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School Website

[www.saintpaulschool.net](http://www.saintpaulschool.net)

## PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

The Principal reserves the right to amend the handbook for just cause.  
Parents will be given prompt notification if changes are made.

2007-2008

Dear Parents,

Today, more than ever, our youth are faced with complex issues that affect their lives. Parents are very concerned about the future of their children and want to ensure that the education they receive, not only prepares them academically, but also prepares them to make the right decisions to issues they will face now and in the future.

St. Paul School ensures the formation of the total person, not only providing strong academic and extracurricular offerings but also by providing opportunities for personal and spiritual growth through prayer, worship and retreats. In the Catholic tradition, St. Paul School has provided children a personal touch-academically, spiritually, morally and athletically for almost 100 years. The investment you make today will reap rewards in the future for you and your children.

As parents and guardians you have made a choice to send your children to a Catholic school. With this choice comes responsibility of becoming an integral part of a community that helps shape your child's future. Together, with teachers and administrators we must be positive, affirming and supportive to the mission of the church through our teachings of the children.

Please join me in welcoming the new members of the St. Paul Community, they are Mrs. Dennison (Student Services), Ms. Stumler (3<sup>rd</sup> grade) and Mrs. Towles (4<sup>th</sup> grade).

**It is important that each of you reads and understands the policies in the Handbook. If you have any questions, please feel free to contact me.**

Sincerely,

Kevin J. Brever Jr.  
Principal

PS. Please read about our new Student Services Program on page 19

# ST. PAUL'S SCHOOL STAFF

Pastor ..... Father Dismas Veeneman [dismasv@aol.com](mailto:dismasv@aol.com)  
 Rectory # 935-1223  
 Rectory Fax # 933-7747

Principal ..... Mr. Kevin J. Brever Jr.  
 Home # 367-1261/School #935-5511  
 E-Mail Address: [kbrever@iglou.com](mailto:kbrever@iglou.com)  
 School Fax # 935-5596

**FACULTY/STAFF**

**E-MAIL ADDRESS**

School Secretary .....	Mrs. Jean Cochran	<a href="mailto:jean.cochran@insightbb.com">jean.cochran@insightbb.com</a>
Child Care Director.....	Mrs. Pam Thornhill	<a href="mailto:pthornhill@iglou.com">pthornhill@iglou.com</a>
Pre-K .....	Mrs. Angela Blain	<a href="mailto:ablain@iglou.com">ablain@iglou.com</a>
Kindergarten.....	Ms. Linda Weths	<a href="mailto:lweths@insightbb.com">lweths@insightbb.com</a>
1st Grade.....	Mrs. Heather Byers	<a href="mailto:hbyers@iglou.com">hbyers@iglou.com</a>
2nd Grade.....	Miss Judy Graf	<a href="mailto:jgraf@insightbb.com">jgraf@insightbb.com</a>
3rd Grade.....	Ms. Emilee Stumler	<a href="mailto:estumler@insightbb.com">estumler@insightbb.com</a>
4th Grade.....	Mrs. Michelle Towles	<a href="mailto:mtowles@iglou.com">mtowles@iglou.com</a>
5th Grade.....	Ms. Theresa McClinton	<a href="mailto:tmclinton@iglou.com">tmclinton@iglou.com</a>
6th Grade/Social Studies.....	Mr. Mike Zimmerman	<a href="mailto:mzimmerman@iglou.com">mzimmerman@iglou.com</a>
7th Grade/Language Arts.....	Mrs. Stephanie Basham <a href="mailto:stephanie.basham@insightbb.com">stephanie.basham@insightbb.com</a>	
8th Grade/Math & Science.....	Mr. James Streble	<a href="mailto:jstreble@iglou.com">jstreble@iglou.com</a>
Student Services.....	Mrs. Andrea Dennison	<a href="mailto:abdennison@insightbb.com">abdennison@insightbb.com</a>
Technology Coordinator/Teacher.....	Mrs. Debbie Tross	<a href="mailto:dtross@iglou.com">dtross@iglou.com</a>
Art & ..... Social/Physical Development Teacher	Mrs. Nancy Lambert	<a href="mailto:nancylambert@insightbb.com">nancylambert@insightbb.com</a>
Music Teacher .....	Mr. Jerry Vititoe	<a href="mailto:jerryv@insightbb.com">jerryv@insightbb.com</a>
Paraeducator Grade 1. ....	Mrs. Helen Weber	<a href="mailto:helen.weber@insightbb.com">helen.weber@insightbb.com</a>
Administrative Support.....	Mrs. Robyn Davenport	<a href="mailto:rdavenport@iglou.com">rdavenport@iglou.com</a>

## **ST. PAUL SCHOOL MISSION STATEMENT**

St. Paul Catholic School is a Christ-centered community which prepares its students to live out their Catholic faith. In partnership with parents we are committed to nurturing the uniqueness of each student as we provide a quality educational program. We strive to prepare our students to become moral, responsible, and self-motivated members of their church and community.

## **ST. PAUL SCHOOL PHILOSOPHY STATEMENT**

The primary and ultimate purpose of St. Paul School is to assist parents in fulfilling their role of educating their children with a quality Catholic education. St. Paul School is a Catholic learning community organized to foster the spiritual, moral, intellectual, social, emotional, and physical growth of its members. The community of St. Paul prepares its students to live out their Catholic faith in a global, technological society by providing quality instruction in a structured friendly, caring environment.

## **WHAT ST. PAUL SCHOOL EXPECTS FROM OUR STUDENTS**

1. Obey school regulations.
2. Demonstrate a desire to learn.
3. Insure an atmosphere of learning for others.
4. Show respect to teachers, students, school officials, and all persons to whom he/she comes in contact and their property.
5. Learn the content and skills of their classes; to study, and to properly and punctually complete assignments.
6. Conduct oneself as a Christian by acting according to the Catholic faith.

## **PARENT COMMUNICATION**

A weekly bulletin is provided to families and is posted on the school website ([www.saintpaulschool.net](http://www.saintpaulschool.net)). The bulletin provides information on all school activities. In addition, class and student specific information is provided through **Edline**. **You must sign up for this service and have an e-mail address in order to get information.**

## **PARENT - TEACHER - STUDENT CONFERENCES**

Parent-Teacher-Student Conferences are held in accordance with the dates set up on the school calendar and are generally scheduled the first of October and the end of January. Nothing is as effective as a face-to-face talk between parents and teachers. It is often impossible to tell the parents what one wants to say through letter grades or short descriptive words. Children are expected to attend these conferences with parents. The children are an important member of the conference, since it is their education that is being discussed.

Parents are in an excellent position at home to monitor the progress of their children in school. They have an obligation to contact their child's teacher(s) if he/she is having a problem with any particular subject matter. If an extra conference is needed, the parents and teachers may ask for a conference at any time convenient to both. **Faculty and staff e-mail addresses are provided in this handbook for your convenience.**

Teachers, with their professional training and experience, are in a unique position to observe academic or disciplinary problems developing. Hence, when your child brings home a written or oral message from a teacher asking for communication with the parent, it is the duty of the parent to contact the teacher the following school day.

### **REPORT CARDS**

Report cards are given at the end of each trimester (end of November, February and May). The report card in use at the present time for grades 1-8 consists of the following marks for academics and conduct/effort.

#### **Academics**

- A+ 97.5 A 94.5 A- 92.5
- B+ 89.5 B 85.5 B- 83.5
- C+ 80.5 C 77.5 C- 74.5
- D+ 73.5 D 71.5 D- 69.5 U<69.5

#### **Conduct/Effort**

- S-Satisfactory
- I-Improvement Shown
- N-Needs Improvement
- U-Unsatisfactory

**Note: Kindergarten report cards do not include letter grades.**

### **EIGHTH GRADE GRADUATION**

An eighth grader who receives a "U" in a core curriculum subject (all subjects except Music, Art and SPD) for the year **will be** allowed to participate in the graduation ceremonies; a diploma will be conferred upon satisfactory completion of the subject.

An eighth grader who receives a "U" in more than one core curriculum subject **will not** be allowed to participate in the graduation ceremonies; a diploma will be conferred upon satisfactory completion of the subjects.

## **HONOR ROLL**

The honor roll is determined at the end of each trimester. To be eligible for the Principal's List the student must receive an "A" in all subjects. To be eligible for the Honor's List the student must receive an "A" or "B" in all subjects.

## **GENERAL REGISTRATION PROCEDURES**

St. Paul Parish conducts an elementary school with Pre-Kindergarten through Grade 8. An entrant for Pre-Kindergarten must be four (4) years of age, for Kindergarten the child must be five (5) years of age, for the first grade the child must be six (6) before October 1st of the current school year.

Pre-registration for all presently enrolled students is held in February each year. New applicants are also urged to pre-register at this time. A nonrefundable fee is charged for each child at pre-registration.

Application for St. Paul School must be made on the form provided by the school. Applicants for Pre-Kindergarten, Kindergarten and 1st Grade must present an original birth certificate. Baptismal certificates are required for all Catholic students. Sacramental records must be provided for students making application in Grades 2-8.

## **HEALTH AND MEDICAL REQUIREMENTS**

Upon a child's initial enrollment in school, the parent/guardian shall be required to furnish a statement or report from the examining physician. The statement/report shall include a medical history; record of immunizations, assessment of growth, development, and general appearance; a general physical assessment including hearing and vision screening; a report of the results of a tuberculosis skin test administered within one year prior to entering school; and recommendations to the school regarding health problems that may require special attention within the classroom or during physical education activities.

In accordance with state law, the school also maintains a program of continuous health supervision for all pupils. Student immunization certificates must be kept updated. (The Health Chairperson will inform parents of students not in compliance.) The results of visual, auditory, and scoliosis screening, in addition to yearly height and weight measurements, are noted on cumulative health records for each student. The school office will inform parents of any conditions which require a physician's attention.

## **MEDICATION POLICY**

The school will maintain compliance for the proper dispensing of medication as outlined in the Archdiocese of Louisville Handbook for Catholic Schools sections 5341 and 5341.1

Prescribed medications will be given during school hours if necessary. If you can, please schedule the doses so they may be given before or after school. If this is not possible, the following instructions must accompany all medications.

1. Label attached to medication bottle by a pharmacist or physician and will include the following:
  - a.) Child's name
  - b.) Name and dosage of medication
  - c.) Name of physician
2. Written reason for taking medication signed by parent/guardian.
3. Time of day for medication to be administered.
4. Medication should be in the original container whether it is prescription or non-prescription medicine.

Students are not allowed to carry medicine with them during the day. All medicine must be kept by the main office.

### **ACCESS TO STUDENT'S RECORDS AND INFORMATION**

For your child's protection, if you are divorced, the school needs to be provided a copy of the custodial rights of your child. In the absence of having a divorce decree on file, we will assume the non-custodial parent has the right of access to the child's records and information.

### **DISCIPLINE**

Courtesy and respect should characterize St. Paul students both on and off the school premises. Students are expected to possess self-discipline and to be considerate and cordial toward others in the classroom, cafeteria, playground and all other campus facilities.

Respect for self, others and property, and self-discipline are qualities expected of St. Paul students in and out of school. It is the responsibility of all members of the St. Paul community to see that this climate is created and observed. Final authority in matters of discipline rests with the principal.

**General Conduct**-standards of behavior for student conduct include, but are not necessarily limited to the following:

- be in the classroom by 7:50 AM
- have all class materials including paper, books, notebooks, pens, pencils, etc.
- be in uniform and conforming to dress code
- all students are expected to keep the campus and school building clean
- give attention to teacher
- no gum chewing
- remain within designated campus boundaries

- use courteous, respectful, and appropriate language and behavior towards all
- be honest in speech, class work, and respect the property of others
- assume responsibilities for absentee notes and signing out
- acts of common courtesy are to be observed by all students
- during lunch period, students are not allowed to “cut line”
- students are not allowed to carry book bags, backpacks, or athletic bags during the academic day
- Classroom Discipline. Students must conform to the norms of conduct established by the teacher. If dismissed from class the student must go immediately to the main office and report the matter to the principal. The student may receive 1-2 demerits. The principal will set up a conference between the teacher and the student within two days of the dismissal. Parents will be called if a student in grades K-3 is dismissed from class.
- observe the state and school laws regarding tobacco, alcohol and drugs
- observe the rules of the school regarding smoking, stealing, use of drugs and alcohol and acts of vandalism

In general the following procedure for correcting discipline will be:

1. For minor incidences the teacher will first warn the student of his/ her inappropriate behavior.
2. If the inappropriate behavior continues, the teacher will talk with the student and may give appropriate consequences, including issuing a demerit.
3. If no improvement, the teacher should call the parents and arrange a conference
4. If after a teacher/parent conference the behavior continues, then the principal should be notified and a conference arranged.
5. For middle school students weekly behavioral reports are provided through Edline.

### **Demerit Policy**

As educators, we believe that we are obligated to encourage a school atmosphere that is conducive to learning and appropriate for the nurturing of Catholic ideas. Responsibility for providing such a setting must be assumed by the students themselves. Taking on such a responsibility, however, requires the realization of the consequences of their actions as individuals. In order to effectively reinforce this realization among students in grades 6, 7 and 8, we will implement the following demerit policy. Students in grades K-5 will be handled on an individual basis.

The demerit policy consists of demerits given for disciplinary infractions as outlined under Penalties for Accumulated Demerits. Teachers may impose other penalties as they apply to all minor offenses which disrupt the class or school day. If a student receives a demerit and feels it was not warranted, the student must first see the person who issued the demerit. After this initial conference, if a student is not satisfied, he/she may approach the Principal who will help mediate.

## **PENALTIES FOR ACCUMULATED DEMERITS**

The number of demerits is based on one academic year's total. Each demerit is followed by written notification to a parent/guardian. The student must return the signed demerit to the office the next day. If a student receives the following number of demerits during an academic year, they will receive the corresponding penalty.

- After receiving **3 demerits**, a parent conference will be required, a behavior contract may be written and the student will be ineligible for 3 weeks from all curricular and extra curricular activities, including sports.
- After receiving **5 demerits**, the student will receive a 2 day in school suspension or a 1 day out-of-school suspension and will be ineligible for the remainder of the year for all curricular and extracurricular activities, including sports.
- After receiving **7 demerits**, the student will be dismissed from St. Paul.

Demerits will be issued according to the following:

### **One demerit offenses:**

Use of profanity or abusive language

Cheating on a minor quiz or assignment (also a zero for assignment)

Disruptive behavior in classrooms, halls, assemblies, playground, bus, gym, cafeteria

Failure to return required forms with parent signature

Rudeness or disrespectful behavior

Being asked to leave class for disciplinary reasons

Gum chewing

### **Two demerit offenses:**

Defiance of authority

Verbal or physical harassment of other students

Fighting

Cheating on regularly scheduled test or assignment (also receives a zero)

Lying to a faculty/staff member

**For any infraction which can not be clearly categorized the principal reserves the right to impose penalties he or she deem necessary, including dismissal from school.**

## **IN-SCHOOL SUSPENSION**

The student is excluded from class and all school related activities for a period of time and will be required to report to the room set aside for in-school suspension. Students will spend the day in this room and will be given assignments.

## **OUT OF SCHOOL SUSPENSION**

The student is excluded from the school and all school related activities for a period of time and will be counted absent during that time. Student is only allowed to make up

major tests, etc., that are missed due to the suspension. Normal assignments may not be made up.

### **DISMISSAL**

The student is separated from school membership.

### **EXTRACURRICULAR ACTIVITIES**

The atmosphere of St. Paul School grows out of opportunities designed to promote open, cooperative relationships based on mutual respect. Our goal is to have every student involved in at least one activity outside the classroom. Extracurricular activities include:

- Book Bee Teams - Quick Recall Teams - Student Council - Student Choir – Dare to Care - Young Authors - Book Fairs-Governors Cup

St. Paul School offers student participation in all Catholic School Athletic Association (CSAA) sponsored sports activities for boys and girls. Sports include:

- Baseball – Basketball – Cheerleading – Softball – Track - Cross Country – Volleyball - Field Hockey – Golf - Football and soccer are available at neighboring schools - Swimming

All coaches place distinct emphasis on sportsmanship, teamwork and cooperation. These values make St. Paul a unique environment for learning.

### **POLICY REGARDING ELIGIBILITY FOR SPORTS AND OTHER EXTRACURRICULAR ACTIVITIES**

#### **ACADEMIC**

As a part of St. Paul’s eligibility requirements, students in grades 3-8 must maintain a certain level of academic success during the trimester. According to Education Reform in the State of Kentucky and in Jefferson County, students must maintain a passing grade in their Core Curriculum. **At St. Paul students must maintain passing grades in all subjects, including Art, SPD, Computers and Music.** Each week the student’s academic status is reviewed and if he or she is not passing a subject they will be ineligible to participate in any school or parish sports or extracurricular program until a passing grade is achieved. The parents and the Athletic Director (sports program activities only) will be notified, by the administration, each week of the student’s academic eligibility status, which last one week from notification.

In order to be consistent in the academic area, the following grading scale will be:

- A+ 97.5 A 94.5 A- 92.5
- B+ 89.5 B 85.5 B- 83.5
- C+ 80.5 C 77.5 C- 74.5
- D+ 73.5 D 71.5 D- 69.5 U<69.5

## **CONDUCT/BEHAVIOR**

In order to maintain quality representation, the following policy has been implemented in addition to the State and Jefferson County rules regarding academic eligibility.

Conduct grades are given weekly for middle school students and at the end of each grading period for each subject. The grading scale is listed below:

- S-Satisfactory
- I-Improvement Shown
- N-Needs Improvement
- U-Unsatisfactory

Cooperative behavior is expected from anyone who represents St. Paul in any way or represents any segment of the student body. Any student receiving any combination of 3 (U's) unsatisfactory or 3 (N's) needs improvement grades in the trimester will be ineligible to participate in sports activities for 3 weeks from the distribution of report cards. When the designated period has expired, the teachers will receive a form to reevaluate the conduct status. This information will be reviewed by the principal and the student and parent will be notified.

Conduct grades for the third trimester will determine eligibility for the first trimester of the next academic school year.

Any serious violation of school rules or policy resulting in suspension may also involve dismissal from any office, club, or sport at the time of suspension. Dismissal will become effective when the student and parents are notified by the administration.

## **ATTENDANCE POLICY**

A student who comes to school sick cannot be counted present if they do not stay in school until at least 11:00 A.M. If a student is absent or leaves before 11:00 AM he/she she can not participate in any extra curricular activities the day or evening he/she is absent. Any exception to this rule must be approved by the Principal. Students who leave immediately after attendance is taken will be marked absent for the day.

Students arriving later than **7:50 A.M.** for school must obtain a tardy slip from the office before going into class. Tardiness must be explained by a note from parents or guardians. Three (3) tardies will result in a conference between the parents and teacher, and if a 4th tardy occurs, a 30 minute make-up time (detention) before school will be given for it and for each subsequent tardy.

The importance of regular attendance cannot be overemphasized. A frequent cause of unsatisfactory work is irregular attendance. A written excuse is required for each absence. The written excuse should state the date, reason for absence, and be signed by a parent or guardian of the child. The written excuse should be given to the teacher the

morning of the first day the child returns to school. Absences of five days or more require a doctor's excuse. In addition, for your child's protection, please call the office before 9:00 A.M. to inform us each day your child is absent.

**If a child is not present in school for any reason he or she is marked absent.** If procedures as outlined above have been followed an **Excused Absence** is provided. **An Excused absence allows the student to make up any work that may have been missed.** If the above procedures have not been followed the student will receive an **Unexcused Absence.** **If an Unexcused absence is given the student is not allowed to make up any work missed.**

**In either case if the student is not present in school he or she is marked ABSENT. This is in accordance with Archdiocesan policy 5132**

It is the student's responsibility, for excused absences, to make arrangements for making up all assignments, tests, and projects missed during his/her absence.

"Kentucky Common School Law defines a truant as any child who has been absent or tardy for more than three days without valid excuse. All truants must be reported by the principal to the Director of Pupil Personnel of the appropriate public school district."  
(From the Archdiocesan Handbook)

### **STUDENTS TO WORK**

Each year there is a nationally sponsored event called Students to Work. This event provides students an opportunity to work with their parents or guardians for a day. In order to ensure an excused absence for participation the following criteria must be met **one week prior to the date of participation.**

**It is the parent or guardian's responsibility to follow the guidelines as listed below.**

1. The office must receive a letter from the parents or guardians company that the company is participating in this event. This letter must be on company stationary and signed by the person responsible for coordinating the event at the company.
2. The office must receive a note from the parent/guardian that the student will be participating with the parent/guardian. The note should include:
  - a) Date of participation
  - b) Planned activities for the student

**Failure to comply with the regulations will result in an unexcused absence.**

## DRESS CODE

“Pupils are expected to dress in a manner consistent with accepted community standards of good taste and decency. Clothing should be neat, clean, properly fitted and in a style appropriate for school.” ---- Diocesan Guidelines

### **THE ST. PAUL UNIFORM CODE FOR GIRLS:**

- Blue and gray plaid jumper not more than 2 inches above the knee  
White long/short sleeve blouse, solid white or red polo shirts or St. Paul white or red polo.
- T-shirts worn beneath uniform must be solid white
- Navy or white sweaters (no hood or belted sweaters)  
Navy or white socks must show above the ankle and have no emblems.
- Girls may wear solid navy standard uniform slacks instead of the jumper or skirt.
- Navy shorts, bermuda length (August through October 31st and in the Spring beginning April 1)
- Dark blue, black, or brown belt must be worn with all slacks/shorts that have belt loops.

*Grades 5, 6, 7, & 8 girls:* Option to wear a skirt -- made of the same blue and gray plaid fabric - may be worn instead of the jumper.

### **THE ST. PAUL UNIFORM CODE FOR BOYS:**

- Navy blue dress pants  
Navy or white sweaters  
White long/short sleeve shirts or solid white or red polo shirts or St. Paul white or red polo
- T-shirts worn beneath uniforms must be solid white
- Navy or white socks must show above the ankle and have no emblems.
- Hair must be neat and above the collar at all times.
- No wearing of earrings by the boys will be allowed.
- Dark blue, black, or brown belt must be worn with all slacks/shorts that have belt loops
- Navy shorts, bermuda length (August through October 31st and in the Spring beginning April 1)

**St. Paul Sweatshirt sold by the Youth group is the only sweatshirt approved to wear with the uniform.**

Shoes or sandals without a strap around the back of the foot are not permitted

No make-up or jewelry is worn with the school uniform. Small post earrings for pierced ears are acceptable for the girls. Chains may be worn if a medal or cross is on the chain. No visible tattoos, whether temporary or permanent, are permitted. Faddish, unusual, or

attention getting hairstyles are very distracting and are inappropriate in our learning environment and will not be tolerated, No dyed hair or fake fingernails will be permitted.

Ordering the uniforms is done by calling Shaheen's Department Store, Knobview Shopping Center 964-3391, 2604 Portland Ave. 778-9741 or 994 Breckinridge Ln. 899-1550. Shorts, slacks, pants, and shirts may be purchased from a variety of department stores.

Dress down days requires the same clean, neat appearance as any other school day. Clothing is to be properly fitted and in a style appropriate for school.

### **Clothing not appropriate for dress down day:**

Basketball jerseys worn as the sole top; no tank tops. Shirts with sleeves only will be permitted.

Ill-fitting clothing such as baggy pants or oversized tops

Shorts, except for the accepted time periods stated above

Shoes or sandals without a strap around the back of the foot. (Socks must be worn with shoes at all times.)

Jewelry not within the above guidelines

Tattoos or marks on the skin, whether temporary or permanent

Faddish or attention getting hairstyles

Length of the shorts must not be shorter than Bermuda length.

## **THREATENING BEHAVIOR OR ABUSIVE LANGUAGE**

Adults should not speak to any faculty, staff member or student in an abusive, profane or threatening manner. Any incidences of this nature and brought to the attention of the principal may result in contacting the Jefferson County Police. A meeting will be arranged between the principal and family involved in order to find a solution to the occurrence.

*This entire section is taken from the Archdiocese Handbook for Catholic Schools*

Threatening behavior is defined as intentional statements, gestures, or action meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statement/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Students exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.

3. Student is suspended from school and is not to attend any activities or be present on school grounds
4. School officials apprise pastor and Superintendent of Schools
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family counseling office for assistance in deterring an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes the final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and the relevant information. Additionally, should the students be allowed to return to school, the decision may include conditions for reinstatement and follow up.

#### False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

#### Consultations

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

### **Abusive vs. Bullying Behavior**

**Abusive Behavior:** Abusive behavior may be either verbal (name-calling, teasing, excluding for example) or physical (pushing, shoving, hitting, kicking, or biting for example). Verifiable abusive behavior that does not meet the criteria for bullying will be handled in the following manner:

1. If the target is not physically injured: the teacher is to follow the classroom discipline plan established.
2. If the target is physically injured: the teacher is to enter the student causing the injury into the school discipline plan.

**Bullying Behavior:** Abusive behavior may eventually cross the line into bullying (repeated abusive behavior by a person or persons toward the same person over time).

Bullying is not tolerated. It is never justified as "kids being kids", "just teasing", or "just joking".

If abusive behavior occurs, students and/or parents are to report it to the teacher by completing an "I won't tolerate bullying" form. The teacher investigates the complaint, documents the incident, and takes needed action. If the investigation proves the situation to be one of isolated abusive behavior, the teacher implements the policy on abusive behavior. If the teacher deems the situation to be bullying (repeated abusive behavior by a person or persons toward the same person over time), the teacher and student complete a "We won't tolerate bullying" form together and turn all documentation in to the school administration. The following action will be taken by the administration.

1. Any further investigation needed will be conducted.
2. Parents of students involved will be notified.
3. All parties will be held accountable for their actions. (Using violence or abusive behavior to try to stop bullying is not acceptable.)
3. A support plan for the victim will be written and implemented. This plan may include counseling, assertiveness training, etc.
4. A behavior management plan will be put together detailing the expectations and interventions to be applied to those who have been participating in the bullying.
5. Depending on the nature and extent of the bullying, past history, and any mitigating factors, interventions will include making amends, and may include psychological assessment, counseling, mandatory service hours, probation, suspension, or dismissal.
6. The decision of the school administration will be final.

*This entire section is taken from the Archdiocesan Handbook for Catholic School*

### **FIREARMS AND DANGEROUS WEAPONS**

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purpose other than instructional or school-sanctioned ceremonial purposes, or the purpose permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus on any public or private school campus grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of post secondary or higher education."

The Kentucky Penal Code, Section 500.080, states "deadly weapon" means any weapon:

- (a) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; or
- (b) Any knife other than an ordinary pocket knife or hunting knife; or
- (c) Billy, nightstick, or club; or
- (d) Blackjack or slapjack; or
- (e) Nunchaku karate sticks; or

- (f) Shuriken or death star; or
- (g) Artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080 does not define hunting knives or pocket knives as “deadly weapons” they should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating: “UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.” Failure to post the sign shall not relieve any person of liability under this section.

Should a student be in violation of the above policy, the following steps should be taken:

1. Parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. Superintendent in notified.
5. Reason for dismissal is acted on the student’s permanent record.

### **SCHOOL GRIEVANCE PROCEDURES**

Authority as exercised in the Catholic School System depends in a large measure upon a spirit of willing cooperation among administrators, staff, and students. However, honest disagreements can and sometimes do, occur. For those instances the following guidance toward problem resolution is offered:

**1. Parent(s) initiate a meeting with the child’s teacher.**

Please remember that when your child reports an instance that occurred at school which upsets you, reacting in a negative manner teaches your child disrespect for the teacher and adults in general. Contact the school to arrange a mutually convenient time that allows for you to discuss these matters with the teacher involved.

**2. Parent(s) request a meeting with the school principal.**

When resolution does not occur following a discussion with your child’s teacher or you have a personal issue with the teacher feel free to contact the school principal. If the principal receives signed correspondence from a parent relating to personal issues with a teacher it will be kept confidential and not shared with the teacher unless discussed prior with the parent. Again, it is important to contact the school to arrange a mutually convenient time for this meeting. The school principal will listen to your concerns and have a follow up meeting with your child’s teacher. Be advised that the principal will reserve judgment until both parent(s) and teacher viewpoints are heard. A decision will then be reached by the school principal concerning the action required to reach resolution. If resolution cannot be reached, the principal may request a meeting with the parent(s) and the teacher to discuss the issue with the principal present. It is important to

note that the parent(s) may also initiate such a meeting with all parties present to ensure communication is clear and understood and the resolution has been agreed to by all concerned.

### **3. Parent(s) request a meeting with the parish pastor.**

When every effort to resolve a conflict has failed, the parent(s) may request an appointment with the pastor. The rectory must be contacted to arrange a time for this meeting that is mutually convenient for the pastor, principal and the parent(s). Prior to agreeing to meet with the parent(s), the pastor requires every avenue offered in steps (1) and (2) have occurred. Once it is determined every effort to resolve the problem has been exhausted, the pastor will meet with the parent(s). The school principal will be present at this meeting.

**\*Teachers must respond to a parent call either by personal phone call, e-mail or note within 24 hours.**

## **ENTRY TO THE BUILDING AND SECURITY**

The security of our children, faculty and staff is of prime importance. The school remains locked at all times and is monitored with a surveillance camera. Entry to the building is by the back school door. Every adult, upon entering the school building is to report directly to the school office. **No one is permitted to go to the classrooms without permission from the office.** If you need to speak with a teacher, you must call the office to arrange a mutually convenient time. These guidelines are important to follow at all times, including prior to the start of the school day and following dismissal. These are especially hectic periods when teachers are needed to monitor the safety of the children. If you are on the premises to pick up your child, the child will not be released until you have reported to the office. Any messages for students will be delivered to your child through the office.

## **INCLEMENT WEATHER POLICY**

### **Pre-K-8**

When weather conditions cause school openings to be questionable, one of the following announcements will be made for Catholic Elementary Schools:

1. All Catholic Elementary Schools in Jefferson County are open
2. Catholic Elementary Schools will be open, but on a **delayed schedule.**  
**(We will begin at 9:00 A.M.)**
3. All Catholic Elementary and High Schools in Jefferson County will be **CLOSED.**

These announcements will be aired via radio and TV as early as possible. The Diocesan School Board is responsible for these decisions. St. Paul School does not receive advanced notice.

**EMERGENCY CLOSING**  
**Pre-K-8**

When weather becomes a hazard once school has begun **we will not dismiss early.** Parents may call the school and make arrangements to pick their child up if they feel it is necessary.

**SCHOOL PROCEDURES**

- A. The school day begins at 7:50 am. At 7:30 am. The children will proceed to their classroom. Dismissal is at 2:30 pm.
- B. Students are encouraged to use restrooms facilities prior to the beginning of school. Regular restroom breaks are scheduled by teachers. Use of the restrooms and other facilities is not allowed without permission of the teacher.
- C. Whenever possible, doctor and dental appointments should be made after school hours or on holidays. If this is not possible and it is necessary for a child to leave school early, he/she must present a written note signed by a parent, stating the time the child is to be picked up.
- D. Parents should always report to the main office and not the classroom. No one is permitted to go the classrooms without permission from the office. Parents should pick up children from the main office. Any messages for students will be delivered to the student through the main office.
- E. When a student changes address, telephone number, etc. it must be reported to the main office. The student's emergency information is kept on file in the main office.
- F. Students may not use the school phones without permission
- G. If a student feels ill, the student should report to the main office. The student will remain in the main office until a parent/guardian is contacted.
- H. Lost or found articles should be reported to the main office. Books and belongings should be clearly marked with the owner's name.
- I. No special deliveries (flowers, candy, pizza, gifts, balloons, etc.) to a student are permitted during school time.
- J. No party invitations may be passed out at school.
- K. Students must vacate the grounds at dismissal unless under the direct supervision of a faculty/staff member, coach or sponsor.
- L. No student is permitted to leave school grounds, go to the shopping center, McDonalds, or Burger King, during or immediately after school without permission from the principal. This will be permitted only if the student has a written note signed by the parent or guardian.



Service dates: First and Third Tuesday of each month  
Service location: Kitchen, rest rooms, cafeteria and gym  
Pests encountered: Roaches, water roaches, ants, drain flies  
Insecticide used: Tempo SC Ultra  
Active ingredient: Cyano  
Method of application: Bait  
**(Special Note): If spray application is needed a special 48 hour advanced notification will be provided.**

## **P O L I C I E S**

### **HOMWORK**

Homework must have meaning and value for the student's learning in school and at home. Individual assignments must be designed to meet academic and developmental needs of the child. Evening family activities are encouraged. Therefore, formal homework will follow the guidelines listed below:

Grades 1-2	30-40 minutes
Grades 3-4	40-50 minutes
Grades 5-6	60-75 minutes
Grades 7-8	75-90 minutes

### **SCHOOL PROPERTY**

Any student who damages or destroys school property will be responsible for its replacement or repair; this includes writing in or on books.

The purchase of texts is costly and students are expected to use these with care. Book covers must be used at all times on all text books belonging to the school.

### **ASBESTOS NOTICE**

We have been inspected for asbestos. The Management Plan is available in the school office.

### **FIELD TRIP POLICY**

Field trips, including the 8<sup>th</sup> grade class trip, are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavior requirements as outlined in the Policy regarding Eligibility and other Extracurricular Activities.

### **SCHOOL GROUNDS**

No child is permitted to leave the school grounds, go to the shopping center, McDonalds, BW3, or Burger King, during or immediately after school without permission from the

principal. This will be granted only if the child has a written note signed by a parent or guardian.

## **TECHNOLOGY** **INTERNET AND ELECTRONIC MAIL STUDENT USE AGREEMENT**

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parents' permission is required, and access is a privilege – not a right.

2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.

3. Access to information will be honored within reason. During school hours, teachers will guide schools toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. The following are not permitted:

- Revealing personal information online (name, phone number, address)
- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computer systems or computer networks
- Changing networks or system settings
- Violating copyright laws
- Submitting documents from the Internet as personal work
- Using another person's password
- Trespassing in someone else's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages

- Making unauthorized downloads
- Participating in personal chat or instant messages

5. Violations may result in loss of access as well as other disciplinary action.

**TRANSPORTATION**

**MORNING DROP OFF**

In the mornings parents may drop off their children at the side cafeteria doors as early as 7:00 a.m. After 7:30 a.m. they may be dropped off at the back school doors. Enter St. Paul’s parking lot by the rear entrance only, pass in front of church, and drive to the back doors. Do not enter from Dixie Highway. Once a car arrives at the back door, the children must exit the car quickly. If you have business to take care of while dropping children off, park in the parking places between church and school until your business is complete. Exit the parking lot near the stop sign. **Do not attempt to exit through the alley behind church.**

**AFTERNOON DISMISSAL**

Each family will be issued two (2) identification cards with the family’s number on them. One of these cards is to be placed on the dashboard of the car picking the students up each day. These identification cards will be returned to the office during the last week of school.

All cars will enter St. Paul’s parking lot **by the rear entrance** only. Cars should precede single file to the front of church, where the first car will drive between church and school and stop at the cone placed at the end of the school building or behind the school.

Students will be sent to the cars in the order in which the cars arrive. Students will be sent to cars in the order of their arrival. After students are loaded in cars, the cars will proceed behind school to the stop sign and out to the light at Dixie Manor. If the line of cars that turned left waiting for the light is backed up, please turn right and use one of the other exits in the area. **Do not attempt to exit through the alley behind church.**

If you need to speak with a teacher after school, you may park in the Dixie Manor lot behind school and enter the school through the back doors. If you need to pick a child up early and cars have already begun to arrive for dismissal, park in the back parking lot, enter school through the back school doors, and walk to the office. You may pick up your child at the office only. Do not go straight to the classroom.

**P.T.A. OFFICERS 2007-08**

PRESIDENT: Debbie Peace.....361-0195  
 VICE-PRESIDENT:  
 SECRETARY:  
 TREASURER: Dena Schmitt .....742-6779

**PTA Meeting Dates:**  
 September 10, 2007

December 3, 2007

May 12, 2008

**Wellness Policies on Physical Activity and Nutrition (Archdiocese of Louisville Handbook for Catholic Schools – 3250)**

**CAFETERIA**

Cafeteria Manager                      Linda Nakos                      Cafeteria                      995-7948

E-mail address:                      spscafeteria@iglou.com

St. Paul School participates in the Federal Lunch Program and, therefore, hot lunches are available at a cost of \$1.85 per day. Extra entrees are provided for \$1.25. Those who prefer to bring their own lunches may purchase milk for \$.45 a carton. A centralized menu provided by the archdiocese is published weekly in the school bulletin and the school website. Ala cart food items are available at .35-.75 each. **ALL PRICES ARE SUBJECT TO CHANGE**

**POINT OF SALE SYSTEM**

St. Paul and all archdiocesan schools that are apart of the Federal Food Program are on the Point of Sale System (POS). Below is information as it relates to this program:

- You deposit money in your child's account as often as you wish.
- Your child will have their own personal pin number. If you chose to pay by check please include your child's pin number on the check made payable to St. Paul Cafeteria.
- Monies deposited can be exclusively for lunch meals or you may put on for extra drinks or ala cart items. This is your choice.
- Only students who purchase a lunch may purchase ala cart items and it is limited to two.
- Account balances are sent home monthly with your child.
- It is important that you keep your account current.
- Account balances of \$10.00 or less are sent home every Friday or the last day of the school week.
- According to archdiocese policy accounts charged can not exceed 5 meals (\$9.25). If this occurs the student will receive a commodity lunch and can not purchase any ala cart items until the account has a positive balance.
- Cafeteria envelopes provided to students should be used for all cafeteria transactions.
- Cafeteria balances at the end of the school year will be rolled to next year's account.

**VOLUNTEERS NEEDED**

- Parents' assistance is necessary in the cafeteria. If you are interested in volunteering please contact the cafeteria manager to set up day and time.

**OTHER ITEMS OF INTEREST**

- Relatives are invited to eat lunch with their children at any time. Please call to let us know so that we can prepare properly.
- Parent/Grandparent lunches will be scheduled throughout the year and published on the calendar. The cost is \$3.50 per adult

**ST. PAUL SCHOOL BOARD MEMBERS 2007-08**

**NATURE AND FUNCTION**

**Section 1.** This Board is a policy-making body operating the school program at St. Paul's School, Pleasure Ridge Park, Kentucky. The Board shall have decision-making authority in all non-personnel matters, with the Pastor's approval.

**Section 2.** Duties and Functions – The Board shall establish policies relating to the educational programs of the Parish School. In the development of its policies, it must insure that they follow the intent and spirit of the policies laid down for the Archdiocesan System by the Archdiocesan Board of Education.

Position	Name	Term	Term Expiration
President	Larry Gillespie	1	2010
	John Drees	1	2010
	Kay Burris	1	2010
	Leanne Hartlage	1	2009
	David Bischof	2	2009
	Terry Roberts	1	2009
	Jim Roush	2	2008
	Chris Head	2	2008
Faculty Rep	Linda Nally	1	2008
PTA Rep	Stephanie Basham		
Child Care Dir	Debbie Peace		
Principal	Pam Thornhill		
Pastor	Kevin Brever		
	Father Dismas		

**Schedule of Tuition and Fees  
2007-08**

The tuition and fees that are being charged only cover two-thirds of the cost of educating each child. The remaining portion comes from parish subsidy, through our Sunday collections, school fund raising events and organizations such as the PTA, Booster Club and Men's Club. In light of this it is very important that you support our parish, through the spirit of stewardship, by making a weekly tithing. The question that each must

answer is, “Have I met my Stewardship pledge commitment?” and “Did I pledge according to my financial position?”

**Tuition Rates 2007-08**

# of Children	Parishioner	Area Catholic	Non-Catholic
1	\$3688	\$4188	\$5486
2	\$4266	\$4766	\$5908
3+	\$4736	\$5236	\$6329

**Tuition Policy:**

Tuition and fees are necessary in order for St. Paul to successfully fulfill its mission. In order meet our financial obligations we have adopted the following tuition policy:

- The application and re-enrollment fees are non-refundable unless for any reason we do not accept or re-enroll your child.
- You have the option of paying tuition and fees in full by June 30<sup>th</sup>, or using FACTS tuition payment program. If paid in full by June 30<sup>th</sup>, a \$60 discount is given per family.
- FACTS is an automatic bank payment system that deducts payments through your specified account or credit card on either the 5<sup>th</sup> or 20<sup>th</sup> of the month (your preference). Payments begin in July and end in April (10 months). There is a \$38 annual enrollment fee.
- Tuition that becomes 2 months past due will subject the student to being withheld from school until such amounts due are made current.
- To be eligible for St. Paul Parishioner Rates you must:
  - Be registered in the parish
  - Have a completed Parish Census Form on file
  - Have a Stewardship Form on file

**Application Fee:** \$125 per student **NEW STUDENTS ONLY (K-8).** It is payable when the student applies for admission and is non-refundable.

**Re-enrollment Fee:** \$100 per student. **RETURNING STUDENTS ONLY (K-8).** It is due in February and must be returned with the Re-enrollment application.

<b>Additional Fees:</b>		
Cafeteria	(per family)	\$45
PTA	(per family)	\$10
KLEA	(per child)	\$2
Book Rental	(per child)	\$135
Technology	(per child)	\$60
Art	(per child)	\$30
Registration	(per child)	<u>\$30</u>
<b>Total</b>		\$282 (1 child)

\$509 (2 children)

\$736 (3 children)