily work, class participation, homework assignments, tests, and other criteria as established by the teacher.

All tuition and fees must be current in order for a student to receive his/her report card on their official day of distribution. If tuition is delinquent on report card day, when payment is made, the report card will be issued to the parent.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

## GRADE SCALE/CALCULATION OF GRADES AND GRADE POINT AVERAGES

The Kindergarten Report Card which is distributed four times per year uses the following marking codes:

G	Good
S	Satisfactory
N	Needs Improvement
+	Performs at Grade Level or Above
-	Needs Assistance to Perform at Grade Level

Students in 1st and 2nd grades use the following scale:

E	Excellent
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress

Students in grades 3-8 use the following scale:

Academic Courses		Conduct:
A	93 - 100	Excellent
B	86 - 92	Good
C	76 - 85	Satisfactory
D	70 - 75	Needs Improvement
U	Below 70	Unsatisfactory
I	Incomplete	

# STUDENT AND PARENT HANDBOOK

---

In rare circumstances, students may receive an “incomplete grade” on their report card. Permission from the Principal is required for the granting of incomplete grades.

## Non-academic Courses

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
✓	Indicates Area Requiring Improvement

## ASSESSMENTS AND EXAMINATIONS

Each year all Catholic Schools in the Diocese of Memphis administer a series of standardized tests as a means of evaluating student achievement and the educational program. Results are used to provide individual assistance to students, as well as, a means of assessing areas of improvement needed in curriculum. The full battery of ITBS is administered in the spring. The following tests are given at St. Paul Catholic School:

Iowa Tests of Basic Skills (ITBS): Grades K-8

Cognitive Abilities Test (CogAT): Grades 2, 4, 7

Prior to acceptance, all kindergarten students are given a Kindergarten Readiness Test. All new students are also given a Grade Readiness Test before acceptance to St. Paul Catholic School.

## ADVANCED PLACEMENT/HONORS PROGRAMS

Students in grades K-8 may qualify Outstanding Conduct and Perfect Attendance at the end of each 9-Week grading period. In addition, to acknowledge high academic achievement, students in grades 3-8 may qualify for Principal's List and Honor Roll. Qualifications for each are as follows:

- Principal's List: All A's, O's and G's, less than 7 Tardies or 7 absences
- Honor Roll: All A's, B's, O's and G's, less than 7 Tardies or 7 absences
- Outstanding Conduct: All O's, O's & G's in Specials, 0 Tardies and 0 absences
- Perfect Attendance: No absences and less than 7 Tardies

At the end of the year, students in grade 8 may receive special honors based upon an overall average in academic achievement, attendance, and outstanding behavior for the whole year.

**Perfect Attendance:** A student who does not miss a day of school in a 9-Week grading period and who has less than 7 tardies is placed on the Perfect Attendance List. In addition, to qualify for Perfect Attendance, a student must not miss more than 6 days or have more than 7 tardies from the beginning of the quarter regardless of when the child officially enrolls at the school.

**O Day:** At the end of each 9-Week grading period, students in grades 1-8 who receive all “O's” or “Outstanding” grades in conduct of regular classes and “O's” or “G's” in Special classes for the marking period will be placed on the Outstanding Conduct List. As a reward for their cooperation and hard work, these students in grades K-8 are rewarded with a certificate. To qualify for “O Day”, students must have all O's, O's & G's in Specials, 0 Tardies and 0 absences.

## HOMEWORK

Homework is an integral part of the academic program at St. Paul Catholic School. Students are expected to complete written homework assignments and to study, read, and review what has been presented in class. Parents are responsible for assisting their children to develop good study habits. They should also provide the necessary support and work conditions for the completion of the assigned work. Especially in the lower grades, parents are

# STUDENT AND PARENT HANDBOOK

---

expected to help students with their homework; however, parents should never do the homework assignments for the student at any age. As the student gets older, the parents should allow the student to take more responsibility for his/her homework without the help of the parent.

Parents should provide a quiet, well-lit space for students to complete their homework. The student should be visible to the parent, and television, music, and video games should be turned off to provide an environment conducive to study. Other distractions such as telephone, visitors, and pets should be kept away from the student. Parents should also establish a set time and routine regarding the daily completion of homework. Suggested time allotments for homework are as follows, but may vary according to individual needs: Grades K-1, 15-30 minutes; Grades 2-3, 30-45 minutes; Grades 4-8, 60-90 minutes.

In the event that a student forgets to take home books, assignment pad, or anything else that is needed to complete his/her homework, the parent and/or the student may not reenter the building to retrieve the items. Furthermore, if the parent returns to School to get the forgotten items, they will not be readmitted to the classroom. The purpose of this policy is to help students establish good organizational habits that will remain with them the rest of their lives.

## **ACADEMIC PROBATION**

Students who are retained or who receive failing grades for more than two core subjects in any one term shall be placed on academic probation. Academic probationary status will be removed within one year by appropriate promotion or achievement of passing grades or the student will be subject to dismissal from the school at the discretion of the principal. Academic probation impacts a student's ability to participate in extra-curricular activities.

## **ACADEMIC DISMISSAL**

Students who fail to remove probationary status within two years will be dismissed from the school.

## **PROMOTION/RETENTION**

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. religion, language arts, math, social studies and science. Advancement to the next level in St. Paul Catholic School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

The Principal, in consultation with the teachers and after reviewing all academic records, makes the decision to place a student in a particular classroom for each school year. Parents should not request students to be placed in a particular teacher's class.

If a student receives two F's, summer school or tutoring is required for promotion. If a student receives three F's, he/she is subject to retention. Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

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

Students who are weak in a subject may be required to attend summer school or have tutoring during the summer in order to continue at St. Paul Catholic School. Students who fail a subject must attend summer school or be tutored. The Principal must be given documentation confirming the student's attendance in summer school or tutoring.

# STUDENT AND PARENT HANDBOOK

---

At times during the school year, a student may need additional instruction in a particular subject area. If this occurs, the student's teacher may recommend that the student be tutored in a particular subject area. If possible, the student's teacher may be available to offer additional instruction after school hours. At other times, the student will need to rely on outside sources for tutoring. The teacher is available to consult with the parents and/or the tutor regarding the student's strengths and deficiencies. In addition, a student may be required to take part in tutoring during the summer months.

Teachers at St. Paul Catholic School are permitted to be employed as tutors and accept financial compensation for the tutoring, as long as they do not tutor their own students. This policy also applies to other school employees who may be approached to provide private lessons or private services for students that would involve monetary compensation. Tutors should be in frequent communication with the student's primary teacher to determine areas of weakness and strength as well as to monitor progress.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

## **CEREMONIES AND OBSERVANCES**

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom. Students at St. Paul Catholic School are encouraged to develop a love for their country, city, and community. The entire School recites the Pledge of Allegiance to the Flag every day at the Morning Assembly.

Assemblies for educational and/or entertainment purposes are held throughout the school year. Students are expected to be courteous and respectful during assemblies and Mass.

## **CLASS PARTIES**

Classroom parties are limited to the following: Halloween, Christmas, and St. Valentine's Day. Usually parents do not attend these parties. Individual birthday parties are not permitted. If a parent wishes to send in a small treat for the entire class on a child's birthday, the treat will be shared with the class at a time determined by the teacher.

Students may distribute party invitations and/or gifts to students on the school grounds, only if every student in the class receives an invitation/gift. In order to protect the feelings of all the students, individual birthday and Christmas presents and/or invitations should not be distributed at school.

Students should not exchange gifts with individual students at school. This gesture only creates hurt feelings among those students who are not given gifts.

Invitations for parties, such as birthday parties, should be sent via the U.S. Mail, unless an invitation is being given to every student in the class.



# STUDENT AND PARENT HANDBOOK

---

## **FIELD TRIPS**

School sponsored field trips shall have an educational purpose. They serve as an important aspect and privilege of the school curriculum. The trips usually have direct application to a unit of work studied during the school year. Field trips shall be confined to in-state trips except with the permission of the Superintendent (or Pastor at a parish school).

The Diocesan field trip permission form shall be used in all schools. Written permission from the parents on the Diocesan Field Trip Form is required before a student is allowed to leave the school. The Diocesan policy for volunteer drivers shall be followed.

Adequate preparation for the outing is made well in advance so that proper communication of special plans and/or requirements may be made with parents. On field trips, students are expected to conduct themselves in a courteous manner, remembering that they represent the school to the community. School uniforms are generally worn on Field Trips.

For most Field Trips, buses are used for transportation. If parent drivers furnish transportation, each parent must furnish the School Office with a copy of his/her driver's license, proof of automobile insurance, and a description of the vehicle used for the trip. This information is required of all Diocesan Schools in such circumstances.

Other Field Trip Policies include:

- All grades do not have the same number of field trips.
- Individual teachers, in consultation with the Principal, 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.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- All monies collected for a field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or Principal.

Safety of children and school liability and shall be major considerations when arranging field trips.

When approved, overnight class trips are for students in grades five through twelve (5-12) only and shall be requested by the principal and approved by the Superintendent.

## **LIBRARY/MEDIA CENTER**

The Library is a place of quiet. When the Librarian is present, students may check out books and other materials. The Library computers may be used with permission. Regulations regarding the appropriate use of the internet must be followed. Fines are charged for overdue, lost, or damaged library books.

Students are not permitted in the computer area without a teacher. Students may not use the computers without the teacher's permission. Food and drink are never permitted around the computers.

## **GRADUATION REQUIREMENTS**

In order to graduate, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. Religion, Language Arts, Math, Social Studies and Science.

# STUDENT AND PARENT HANDBOOK

---

## **GRADUATION CEREMONIES**

Graduation ceremonies for students completing kindergarten shall not be conducted. Recognition programs are appropriate.

Graduation ceremonies for students completing grade Pre-K and 6 in a Pre-K through 8th school shall not be conducted. Elaborate arrangements, such as the use of caps and gowns, are not permitted.

Diocesan School graduation for eighth grade shall be a simple and appropriate religious service. Outstanding student achievement may be recognized at this time.

All tuition and fees must be paid before students can participate in the Completion Ceremonies.

Graduation exercises for high school shall be arranged by the principal in consultation with the Superintendent. Graduation parties shall not be sponsored by the school.

## **STUDENT RECORDS**

Schools shall keep an up to date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink.

The following records shall be kept for each student in the cumulative folder (\*Indicates information forwarded to another school)

- Initial application forms and student entrance test
- \*Permanent/cumulative record cards
- Duplicate Permanent/cumulative record cards
- Birth Certificate
- Reading and Mathematics Records
- \*Achievement Test Scores
- \*Health/immunization Records
- Report cards (current year and previous year)
- Transfer information and records (if appropriate)
- \*Baptismal and sacramental records
- Emergency information on student
- Reading/math records (grouping information)
- Field trip permission slips
- Custody information

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

Photographs, videos, and artwork of students may be used periodically throughout the year in newspapers, parent communications, newsletters, yearbook, or other media. Parents who wish not to have their child(ren)'s photos used must submit in writing a notice indicating this by the end of August of the beginning school year.

If a school should close, all records shall be sent to the Catholic Schools Office.

## **TRANSCRIPT REQUESTS**

Transcript requests must be submitted to the school at least ten school days prior to the date by which the recipient requires the documents.

## **RESEARCH AND SURVEYS**

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

# STUDENT AND PARENT HANDBOOK

---

## **STUDENT BEHAVIOR**

### **STANDARDS OF CONDUCT**

True courtesy is born of Christian charity and is prompted by consideration of others. School authorities have an obligation to expect a wholesome respect from their students and a spirit of loyalty and cooperation. Children should help others, be kind to one another, particularly to new students and all visitors. They are expected to show obedience and respect to each teacher and adult staff member in the school. In turn, each student is to be treated with dignity and respect by teachers and peers.

Students are expected to:

- Report to school and to classes on time.
- Remain seated unless otherwise permitted by the classroom teacher.
- Refrain from talking to other students during instruction unless otherwise permitted by the classroom teacher.
- Report to class with all necessary books, materials and supplies.
- Respect the property of the school and of others.
- Exercise good conduct and the principles of fair play and sportsmanship during recess.
- Walk in hallways in an orderly manner. The hallways should be quiet at all times to insure that academic learning is not interrupted. Students should speak to adults when passing them in the halls. Running and roughhousing are not permitted in the hallways.
- Refrain from chewing gum at any time while on campus. This includes After-Care, extra-curricular activities and other events sponsored by St. Paul Catholic School.
- No one may post information in the hallways without the permission of the Principal. Cork strips must be used when posting items in the halls. No one may distribute non-school publications and/or flyers on the school property without the permission of the Principal.
- Obey all school rules.

All intercom announcements must be cleared through the administration before they can be made to the students. Posters and announcements must be approved by the Principal before being displayed.

Students are not permitted in the Faculty Copy Room, Faculty Lounge or in the Faculty Mail Room without the permission of a faculty/staff member. Students may never pick up mail for a faculty/staff member or use the copy machine.

### **SCHOOL BUS STANDARDS OF CONDUCT**

Only students assigned to a bus are permitted to board unless specific approval is provided by the school principal after consultation with the parent or guardian. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by his/her driver or assigned aide shall be followed.

- Students must be seated while a bus is in motion.
- Students must sit in their assigned seats if such assignments are made by the bus driver.
- Hitting, pinching or other aggressive conduct toward others is prohibited.
- Students must keep personal items out of the aisle and otherwise out of the way of other passengers.
- Students may not take or otherwise disturb the property of other passengers.
- Students may not disembark at a stop other than their assigned stop without the specific permission of the principal after consultation with the parent or guardian.

A driver shall report to the principal as soon as possible, but no later than the end of the route, any student refusing to obey the driver or refusing to abide by bus conduct rules. The principal shall discipline the students in accordance according to disciplinary procedures for other misconduct.

In order to promote safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

# STUDENT AND PARENT HANDBOOK

---

## **DISCIPLINARY PROCEDURES**

St. Paul Catholic School promotes an atmosphere of love for one another, which forms the foundation of the Christian life. In collaboration with parents, the teachers and administrators participate in the formation of children in Christian virtues. Each person is responsible, within his or her own role, for fostering this atmosphere.

### **Christian Behavior**

Since the goal of Catholic education is Christian living, students are expected to incorporate Christian values into every sphere of their lives. Self-discipline and a respect for the human dignity and uniqueness of every individual require that all students be considerate of the rights of those with whom they interact. All students are expected to cooperate with the spirit and policies of the School, which are designed to foster mature development and personal responsibility. The School looks to the home and to parents as the first educators to instill in their children a respect for authority and the charity needed to lead a Christ-like life. St. Paul Catholic School also seeks cooperation from the home with regard to discipline at school. Through a collaborative effort, students are taught to display courtesy to others and obedience to the stated philosophy and policies of St. Paul Catholic School. St. Paul Catholic School does not tolerate cruelty, harassment, or violence by speech, action, or intimidation of any kind. The Christian behavior expected of every student at St. Paul Catholic School applies to the classroom, assemblies, extracurricular activities, and at any other events where a student is present as a representative of St. Paul Catholic School.

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment.

Teachers determine classroom rules and consequences appropriate to the grade level, based on the philosophy of St. Paul Catholic School. The Student Courtesy Code for all allows teachers and administrators to give warnings, demerits, and conduct referrals as well as to implement student contracts.

Classroom teachers are expected to deal with classroom infractions in a reasonable manner. Teachers may refer to the principal any student who:

- Repeatedly commits classroom infractions;
- Bullies or harasses another student or students;
- Commits physical aggression or participates in a fight;

### **Conduct Expected in a Catholic School**

Appropriate Christian conduct is expected at all times. Some examples of inappropriate conduct are listed here, but the list is not confined to these examples:

- Defying school authority
- Out of uniform
- Regularly missing assignments and/or not being prepared for class
- Boisterous behavior in the restrooms, cafeteria, hallways, etc....
- Vandalizing School property and/or grounds
- Entering the Principal's Office, Faculty Room, Athletic Office or other places designated for School employees only without permission
- Fighting, using profanity, tripping another student, cheating, stealing, etc...
- Bullying, chewing gum, disrupting class, "checking", eating without permission, spitting, failing to follow the teacher's instructions, talking back to a teacher, etc....

This list and the items listed below do not comprise an exclusive list. Other items will be added as required. In all cases, the Principal reserves the right to determine the appropriateness of an action, if any doubt arises.

### **Courtesy Code**

The St. Paul Catholic School Courtesy Code shall include, but not be limited to, the following:

# STUDENT AND PARENT HANDBOOK

---

- Students will treat each other, faculty, staff, administrators and visitors with concern and respect.
- Students will conduct themselves in a courteous and Christian manner when attending school or a school-related function.
- Students will behave in a manner conducive to the learning environment.
- Students will use School property and materials with care and respect.

**All School rules govern student behavior in the following situations:**

- On the school grounds during school hours, and immediately before and after school hours
- At any other time when students are participating in a school activity, function, or event

**Please Note:** The school may give consequences for misbehavior which occurs outside of these times when the behavior affects the educational environment of the classroom.

**There are two areas of misconduct for which consequences must be established:**

## **I. Disrespectful Behavior**

This includes disrespectful behavior towards teachers and other adults, unkindness towards other students or peers, name-calling, fighting, mean or threatening comments or actions, and other actions where breaking school rules shows lack of respect for persons or property. This also includes violation of the Athletic Code of Conduct for St. Paul Catholic School.

## **II. Violation of School Rules**

This includes violating uniform code, being late for class, running or yelling in the halls, talking when asked to refrain, and breaking other rules.

## **Consequences for Misconduct**

The philosophy of St. Paul Catholic School regarding discipline is rooted in Gospel values. The formation of children requires consequences for inappropriate behavior. The following guidelines reflect St. Paul Catholic School's philosophy:

- I. The consequences for inappropriate behavior and for violating school rules shall be fair. The consequence is appropriate for the given student and situation.
- II. The use of demerits in grades 4-7 shall be at the discretion of teachers and administration. A standard of fairness obliges different consequences depending on the circumstances. The administration may ask other faculty members to be involved in the process.
- III. Teachers and administrators of St. Paul Catholic School are committed to providing an atmosphere which affirms positive behavior. Rewards of a material nature are limited.

The school principal may impose disciplinary consequences including but not limited to:

- **Warnings** will be given in grades four through seven even to address disregard for school policies, such as uniform code and being late for class. At the time of a third warning a demerit is issued. Warnings accumulate throughout the entire school year.
- **Conduct Referrals** may be given in any grade. They are given for more serious offenses than demerits. Conduct Referrals in grades four through seven may result in Saturday School. Saturday School is arranged at the convenience of the administration.
- **Conference** with a school administrator
- **Student Contracts** are individualized discipline plans drawn up in cooperation with the student, his or her parent, and the teacher or administrator. A student contract is a signed agreement between school, teachers, students, and parents. A contract may be drafted at any time during the school year as deemed necessary by school personnel. A contract may be used as criterion for earning special class privileges, i.e. class trips, field trips, etc.

# STUDENT AND PARENT HANDBOOK

---

- **Alternative Discipline** such as the assignment of additional schoolwork, the assignment of an educational project, or the denial of the privilege of participating in outings or educational trips may be used at the discretion of the teacher/administrator.
  - Recess is provided regularly for all students and is seen as an important part of educating the whole child, cultivating a child's character, social skills, creativity, and imagination. Students may be prevented from participating in recess due to poor behavior, missing homework, make-up tests, or for any reason deemed necessary by his/her teacher.
- **Removal:** If the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
  - The principal, assistant principal, or designee may remove the student from the premises, curricular or extracurricular activity.
  - A teacher may remove the student from curricular or extracurricular activities under his/her supervision.
- **Parent Contact**
- **Loss of Privilege to Participate in School Activities:** Any student involved in sports or activities assumes a special responsibility to that group and to the school. His/her conduct, inside or outside the sport or activity, affects his/her teammates, coaches, moderators and the school's identity. Thus, such students are held to a higher standard. Therefore, St. Paul Catholic School may remove a student from extracurricular activities for a period of time or permanently for serious conduct violations. During the time the student is banned from participation in these activities, the student may not participate in the activity/sport in any manner including practice, travel, rehearsals, etc. . . .
- **Loss of Bus Privileges**
- **Demerits/Detentions:** given in grades four through six. They are typically used to address inappropriate behavior regarding respect for others. The demerit form is sent home for parents' signatures. Three demerits result in after-school Detention for one hour. A running record of demerits received is kept in the Office. When a student reaches 3 demerits, a detention is given regardless of when the student received the three demerits. An accumulation of two detentions may result in a meeting with parents, student, and administrator. Three detentions result in another parent conference and a suspension
- **In-school Suspension:** The parents are notified of the suspension. A student assigned to in-school suspension will be given work to be completed.
- **Out-of-school Suspension:** Students who receive an out-of-school suspension are not allowed on campus during the time of their suspension.
  - On the day(s) of in-school and/or out-of-school suspension, students are not permitted to participate in any extra-curricular activities sponsored by the school. This includes school plays, athletic practices and games, etc... Anyone receiving two suspensions in a school year may be subject to expulsion.
  - Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In both cases, students must complete all class work and tests from the days of suspension.
- **Dismissal (expulsion):** Serious, unacceptable behavior may result in automatic expulsion. Anyone who poses a threat to themselves or to others may be expelled from St. Paul Catholic School. Anyone receiving two suspensions in a school year may be subject to expulsion. A review of the situation with teachers, principal, and pastor could lead, but may not necessarily lead, to this decision. A student who has been expelled from St. Paul Catholic School will not be readmitted. The school may expel a student by following the process for expulsion outlined in the Diocese of Memphis Policy Manual.

Corporal punishment is not permitted by anyone on school property.

Imposing academic consequences as a means of discipline is not permitted.

## SUSPENSION OR EXPULSION

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a principal's conference with the parent(s) and/or guardian(s). The administrator reserves the right to judge the seriousness of behavioral actions and to resort to automatic suspension or expulsion if the influence of a particular student is detrimental to the purposes of the institution or to the morale of the student body. The school reserves the right to search anything brought on school property. The following examples

# STUDENT AND PARENT HANDBOOK

---

of misconduct may result in disciplinary action up to and including suspension or expulsion. Expulsion of a student shall require the consultation of the pastor and/or Superintendent.

This list shall not be considered exhaustive:

- Disobedience, insubordination or disrespect for authority
- Language or behavior which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty, cheating, plagiarism, lying, and forgery
- Outrageous scandalous or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
- Consistent disrespect for other students such as sexual harassment of another student
- Violation of Internet code of ethics or the acceptable use policy.
- Photographing or video-recording students or school personnel without permission

The following provide more explanation of the above points:

No student shall possess or use tobacco (including smokeless) anywhere on school grounds. A student shall not possess or receive, buy, use, transmit, sell, or be under the influence of any controlled substance, including but not limited to an illegal drug or a drug not prescribed by a physician, alcoholic beverage, any illegal mind-altering substance, inhalant, or intoxicant of any kind. Drug paraphernalia shall not be worn, carried, or brought to school or any school events. A student shall not possess and shall not receive, buy, use, transmit, or sell any counterfeit-controlled substance. All medication is to be administered to the students through the school office under adult supervision.

St. Paul students may not leave the school grounds without the expressed written permission of parents or guardians. St. Paul Catholic School students may not be released for dismissal to anyone under the age of 18.

A student shall not possess, handle, or transmit any objects that can be reasonably considered a weapon or other dangerous objects of no purposeful use to the student at school. Possessing, handling, transmitting, concealing, or using explosive devices or substances which could be used as explosives, including fireworks, is strictly prohibited.

Students are not allowed to possess or use the following items at St. Paul Catholic School: laser pointers, any type of pornographic material including but not limited to magazines, music, photographs, videos, etc., crude joke books, prophylactics, illegal items, matches, and anything else that, in the administration's opinion is inappropriate in a Catholic elementary school because it is harmful, dangerous, and/or inconsistent with the values of St. Paul Catholic School.

Students who commit any criminal offense at school or on the school property are subject to punishment by the school, up to and including expulsion, at the discretion of the administrator.

Cheating can include talking during a test or quiz, looking at the paper of another student during a test or quiz, unauthorized use of notes and/or "cheat sheets" during a test or quiz, copying homework or allowing another student to copy his/her homework, allowing parents to complete homework assignments, and asking students for information about a test. This also includes, but is not limited to, downloading material from the internet and submitting it as one's own work.

A student shall not steal nor attempt to steal school property or private property, participate in gambling while attending school, or extort/cause others to extort money or personal property.



# STUDENT AND PARENT HANDBOOK

---

A student will not, by use of noise, violence, force, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process, or function of the school.

A student will not cause or attempt to cause damage to public property or private property, including that of students, teachers, administrators, or other school employees, while on the school grounds or during a school event at any location.

**If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional, stating that the child presents no danger to himself or herself or to others.**

Added  
5-24-18

Acts of immorality of a sexual nature are unacceptable for students of St. Paul Catholic School. Possession of pornographic material is prohibited. St. Paul Catholic School does not encourage serious relationships between boys and girls. Students are encouraged to form general friendships with all of their peers. At no time is public display of affection permitted, including but not limited to hugging, holding hands, kissing, and/or touching another inappropriately.

## **BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING**

St. Paul Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats face serious disciplinary consequences which may include suspension and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face serious disciplinary consequences which may include suspension, and/or expulsion. Please see Discipline Policy for more information regarding policies preventing harassment and bullying.

St. Paul Catholic School prides itself on maintaining a wholesome, caring and inclusive community, free of all forms of intimidation, prejudice, bullying or harassment. Our Christian learning environment must be one in which all students and adults are free to develop to his or her fullest potential, and not be fearful of another's intimidation. Unwanted and unacceptable behavior by another which is intended to or has the effect of harassing, bullying, denigrating, intimidating, humiliating, ostracizing or degrading the recipient will not be tolerated. Such instances constitute misconduct and are an unacceptable affront to our school's caring and inclusive Christian mission.

**Harassment, bullying, teasing and/or name calling** because of one's race, religion, gender, national origin, age or disability is considered discrimination and, as such, violates civil law and the policies of the Diocese of Memphis. Demerits, a Conduct Referral, Suspension, and/or Expulsion will result for any student involved in this type of activity. Harassment, bullying, teasing and/or name calling is defined as verbal or physical actions that degrade or show hostility toward an individual and that:

- Have the purpose or effect of creating an unpleasant school environment; or
- Have the purpose or effect of interfering with the ability to do any school activity.

Harassing, bullying, teasing and/or name calling includes but is not limited to the following: epithets, socio-economic differences, slurs, negative stereotyping, ostracizing, or threatening, intimidating, or hostile acts; written or graphic material that is degrading or shows hostility and that are shown to others or elsewhere on the premises where educational programs operate.

Harassment and bullying can take many forms. Some types of harassment/bullying include, but are not limited to: sexual, verbal, social/relational, cyber, physical, visual, and retaliatory. Examples of these types of harassment/



## STUDENT AND PARENT HANDBOOK

---

bullying include, but are not limited to: name-calling, mocking, taunting, spreading false and/or malicious rumors, ignoring and isolating another student, physical contact (such as shoving, pushing, tripping), impeding or blocking movement, aggressive stares, sneers, public humiliations, making sexually suggestive and/or abusive remarks, and intimidation toward a student who reports harassment.

Sexual harassment includes unsolicited language, touching, or innuendo of a sexual nature. The standard of determining whether harassment, bullying, teasing and/or name calling is severe enough to cause personal distress is whether a reasonable student or person in similar circumstances would find the conduct intimidating, hostile, or abusive.

**Cyber bullying** is considered a very serious offense. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats regardless of whether they are made seriously or in jest or online will face serious disciplinary action.

Cyber bullying refers to behavior of a harassing nature that takes place over the internet. Students who engage in blogs, e-mail, web sites, chat rooms, text-messaging, and other online experiences where they openly criticize, ridicule, degrade and/or threaten another student and/or faculty/staff member are participating in cyber bullying. Also, students who post obscene, profane, vulgar, threatening or disrespectful messages on the internet are guilty of cyber bullying. Anyone who knowingly posts false, prejudicial, or discriminatory information about a person on the internet has violated the School's policy regarding harassment.

Although such activities may take place at times and places away from school and on privately owned computers, these activities still violate school policies because they show a lack of respect for the dignity of other people, namely other students and/or faculty members. Often the negative comments and even threats make their way into the classroom and cause problems among the students. Students who engage in cyber bullying face serious disciplinary consequences.

Any individual who experiences harassment is encouraged to report such instances to school authorities. Stringent disciplinary measures will be taken for those who do not comply with this policy.

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

# STUDENT AND PARENT HANDBOOK

---

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

## **DRESS CODE**

### **SCHOOL UNIFORM REQUIREMENTS**

Student attire must promote human dignity, cleanliness, and good health.

All uniform items with the school logo and walking shorts must be purchased from Dennis School Uniforms, 7846 Trinity Road, Suite 111, Cordova, TN, 38018, (901) 522-6652.

#### **Girls (Grades Pre-K to 5)**

- Plaid uniform jumper with plain short or long-sleeve white round collar blouse, or
- Navy walking shorts with gray knit long sleeve or short sleeve uniform shirt with school logo, or
- Navy slacks with gray knit long sleeve or short sleeve uniform shirt with school logo
- Shorts and slacks must be worn with a navy E-Z clasp elastic belt, or a brown or black leather belt
- White long sleeve turtleneck shirts may be worn under long sleeve white blouses with the jumper; or long sleeve gray knit shirts with navy walking shorts or navy pants (turtleneck may not be worn without another shirt over it; may not be worn under sweater, sweater vest, or fleece jacket without another uniform shirt over it).
- Cardigan sweater with school logo, long sleeve pullover sweater with school logo, sleeveless pullover sweater vest with school logo, or uniform maroon fleece jacket with school logo. This is the only outerwear that students are allowed to wear in classroom; no jackets or coats may be worn in classroom.
- White or maroon knee socks; or, white crew socks (no mid-ankle, footies or tube socks); or, white or maroon nylon or cable knit tights. No leggings.
- Tan suede, “dirty buck” shoes with red soles and tan shoe strings; Pre-k may wear solid white tennis shoes with white shoe strings and without logos, lights and/or skates/wheels.

#### **Girls (Grades 6-8)**

- Girls in 6<sup>th</sup> - 8<sup>th</sup> grades must wear the oxford button down blouse w/ school logo with the plaid skirt; grey polo shirts are not allowed to be worn
- Cardigan sweater with school logo, long sleeve pullover sweater with school logo, sleeveless pullover sweater vest with school logo, or uniform maroon fleece jacket with school logo. This is the only outerwear that students are allowed to wear in classroom; no jackets or coats may be worn in classroom.
- White or maroon knee socks; or, white crew socks (mid-ankle, no footies or tube socks); or, white or maroon nylon or cable knit tights. No leggings.
- Tan suede, “dirty buck” shoes with red soles and tan shoe strings

#### **Boys (Grades Pre-K to 5)**

- Navy walking shorts with gray knit long sleeve or short sleeve uniform shirt with school logo.
- Navy slacks with gray knit long sleeve or short sleeve uniform shirt with school logo
- Shorts and slacks must be worn with a navy E-Z clasp elastic belt, or a navy leather belt
- White long sleeve turtleneck shirt may be worn under long sleeve gray knit shirt (turtleneck may not be worn without another shirt over it; may not be worn under sweater, sweater vest, or fleece jacket without another uniform shirt over it)

# STUDENT AND PARENT HANDBOOK

---

- Cardigan sweater with school logo, long sleeve pullover sweater with school logo, sleeveless pullover sweater vest with school logo, or uniform maroon fleece jacket with school logo. This is the only outerwear that students are allowed to wear in classroom; no other jackets or coats may be worn in classroom.
- White crew socks (mid-ankle, no footies or tube socks)
- Tan suede, “dirty buck” shoes with red soles and tan shoe strings; Pre-K students may wear solid white tennis shoes with white shoe strings and without logos, lights and/or skates/wheels.

## **Boys (Grades 6-8 grade)**

- Boys in 6-8<sup>th</sup> grade must wear a white short sleeve oxford shirt with school logo, white long sleeve oxford shirt. Grey polo shirts are not allowed to be worn
- Navy slacks must be worn with a navy E-Z clasp elastic belt, or navy leather belt
- Cardigan sweater with school logo, long sleeve pullover sweater with school logo, sleeveless pullover sweater vest with school logo, or uniform maroon fleece jacket with school logo. This is the only outerwear that students are allowed to wear in classroom; no other jackets or coats may be worn in classroom.
- White or maroon knee socks; or, white crew socks (mid-ankle, no footies or tube socks)
- Tan suede, “dirty buck” shoes with red soles and tan shoe strings
- Wine color tie, neck tie or adjustable neck tie

## **Other uniform rules:**

- All shirts and blouses of girls in grades Pre-K through 7th and boys Pre-K through 7th must be tucked in at all times.
- Skirts and jumpers cannot be shorter than two inches above the middle of the knees.
- Walking shorts cannot be shorter than three inches above or three inches below the knees.
- Knit shirts may not be worn with jumpers and skirts.
- Names should be put in all clothing items, especially items that may be taken off during weather changes. Names should also be put in P.E. uniforms (including shoes).
- Boys may not wear earrings.
- Girls may wear one earring in each ear that does not dangle below one inch from the ear lobe (Other body piercings are not permitted.)
- Boys must keep hair cut short (above the shirt collar) without braids, cut lines/designs in the scalp, fad styles (Mohawks, etc. ), beads, tails, unusual layered cuts, spiked or dyed hair, etc....
- If girls choose to wear hair extensions or artificial braids in their hair, it should be of their natural hair color and not be lower than shoulder length.
- Girls should not wear numerous beads in their hair, as they are a distraction to both the student and the class.
- Necklaces should be worn under the shirt; short choker necklaces may only be worn, if they are simple and not too big.
- Expensive jewelry (rings, bracelets, necklaces, earrings) should not be worn.
- Students should only wear one pair of socks at a time.
- T-shirts worn under the clothing must be solid white without logos and/or slogans.
- Girls may wear navy or black shorts under their skirts, if the shorts do not hang below the hem line.
- Low-riding pants or shorts are not permitted.
- The wearing of make-up is not allowed.
- Nail polish is discouraged. Only subdued colors of clear or pink are permitted.
- Fake fingernails are not permitted.
- Hair bows for girls must be small so as not to block the view for students who may sit behind them.

# STUDENT AND PARENT HANDBOOK

---

- No “do” rags, bandanas, large scarves, or knit caps may be worn.
- Boys must take their hats off in school.
- Shoes should be kept clean.
- Tattoos may not be visible; if they cannot be removed, they must be covered at all times.
- During cold weather, students may not wear their coats, scarves, gloves, etc.... in the school building.
- No socks with logos or visible decorations.
- Shoe laces must be tied at all times.
- Hologram contact lenses are not permitted.
- Watches that have beeping noises and alarms that cannot be muted are not permitted.

No one may reproduce the school logo on any clothing item without the written permission of the principal. This includes putting the logo on uniform items purchased from a company other than Dennis school uniforms.

The St. Paul Catholic School letterhead is also the property of St. Paul Catholic School. It may not be used by any individual for any reason except with the permission of the Principal.

**P.E. Uniforms:** Must be worn at every physical education class, Grades 1-7. The uniform can be purchased at Dennis Uniforms. The P.E. Uniform is as follows: tennis shoes, maroon shorts, gray t-shirt with St. Paul Logo.

St. Paul Catholic School colors are maroon and gray. White and/or black accent colors may be used in some cases.

## **SPECIAL DAY ATTIRE (Spirit Days/Career Days/Dress-up Days, etc.)**

On certain days throughout the year, students are permitted to wear clothes other than their school uniforms. Clothes must be neat, clean, and age-appropriate. Students may not wear: halter tops, low-cut tops, tops with spaghetti straps, strapless tops, tank tops, short shirts that show their stomachs/midribs, short skirts/dresses, flip-flops, sandals, high-heeled shoes, short shorts, t-shirts with inflammatory slogans or those advertising objectionable topics (alcohol, drugs, sex, rock groups, wrestling), tennis shoes that convert into roller skates, biker shorts or pants, leggings without wearing a dress or long shirt of appropriate length over it, 2 inches above knees, pajama pants, hats, etc.... Uniform restrictions regarding make-up and hair apply.

The School reserves the right to contact parents to bring a change of clothes for a student who wears clothing considered “inappropriate” by the Administration.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in extracurricular and/or after-school activities sponsored by St. Paul Catholic School. These activities may include sports, choir, safety patrol, and other programs as approved by the principal. Sign-ups for these activities are held throughout the school year and are advertised via the School Memo. All School rules and regulations apply during extra-curricular activities that are held on St. Paul Catholic School Property and at those events held away from St. Paul where students are representing St. Paul Catholic School.

Students who are absent for the full day of school or who spend less than ½ day at school on the day of a scheduled after-school activity may not participate in the activity. A ½ day of school means a student does not leave school before 11:30 a.m. or a student does not arrive at school after 11:30 a.m.

After-school activities are under the direction of the athletic director or the teacher who sponsors the activity. No one may schedule an after-school activity without the permission of the Principal. At all after-school activities held at school and those off campus, students are bound by the directives of the School Handbook.

# STUDENT AND PARENT HANDBOOK

---

The Administration of St. Paul Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with conduct expected of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber bullying. Any behavior whether on or off campus that is detrimental to the reputation of the school is considered a serious violation of school rules and may result in disciplinary action against the student.

## ATHLETIC TEAMS

The principles of Christian living and good sportsmanship form the basis of the St. Paul Catholic School Athletic Code of Conduct. This Code of Conduct applies to athletes, coaches, and spectators at all athletic contests including practices. According to this Code, athletes are taught to accept victory and defeat with humility and grace. Coaches must model good sportsmanship and demand it of their players at all times. Unsportsmanlike behavior by coaches, players, fans, or anyone representing St. Paul Catholic School is unacceptable. If unsportsmanlike behavior occurs, the individual displaying it may be prohibited from competing and/or attending athletic contests. At all times, coaches, students, and fans must show the proper respect for the game officials, the opposing team, and their fans. Taunting of opposing players, coaches, fans or officials is not permitted. A player, coach, or spectator who is ejected from an athletic contest may be banned from participating in and/or attending future athletic events. Whether on the court or field, St. Paul Catholic School faculty, staff, students, and families must witness to the spirit of Christ which gives meaning to every activity and event.

As members of the Parochial Athletic Association (PAA), St. Paul Catholic School adheres to the regulations and policies that govern the PAA. The Code of Conduct for the PAA includes the following:

“No coach or player is to:

1. Refuse to abide by official’s decision or use profane language or gestures.
2. Exhibit objectionable behavior (i.e. throwing equipment or any other forceful action)
3. Verbally abuse an official for any real or imagined unjust decision or judgment, or verbally abuse a player, opposing coach, or spectator
4. Physically touch, push, shove, strike or threaten to strike a player, official, coach or spectator.”

The PAA Code of Conduct Parents and Fans states:

*“Any parent or fan whose behavior is deemed objectionable (i.e. offenses similar to those in the coaches and players code of conduct) by any game official, pastor, school principal or appointed person in authority at the event, should be asked to leave the premises. The pastor/principal of the school(s) involved should then make further determination as to whether or not the individual(s) should be banned from additional games.”*

In addition to the directives outlined by the PAA Handbook (2014), the St. Paul Catholic School Athletic Code of Conduct requires that all coaches and players shake hands with the opposing team members and coaches at the end of athletic contests.

Failure to abide by the PAA Athletic Code of Conduct and/or the St. Paul Catholic School Athletic Code of Conduct may result in a player, coach, and/or spectator being banned from future athletic events. In addition, the student may face serious disciplinary action.

Students are not permitted in the Gym without the proper supervision of a faculty/staff member, parent, coach, or other adult assigned to monitor the students. Only appropriate athletic shoes may be worn in the Gym. Cleats are never permitted in the Gym. Rolling backpacks must be carried across the Gym floor. Students are not permitted on the stage and may not use the stage microphone without permission. Hanging on the basketball rims, playing under the bleachers, and using balls and equipment not suited for gym-play are not permitted. Sportsmanship and fair-play are required of everyone who participates in athletics in the St. Paul Gym. Athletes and fans must exhibit good behavior in all athletic contests or they may be asked to leave the building.

Elementary Schools make up the P.A.A. High School major sports are designated by TSSAA.

# STUDENT AND PARENT HANDBOOK

---

Athletics and Sports are under the leadership of the Principal, the Athletic Director, and the appointed coaches. Children in 5th through 7th grades compete in the Parochial Athletic Association (PAA) Leagues while students in other grades participate in the Charlie Brown Lucy League (CBLL) sponsored by the Catholic Diocese of Memphis or another developmental/instructional league. Various athletic teams are organized each year depending on the number of interested players, coaches, and other considerations. These sports may include:

Grades 5-8      Football, Cheerleading, Soccer, Volleyball, Softball, Baseball, Golf,

Dance/Cheer

Grades K-4      Soccer, Basketball, Baseball, Softball, Cheer, Flag football

If a student is absent from school, he/she may not participate in a sports practice and/or game on that day. This is also the policy if a student is suspended and/or sent home from school for disciplinary reasons. Medical examinations are required yearly for students participating in athletics.

The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

## **CLUBS AND ORGANIZATIONS**

The St. Paul Catholic School Choir is open to students in grades 4-7 and is under the direction of the music teacher. The Choir leads the singing during Masses and performs at other Programs during the school year. The Choir practices once a week during the school day and at other times after school, as needed.

## **SCHOOL SAFETY**

### **SAFETY**

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

### **VISITORS TO CAMPUS**

Visitors to the school campus, including parents, vendors, those making repairs, and all others must immediately report to the school office and must register in the visitor log and receive a visitor's badge before proceeding to any other part of the campus. Visitors must display the badge at all times on school property. Visitors may be asked to show identification before being allowed in the School. Visitors must visit the school office to sign out and return the visitor's badge prior to leaving school property. Students are not permitted to leave Campus for any reason without the written permission of the parent and with the appropriate adult supervision.

In order to protect the academic learning environment for every student, visitors are not permitted in the classrooms, hallways, and buildings. School officials, guest speakers, student teachers, etc. are permitted to visit the classrooms with the permission of the Principal. For a serious reason, other professionals may be permitted to visit the classrooms with the permission of the Principal.

No one is permitted to go to the classrooms, gym, playground, or any other area on the School property without permission. After dismissal all buildings are locked. Entry is gained only through the front door until 3:30 p.m. and at the Pre-K Entrance after 3:30 p.m. At these times, visitors will be screened before being allowed in to the building. Identification may be asked for at any time.

Guests who visit St. Paul Catholic School to attend sporting events and/or other events held after school hours may also be asked to show proper identification. Providing a safe and secure environment for the students of St. Paul Catholic School is of utmost concern to the St. Paul Catholic School Faculty and Staff.

# STUDENT AND PARENT HANDBOOK

---

## **SAFETY COORDINATORS**

Students or parents with concerns about school security may contact the school safety coordinator appointed by the principal each school year.

The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to insure the safety of the students;
- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos;
- Conduct the monthly safety evaluation of the facilities and the property;
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance Company and OSHA;
- Inspect and restock the school's emergency bags; and,
- Attend the meetings called by the Diocesan Risk Manager
- Conduct drills as required.

## **EMERGENCY/CRISIS PROCEDURES**

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team. Only the Principal is authorized to speak to the Media on behalf of St. Paul Catholic School.

These emergency procedures shall be reviewed with the faculty during the in-service days before school begins.

The school will maintain emergency information for each student in the school office.

An emergency kit is available in each class room and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

St. Paul Catholic School practices Fire, Tornado, Earthquake, Intruder and Lockdown Drills on a regular basis. The School Safety Coordinator plans and executes the drills, careful to document the date, time, and performance of each drill. Other safety drills may be performed also, as needed.

## **FIRE DRILLS**

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take roll books with them during the drills in order to have an accurate account of all students present. All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request. The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and re-entry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

Students are expected to exit the building in complete silence and follow the established evacuation procedures. The Fire Evacuation Procedures that students and teachers should adhere to are the following:

- Be silent immediately.
- Line up with arms folded.
- Walk out the nearest exit.

# STUDENT AND PARENT HANDBOOK

---

- The first person in line holds the door.
- After evacuation, the teacher responsible for the class at that time checks attendance.
- Teachers notify the administration via walkie talkie that all are safe and accounted for and/or if any students are missing.

## **TORNADO DRILLS**

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form.

## **EARTHQUAKE DRILLS**

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

## **WEATHER EMERGENCIES**

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

## **BOMB THREATS**

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

## **INSPECTIONS**

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

The Administration is responsible for the overall maintenance of St. Paul Catholic School. Anyone with concerns regarding building maintenance should address their concerns with the Principal. No one is to assume the authority to make requests of the School Maintenance Staff.

## **OSHA REGULATIONS**

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

## **ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES**

With the exception of medication administration as permitted by Diocese policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school-related activities. Possession of controlled substances will be reported to proper law enforcement authorities and students found to be in possession of such items will be subject to expulsion.

Random drug testing is required at the high school level.

## **WEAPONS/DANGEROUS INSTRUMENTS**

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper



# STUDENT AND PARENT HANDBOOK

---

law enforcement agencies. Explosives of any kind, including fireworks, are not permitted on the St. Paul Catholic School Property. Students who violate this regulation are subject to expulsion and referral to the appropriate law enforcement officials.

## **HEALTH SERVICES**

### **SCHOOL NURSE**

A school nurse is not available at Saint Paul Catholic School.

### **ILLNESS DURING THE SCHOOL DAY**

The parent or guardian will be notified when a student becomes ill during the school day. The principal and/or school nurse, the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Students should not return to school for one school day after experiencing a fever or rash.

### **MEDICAL EMERGENCIES/ACCIDENTS/INJURIES**

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

The school does attempt to maintain a safe environment for its students. In the event that a minor accident and/or illness occurs on the playground, the cafeteria, or anywhere else in the school, school personnel will take care of the injury/illness using minor first aid treatments. If the accident and/or illness is/are more serious, the parents are notified and asked to come to school to determine the best course of action to address the situation. In the event that an accident occurs that is very serious, school personnel will call an ambulance and request emergency medical treatment from trained paramedics. In all serious cases parents will be notified immediately.

Students are not permitted on the playgrounds without the supervision of a faculty/staff member. At all times, students are expected to adhere to the rules established for the playgrounds. Older students should refrain from using the smaller playground located near the library wing. Students should never throw the gravel found on the playgrounds.

Students who become injured and/or sick during the school day are sent to the Office for minor first aid and evaluation. Students who have an abnormal temperature and those who are seriously ill or injured will remain in the Office until the parent arrives to pick them up.

Students who have an above normal temperature are not permitted to attend school. Students must have had a normal temperature for at least 24 hours in order to attend school after being sick and/or missing school.

If a student is diagnosed with a communicable disease (such as, measles, mononucleosis, pink eye, etc.), he/she cannot return to School without the written consent of the student's physician.

The School follows the guidelines established by the State Health Department in all cases of communicable diseases.

### **MEDICATION POLICY AND FORMS**

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property, or while attending school events, must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is

## STUDENT AND PARENT HANDBOOK

---

completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during school time.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month.
8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member and filed with the principal on the first school day of each month.
9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.
10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.
12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.
13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.

## STUDENT AND PARENT HANDBOOK

---

15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.

16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

At the beginning of each school year, parents of students with asthma are asked to notify the School Office and the student's homeroom teacher of the child's condition and the steps to be taken in the event of an asthma attack. Immediate access to reliever inhalers or an EpiPen is vital. Children are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and classroom teacher agree that he/she is mature enough to do so. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler to be kept in the School Office. All inhalers are to be labeled with the child's name.

Students who cannot participate in Recess due to a health problem should submit a note from their physician stating the reason and length of time they should be kept out of recess.

# STUDENT AND PARENT HANDBOOK

---

## **REQUIRED SIGNATURE PAGE**

Dear Parents and Students:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in the Catholic Diocese of Memphis schools. Please sign and date the affidavit below and return it to your school principal by August 10.

---

*By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.*

---

Student's Printed Name

---

Student's Signature

---

Date

---

Parent/Guardian Printed Name(s)

---

Parent/Guardian Signature

---

Date

# STUDENT AND PARENT HANDBOOK

---

## Appendix A

### Technology Acceptable Use Policy for Students

Saint Paul Catholic School (hereafter referred to as SPCS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology, and prevent negative side effects. These provisions of this policy are subordinate to school, local, state, and federal law. The SPCS computers are to be used in a responsible, ethical, and legal manner in accordance with mission and rules of SPCS. SPCS has the duty to investigate any suspected violations of this policy.

#### Educational Purpose

Access to technology-based tools and information and the development of information technology skills are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems, and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

#### Responsibility

The use of our technology must be in the support of education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

#### Content Management

Along with a wealth of information resources, the Internet and its subsystems also provides the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems appropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

#### Acceptable Student Use

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc., will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity of personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
  - a. Deliberate violation of copyright, or other use of another person's intellectual property without his/her prior written approval and/or giving proper acknowledgements
  - b. Accessing material that advocates violence or discrimination, such as hate literature
  - c. Activities that are disruptive to our technology, systems, or services
  - d. Accessing, submitting, posting, publishing, displaying, and/or transmitting obscene, pornographic, or sexually explicit material
  - e. Accessing, submitting, posting, publishing, displaying, and/or transmitting defamatory, inaccurate, abusive, gambling, threatening, racially offensive, harassing, illegal material or other information

# STUDENT AND PARENT HANDBOOK

---

- and/or materials that are inconsistent with objectives and/or teachings of the Diocese and/or school
- f. Attempts to access or enter areas of restricted information or invading the privacy of individuals
- g. Unauthorized downloading of software, regardless of whether it is copyrighted
- h. Using another user's password or account. Computer accounts and passwords are confidential and must remain so
- i. Using pseudonyms or anonymous sign-ons
- j. The use of our systems for commercial or political activities
- k. Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)
- l. Posting of a photograph, image, likeness, video, or personally identifiable information regarding any employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal
- m. Allowing a non-employee or non-student to use a school computer, account, or other equipment unless the person is specifically authorized to do so by the principal

## Privacy/Security

Students should not expect that files that are sent or stored on our systems would be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.

All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

- a. Never share your log-on name or password with anyone
- b. Do not leave your user account open and unattended on any workstation
- c. Do not attempt to log on to our systems using an alias or any other log-on except the one assigned to you by our system administrator

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Student email, including accessing third-party email accounts, is prohibited. On-line chat is prohibited as is Facebook, Twitter, LinkedIn, Instagram, and all other forms of social media, either on school equipment or otherwise. Students may not use cell phones or other electronic devices during school hours or on school property without explicit permission of their teacher or administrator. The school reserves the right to monitor student use of school computers including Internet use and email use and content.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent, or received via electronic communication are and remain the property of the school/Diocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

## Vandalism

For the purpose of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, changing data files, or the release or use of virus programs or Trojan horse software.

## Failure to Comply

Failure to comply with this Technology Acceptable Use Policy for Students will result in disciplinary action including a cancellation of those privileges, disciplinary action (up to and including expulsion). Whether the use is

## STUDENT AND PARENT HANDBOOK

---

considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.

### Non-Liability

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error-free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.

The following is required of all parent(s)/guardian(s) who wish to allow technology and Internet access for their child(ren):

*I have read the Technology Acceptable Use Policy and this Authorization for Technology and Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that Internet access is intended for educational purposes and that the Diocese and school prohibit the access of inappropriate materials and have filters and/or software in place to keep some/most inappropriate materials away from users, but that it is impossible for the Diocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the Diocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this Policy and/or use of the Internet. I have discussed the terms of this Policy and Authorization with my child, and I hereby request that my child be allowed access to technology and the Internet in school.*

I/we hereby agree to abide by these policies and procedures. I authorize the administration to issue a student user account for my child/dependent.

Student Name \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_