



PARENT/STUDENT HANDBOOK

ST. PAUL THE APOSTLE SCHOOL
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Grand Rapids, MI 49546

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TABLE OF CONTENTS

WELCOME	5
MISSION/PHILOSOPHY	6
ABSENCES	7
ADDRESS CHANGE	7
ANTI-BULLYING VIOLENCE FREE SCHOOL	7
APPOINTMENTS	7
BAND	7
BEFORE and AFTER SCHOOL CARE	8
BICYCLES	8
BOOK and INSTRUCTIONAL MATERIALS FEE	8
BOOK BAG	8
BOOTS	8
BUS	8
CELL PHONES	9
COMMUNICATION	9
CONFLICT RESOLUTION	10
CROSSING GUARD & SAFETY PATROL	11
DAILY SCHEDULE	11
DISCIPLINE and ANTI-BULLYING	11
DISMISSAL	12
DRUG/ALCOHOL USE or POSSESSION	12
EDUCATION ENDOWMENT FOUNDATION	12
ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES	12
EMERGENCY CLOSING	13
FIELD TRIPS	13
HARASSMENT	13
HEAD LICE	13
HOLY DAYS	14
HOMEWORK	14
HOMEWORK ASSIGNMENTS-PARENT/STUDENT INTERNET ACCESS	14
ILLNESS	14
IMMUNIZATIONS	14
INTERNET USE	15
INTERNET USE and E-MAIL USE AT HOME	15
LATE PICK-UP	15
LIBRARY	15
LOST and FOUND	16
LUNCH HOUR	16
LUNCH HOUR SUPERVISION	16
MEDICATION	16
MILK PROGRAM	17
NON-UNIFORM AND DRESS-UP DAYS	17
PARENT PARTICIPATION	17
PARENT/TEACHER CONFERENCES	17
PERSONAL APPEARANCE	17
PETS	18
PHYSICAL EXAMINATION	18
PLAYGROUND	18
REPORT CARDS	18
SCHOOL BOARD	19

SCRIP PROGRAM	19
SMART TUITION	19
SPORTS	19
SPORTS SEASONS	20
STUDENT EMERGENCY FORM	20
STUDENT/FAMILY CONFLICT	20
STUDENT RECORDS	20
TARDINESS and EARLY DISMISSAL	20
TELEPHONE USE	20
TRANSPORTATION	21
TUITION and FEES	21
TUITION DELINQUENCY	21
UNIFORMS and PERSONAL APPEARANCE	22
VISITORS	23
VOICE MAIL	24
VOLUNTEERS	24
WEAPONS and GUN-FREE SCHOOL POLICY	24
WEB PAGE	24

To ensure that you and your child(ren) are familiar with the procedures and rules of St. Paul the Apostle School, you are asked to read through the handbook each year. If you have questions concerning any handbook item, contact the school office for clarification.

Please sign below and send the cut-off sheet to the school office by October 1st to indicate that you and your child(ren) have read and understand the Parent/Student Handbook guidelines.

Thank you.

Bridget Bissell
Administrative Assistant



Yes, my family has read and agrees to the rules in the Handbook.

Family Name (please print)

Date

Signature

ST. PAUL THE APOSTLE SCHOOL

Welcome to St. Paul the Apostle School! This handbook is presented to each family in order to help you become more familiar with the day to day procedures and policies of the school and also to answer many commonly asked questions. Be sure to review the handbook with your children at the beginning of each school year and throughout the school year as issues arise. It is important that children are informed of school procedures and policies so they are empowered to make appropriate choices. Call the school office if you have questions or concerns not clearly addressed in the handbook. I would suggest that you keep this handbook at home in the same location as your telephone directories. Please understand that as we continue to work to provide the best educational experience for your child, procedures and policies are subject to change.

Thank you for being a part of the St. Paul the Apostle School community. The faculty, staff, and administration look forward to working with you to provide for the spiritual, intellectual, social, physical, and aesthetic growth of each student.

Sincerely,

Lori J. Salva
St. Paul the Apostle School Principal

ST. PAUL THE APOSTLE SCHOOL MISSION STATEMENT

St. Paul the Apostle School will provide a God-centered education, fostering spiritual, intellectual, aesthetic, social and physical growth which will enable students to live as faith-filled Catholics in a diverse world.

October 2014

ST. PAUL THE APOSTLE SCHOOL PHILOSOPHY STATEMENT

We believe that educators share with parents the privilege and responsibility of calling our students forth to the realization of who they are, what they are capable of becoming, and what their unique contributions to the global community can be.

We believe St. Paul the Apostle School, if it is to be truly Catholic, must be God-centered and that the Catholic faith must permeate every aspect of our lives.

We believe that our primary purpose in educating is to lead the child to know, love, and serve God and one another through spiritual, intellectual, social, physical, and aesthetic development.

WE ARE COMMITTED TO THE GROWTH OF THE CHILD;

.....by nurturing with love and care the CHRIST-LIFE within the child in a safe environment.

.....by calling forth from each child the God-given gifts of mind, heart, and body.

.....by helping each child realize the fullness of daily life and a capability of sharing this celebration of life with others.

.....by instilling a sense of personal and social responsibility through recognition of the value of self discipline.

.....by fostering the skills needed for life-long learning.

.....by promoting an awareness of the value of the cultural diversity of our global community.

It will be together as parents, teachers, and students--open to Jesus and His message--that we will strive to bring young people to their full potential.

ST. PAUL THE APOSTLE SCHOOL **FAMILY GUIDELINES**

ABSENCES

Regular attendance at school is imperative to your child's success at school. As a safety measure, parents should call the school office when their child is absent from school, (949-1690 x 300) before 9:00 a.m. Students who arrive before 9:30 am and remain for the balance of the day will not be marked absent. Students who arrive after 9:30 am and remain for the balance of the day will be marked one half day absent. Students who leave before 1:30 pm will likewise be marked one half-day absent.

When the student returns, a written excuse signed by a parent should be presented to the teacher. Students are asked to make-up missed school work due to absence as soon as possible. If a student is absent more than ten days in a marking period, the report card may be withheld until assignments are completed.

Due to the disruptive nature of student absence, vacations during school time are discouraged. Parents are asked to keep in mind that although their child(ren) can make up homework and class work that is assigned during their vacation, their child's overall understanding of the material covered may suffer due to missed teacher presentations and classroom interaction. Whenever possible, parents are encouraged to plan vacations in conjunction with school vacations. If, however, a family will be removing children from school for a vacation, parents are to notify the school office to give advance notice of student absence. Although specific work/assignments will not be given to the student until they return to school from the vacation, teachers may give general information concerning subject matter to be covered to students. Upon return from a vacation, teachers will give the student a list of missing assignments. Students must complete all missed work in a timely fashion.

ADDRESS CHANGE

Parents should notify the school office in writing of any change of address or telephone numbers. It is also crucial to keep emergency contact numbers current.

APPOINTMENTS

Please try to arrange doctor/dentist appointments outside of school hours whenever possible. A written request from parents should be presented to the school office if an appointment occurs during class hours. Parents must come in to the school office to pick up their child.

BAND (Subject to Change)

Students in grades 5-8 are able to participate in the Catholic Central middle school band program. Band class is held once a week during the school day at St. Paul's. Catholic Central's band teachers, meet with all fourth graders at the end of the school year to talk about joining band as fifth graders and discuss their choice of instrument. All 5th grade students are required to take band their 5th grade year. Parents must rent or purchase an instrument through a private seller or a local music store.

Mrs. Reinhard will communicate with parents throughout the year as to various concert dates. Once deciding to participate in band, students must commit to the whole semester's involvement. Students who quit band before a semester's end will receive an "Incomplete" on their report card.

BEFORE and AFTER-SCHOOL CARE

Before school childcare (BSC) is available from 7:00am-7:50am. After school childcare (ASC) is available from 3:10 pm-5:30 pm. Before and After school care is for students enrolled in grades PS-8. Families provide any necessary snacks and/or beverages (no peanuts or products with nuts – school childcare is a peanut free area). Details and cost structure are outlined on the website.

The Before and After School Care program is operational only when school is in session. No care is provided on scheduled days off, half-days, snow days, or during other emergency closure situations. To register your child(ren) in the Before and After School Care program a signed contract, schedule of care, and first payment should be submitted to the school office.

BICYCLES, SKATES, SKATEBOARDS, SCOOTERS, ETC.

Students may ride bikes or other wheeled transportation to/from school as long as they are operated according to safety regulations, **including the use of safety helmets**. Bicycles should be locked with the student's personal bike lock in an outdoor bike rack. To protect grassy areas and to keep students safe when crossing parking lots, students must walk their bicycles, skates, skateboards, and scooters across school and/or funeral home grounds.

BOOK AND INSTRUCTIONAL MATERIALS FEE

The per student book fee (grades K-8) is \$100.00 and is to be paid at registration time. This fee helps to provide textbooks, workbooks, testing materials, art paper, consumable and duplicated materials, computer materials and audio-visual aids. All registration fees are non-refundable.

BOOK BAG

All students must have a waterproof backpack to carry books to and from school. Consideration should be given to the option of using a rolling backpack. Books may not be taken back and forth without backpack protection. Because the cost of book replacement can be quite high, students will be fined for book damage beyond normal wear (including damage to the binding and writing in books) during the year.

BOOTS

During inclement weather, students must wear boots that are to be removed before they enter their classroom or they must bring an extra pair of shoes to wear in the classroom if shoes are worn. Boots may not be worn in the classroom.

BUS

Bus service is provided by Catholic Central High School for our students who live in their designated bus run areas. Please note that if a school district is closed due to inclement weather conditions the busses are not allowed to run in that area. Parents are responsible for making other transportation arrangements for their child on such days.

Cost is determined by Catholic Central. The transportation office can be reached at 246-6470.

CELL PHONES

Students whose parents want their child to carry a cell phone, may do so, however, unless specifically directed by a teacher for school use, it must be turned off and stored in their backpack while on school property. The phone is not to be carried by students throughout the day. All communication, both from students to parents and parents to students must go through the school office. Students will not be able to use their phones until they leave school grounds.

All students will receive only one warning even if they are just carrying the phone on their person. A second offense will result in an infraction and the phone taken for the remainder of the day. A third offense will again result in an infraction and the phone will remain in the school until a parent collects the phone in person from the school office.

A “student phone” is available for use with permission in the school office.

COMMUNICATION

Communications from school (newsletters, calendars, any special information, etc.) will be sent home to each family through email or the mail carrier, who is the oldest or only child in each family. Because we must rely upon our students to deliver the information to you, please help by reminding your child of the importance of bringing all communiqués home and returning all responses *promptly* back to school. Although emergency changes or special announcements may be sent home any day, the majority of newsletters, flyers, and school papers are sent home on the last day of each week (usually Friday). Please be diligent in checking your email or with your family mail carrier on this day.

All flyers or information to be included with the "Halls of St. Paul's" or our church bulletin must be submitted in advance to allow time for editing and approval. Flyers require the group's name for identification.

During the school day all direct communication with teachers and students should be made through the school office. **Parents are not to interrupt the activities of the classroom.** Important phone messages will be delivered to the students by the office. Students may use the school office phone if given teacher or office permission.

Please send a note to the school office if a student is not following the usual mode of transportation home. Avoid last minute phone calls with such changes at dismissal as it is a very busy time of the school day.

CONFLICT RESOLUTION

Good communication between home and school is vital to all of us. If there is a misunderstanding, or a difference of opinion between the parents, teachers, or administration, contact should be made as soon as possible so that information can be clarified.

If a parent wishes to reach a teacher, teachers are available in their classroom until 3:30 pm except on the afternoon of a staff meeting. Parents are strongly encouraged to work out classroom difficulties directly with the classroom teacher. If the parent/teacher meeting does not bring about a satisfactory solution, the principal should be contacted to help with the resolution of the problem.

QUESTIONS AND CONCERNS ABOUT:	CONTACT
Athletics:	Coach; (if problem not resolved, then the Athletic Director; the Athletic Board; the Principal)
Volunteering: (e.g., Hot Lunch, Library, Room Parents, Santa's Shop, Science Olympiad)	Home & School Association President
About the classroom or a child's needs in the classroom:	Child's teacher (if problem not resolved, then the Principal; the Pastor; and lastly the School Board)
School Board:	School Board President
Program development or school planning:	School Board President, the Principal, the Pastor
Religious Education in Parish:	Director of Faith Formation
Teacher, curriculum or policies:	Teacher, Principal, School Board
Tuition and fees:	School Office
Tuition Assistance:	Principal

Pastor:	Fr. Peter Damian	949-4170 x246
Principal:	Lori Salva	949-1690 x222
Administrative Assistants:	Bridget Bissell	949-1690 x221
School Board President:	Lorissa MacAllister	616-450-9049
Athletic Director:	Sean Trudeau	949-1690
Home & School President:	Molly Cotter	616-238-4793
Director of Faith Formation	email: homeandschool@stpaul-school.org Beth Kolenda-Spencer	949-4170 x243

If you have looked to these individuals for information or help and still wish further input, please put any suggestions, comments, or complaints in writing to be given to the Principal, the School Board President, and the Pastor.

If a concern reaches a point to which you need to contact the School Board President, and the Board President feels the issue is Board business, your concern will be added to the agenda of the next Board meeting.

CROSSING GUARD and SAFETY PATROL

Junior high students are trained by Mr. Maitner to be Safety Patrol Members for all posts. All students must respect and obey the St. Paul Safeties. Parents will be notified if their child fails to do this. Parents who wish their child to cross at these intersections must assume full responsibility for their doing so.

The GR Police Department has assigned a paid Crossing Guard for the mornings and afternoons at Burton St. and Woodlawn Ave. while the teachers share the responsibility of walking the students to the street.

Parents working Crossing Guard Duty during the school year fulfill the Playground Duty requirement on the registration form. Crossing Guard times are 7:30 am to 8:00 am each school day. Parents are expected to come into the office to sign in no later than 7:25 and to pick up the vest and stop sign. At 8:00 am please return the vest and the sign to be used the next day. A \$5 fee will be assessed for a missed day or a late arrival.

It is the parent's responsibility to find a replacement if they are unable to work their assigned shift (e.g. work conflicts, vacation, illness etc.) Please notify the school office of changes, trades and the name of your replacement.

DAILY SCHEDULE

School begins at 8:00 a.m. The entrance bell rings at 7:50 a.m. and students are permitted to enter the school building at this time. Students are to arrive no earlier than 7:40 a.m. Any student arriving *before* 7:40 a.m. will be placed in before school care and you will be charged accordingly. Students are instructed not to play on the grounds before school.

The A.M. Preschool and A.M. Kindergarten schedule is 8:00 a.m. until 10:55 a.m.; the P.M. Preschool schedule is 11:55 p.m. until 3:00 p.m. Regular full school day dismissal is 3:10 p.m.

Half-day dismissal is at 11:00 a.m.

(Also see **LATE PICK-UP**).

DISCIPLINE and ANTI-BULLYING

Staff members and parents work together to guide each child to develop self-discipline. As parents, you will be apprised of your child's behavior and effort on the students' interim reports, report cards and at conferences. If you would like an update in between these times, please check with the homeroom teacher.

BASIC SCHOOL DISCIPLINE GUIDELINES:

1. Follow directions the first time; respect and obey all authority.
2. Keep hands, feet, and objects to oneself and off another person's property.
3. No obscene or crude gestures, words, art, writing or articles. No name calling, teasing, or put-downs. No possession of any obscene material, or any other overt behavior which would indicate a lack of respect and reverence for other persons or things.
4. Remain on school grounds and in assigned areas during school day.
5. No fighting or physical or verbal assault.
6. Walk and use indoor voices in school.
7. No spitting in school or on the playground.
8. No gum chewing in school or on the playground.

9. No throwing of stones or other harmful objects, including snow and ice, while coming to or from school and during school hours.
10. No items should be brought to the school or on the playground that could be considered weapons. This includes, but is not limited to, knives, guns, and sharp objects whether real or of a play variety. Please note that squirt guns of any kind are not allowed.
11. No using or possessing matches, lighters, firecrackers, tobacco, drugs, alcohol, or any other harmful objects.
12. Follow all playground rules.

ANTI-BULLYING and VIOLENCE FREE SCHOOL

St. Paul the Apostle School strives to be free from bullying and violence. As a community we have learned that if we consistently address smaller issues of misbehavior, many of these behaviors do not grow into full-blown incidents of bullying. Although we have wonderful children at St. Paul's, it is normal for children to make mistakes. While all incidences of violence will be addressed, it is important to note that in order for a situation to be deemed bullying, it must be of a repetitive nature.

DISMISSAL

After arriving in the morning, students may not leave the school premises during the school day unless a parent (or a person authorized by the parent) is contacted or a note from the parent authorizing departure is received by the school office.

DRUG/ALCOHOL USE OR POSSESSION

Schools are considered to be "Drug-Free Zones." As such, if a student is found in possession of or is using drugs or alcohol on school grounds, at school, or at a school event, the police will be notified.

Use or possession of drugs or alcohol may result in expulsion or suspension with mandatory drug assessment, screening, and counseling.

Use or possession of drugs or alcohol and other behavioral or discipline records will be documented in a student's records, and as such will be forwarded to a student's next school of attendance.

Parents may not use nor be under the influence of drugs or alcohol at school events including athletic contests or field trips.

EDUCATION ENDOWMENT FOUNDATION

The purpose of the Daniel J. Donnelly/ St. Paul the Apostle Parish Education Foundation is:

- to provide registered and participating members of the parish financial assistance according to their need to meet tuition costs;
- to provide financial support for current and new programs in the school that aid the students and/or teachers and staff;
- to provide financial assistance for the school's operating costs.

The Foundation Endowment is under the management of a local board in cooperation with the Diocesan Education Foundation within the over-all Parish ministry and administrative structure.

EMERGENCY CLOSING

School closings due to inclement weather conditions (or any emergency closing) are sent to parents via a school e-blast. They are also announced in the early morning over local TV and radio stations. Additionally, you may find school closings listed on the Internet at:

www.stpaul-school.org

www.woodtv.com or

www.wzzm13.com

Students are not sent home during a tornado or thunderstorm warning, but parents may come to the office and take their child home at any time in that circumstance.

Please note that at no time do we expect parents to send children to school if conditions in their area are impassable. Weather conditions do vary within our St. Paul areas, as do the conditions in which some of us wish to drive. The usual absence call (949-1690 x 300) must be made to the school office if you elect to keep your child home for these reasons.

It may be necessary for children to be instructed where to go in case the parents are not home during an emergency school closing. Arrangements should be made with neighbors/friends and carefully explained to your child and noted on the Emergency Authorization Form.

FIELD TRIPS

Our Diocese insurance carrier requires written consent of parents before a student is permitted to go on a field trip with a school group. A permission slip will be sent home to be signed by the parent and must be returned promptly to school. We utilize the Catholic Central bus system for field trips, and charge each student \$20.00 under Registration Fees to help with the cost of transportation. Teachers take a copy of each student's signed field trip emergency form on every outing.

HARASSMENT

School Board policy (No. 504.1) requires all students to conduct themselves with dignity and respect for fellow students, teachers, school staff, and visitors. Harassment of anyone, including sexual and racial harassment, will not be tolerated.

Any student or parent who feels their child has been harassed should immediately report the incident to their teacher or Principal. Consequences for harassment are covered in the Bullying Prevention/Non-Violent Schools consequences rubric.

HEAD LICE

St. Paul the Apostle School will follow the recommendations of state and local health departments regarding the identification and containment of head lice, and the criteria for student exclusion due to head lice and nit infestation. Communications from the school will inform parents of current procedures to identify, contain, and treat head lice outbreaks. Head lice identification and containment procedures will be periodically reviewed and updated to reflect the current information and guidelines of state and local health departments.

HEAD LICE PROCEDURES

Reporting of Cases

1. Families should report all cases of head lice to the School Office
2. The school will notify classroom parents where cases of head lice have been found in that classroom, and will notify all parents of the school when multiple classrooms are involved. Information will be provided to parents so that they can check their own children and can know what the expected treatment procedures are for them to follow if their child is found to have head lice.

HOLY DAYS

When a Holy Day falls on a school day, students in Grades K-8 will attend Liturgy during regular school hours unless otherwise specified.

HOMEWORK

Homework must be accepted by each student as a personal responsibility. Homework most often refers to assignments given to students that are to be completed in a satisfactory manner and given to their teachers when due. The amount of time spent on homework is difficult to determine because of individual ability and study habits. Parents should confer with the teacher if a child is spending an inordinate amount of time on homework each day. If a student is absent, parents may make arrangements with a sibling or classmate to bring assignments and books home. Parents may come after school, not during the school class time, to pick up homework.

HOMEWORK ASSIGNMENTS - PARENT/STUDENT ACCESS ON THE INTERNET

St. Paul's utilizes a website which allows parents and students to access a list of homework assignments on the Internet. At this time we will display assignments only. Student progress will continue to be reported via progress reports and report cards.

The web address of the site is: www.stpaul-school.org

ILLNESS

In order to keep all of our students as healthy as possible, children returning to school after an illness should be completely well and free from fever, diarrhea, contagious rashes, or other contagious symptoms for 24 hours.

A child's ability to participate in all school activities including recess is a good measure for judging whether or not a child is ready to return to school. Children go outside for recess unless the weather is inclement or wind-chill temperature is 10°F or below. A written excuse is required when the child returns to school after an absence. Please report contagious diseases to the school office.

IMMUNIZATIONS

Incoming students, 7th Graders, Kindergartners and Preschoolers must have up-to-date immunization records on file in compliance with the Kent County Health Department. Immunization records needed for other after school activities should be obtained from your health care provider.

INTERNET USE

We are pleased to offer Internet access at our school as we believe that the Internet offers vast, diverse, and unique resources for all learners. The use of the Internet at St. Paul the Apostle is to promote the exchange of information, to further education and research, and is consistent with the mission of our school.

Use of the Internet at SPA is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with the technology will give our students skills required by our evolving educational and business communities. Under the guidance of members of the SPA faculty or staff, each user can make use of technology to facilitate his/her academic growth in our Catholic learning environment.

Students at SPA are expected to comply with our Acceptable Use Policy. The use of the Internet must be in support of education and research and consistent with the educational objectives of SPA. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The principal will deem what is inappropriate use and that decision is final. SPA staff members may suspend a student's Internet privilege at any time.

INTERNET USE and E-MAIL USE AT HOME

Parents are encouraged to closely monitor their child's Internet and e-mail access on home computers. If parental controls are available, parents should utilize them to protect their child. It should be noted that "any kind of material" can be e-mailed to your child even when parental controls are in place on your home computer.

LATE PICK-UP

Parents and guardians are required to pick-up their children at the appointed time at the end of each school day. If parents/guardians do not pick-up their child(ren) within twenty minutes of dismissal, a fee will be assessed as follows:

\$1.00 fee per minute late (beginning twenty minutes after dismissal).

If serious circumstances are present which have prevented a parent/guardian from picking-up their child(ren) within the twenty minute grace period, the parent should notify the school office. Such situations will be taken under consideration for a fee waiver.

The true purpose of our late pick-up fee is to ensure students are picked up on time.

LIBRARY

The school library is staffed by our Librarian. The Librarian is assisted by volunteers who read to students, help them find and check out materials, explore the library and keep the library in good order. Every grade has its own library time once a week. Preschoolers are read to, but do not check out books. Kindergartners check out one book for one week.

First and Second grade students check out two books for one week. 3rd through 8th grade students check out two books for two weeks. Fines will not be charged for overdue books; however, any lost or damaged materials must be paid for and check-out privileges will be denied if more than one item is overdue. A library book return cart is located outside the entry door to the library.

Internet access is available in the library, with supervision of use required at all times.

LOST and FOUND

A Lost and Found area is located in the school hallway outside the staff lounge. Items are kept for several weeks; if not claimed during this time, the items are donated to someone who can use them. It is highly recommended that names be put on all items brought or worn to school so they can easily be returned to the owner.

LUNCH HOUR

Ordinarily, students will eat their lunches at school. Students who live within walking distance may go home for lunch if a written request by the parent is on file in the school office. Students who remain at school during lunch time must bring their own food except if hot lunch is desired. Hot lunch is available Tuesdays and Thursdays during the school year and must be pre-ordered. Hot lunch forms are sent home monthly. Food must be eaten in the designated area with the teacher or another adult supervisor in attendance. Students are expected to use good eating manners and behavior. No soda pop (any flavor or color) or red juice is allowed for lunch or for parties, in an effort to be more health conscious and to protect the floors in the building. No food or candy is permitted outside. Note: gum is not permitted on school premises.

The school reserves the right to refuse the privilege of staying at school for lunch to any student who shows disrespect to the supervisors or disregards school regulations.

The lunch period will run from 11:30 a.m.-12:30 p.m. One group of students will begin eating at 11:30 a.m., while the other group is outside. At 12 p.m. the outside group will come in and begin eating, while the first group goes outside. Afternoon classes will begin at 12:35 p.m.

LUNCH HOUR SUPERVISION

Families with children in full day Kindergarten and Grades 1-8 are asked to help supervise the playground. (approximately seven days), or supervise the children crossing the parking lot for a specified duty during the school year. Children go outside for recess unless the weather is inclement or wind-chill temperature is 10 or below.

Parents unable to work playground/crossing guard duty are assessed a \$150 fee at the time of registration. A \$5 fee is assessed for any missed or late crossing guard duty. A \$10 fee is assessed for a missed or late playground duty session.

Playground workers are to report to the office and sign the Crossing Guard/Playground Duty calendar 10 minutes prior to the start of their shift. This will allow for verification of arrival and time.

It is the parent's responsibility to find a replacement if they are unable to work their assigned shift (e.g. work conflicts, vacation, illness etc.) Please notify the school office of changes, trades and the name of your replacement.

MEDICATION

If your child is required to take prescription medication during the school day, the medication will be kept and dispensed from the school office. State law requires that the medicine in its pharmacy container be brought to the school office and that parents complete a Prescription Medication Administration form. The school does not accept responsibility for timing of medication or any care beyond the courtesy of giving medication to the student so that a parent does not have to come to school to do so.

School may not dispense non-prescription medication (e.g., cough drops, Tylenol, Ibuprofen) unless the medication, a parental consent form, and the non-prescription medicine (in its original container), are given to the office where it will be kept. We make every effort to inform parents of injury or illness occurring during the school day which may require further attention. If a major mishap should occur, we will use the information given on the Emergency Form, filled out by parents at the beginning of each school year. Our policy is to call the parent if there is any doubt regarding the welfare or health of a child.

In the event that a student is in possession of unauthorized prescription or non-prescription medicines at school, he/she may be subject to administrative action including suspension and/or, in extreme cases, expulsion.

MILK PROGRAM

Our school participates in the US Government Special Milk Program. Milk may be purchased at a reduced rate due to government subsidy. Orders and payment are due at time of registration so that the program can begin the first full week of school. Milk flavor changes will not be accepted after September.

NON-UNIFORM DAYS

Non-uniform days are scheduled for the last Friday of the month. Casual day clothing such as jeans, (no sweat pants) denim, T-shirts, sweat shirts, or nice play clothes may be worn. Clothing may not be torn or ragged; inappropriate writing, slogans, or logos on clothing is not permitted. Skirts, shorts, or skorts worn by girls on special dress days must be no more than one inch above the knee.

Students wearing inappropriate clothing will be required to call home for a change of clothing. Students who forget it is a non-uniform or dress-up day will not be allowed to call home for a change of clothing.

PARENT PARTICIPATION

Our Home & School Association has many different activities and projects in which parents are encouraged to participate. Parents are expected to assist in activities which further the success of our school. The Diocese of Grand Rapids requires that all parent volunteers have a background check and attend a session of "Protecting God's Children" (VIRTUS) before they are approved to volunteer at any events in which children are present.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held in November and February. Conferences are scheduled to accommodate everyone with as little waiting time as possible.

Parents are encouraged to keep close contact with the school through written communication, phone, or by requesting that a conference be arranged with the teacher concerned in addition to the twice yearly scheduled conferences. The more cooperation there is between home and school, the better the understanding will be for the student involved. Ordinarily, concerns can be resolved through conferring with the teacher. The Principal should be involved, however, in areas which could be helped by further consultation or available outside expertise.

PERSONAL APPEARANCE

See **UNIFORMS** and **PERSONAL APPEARANCE**

PETS

We have many students with pet fur allergies. Please check with your child's teacher before bringing any animal onto the school property.

PHYSICAL EXAMINATION

Students must comply with the State of Michigan regulations regarding entrance into a Michigan school. A record of a physical examination signed by a doctor must be on file in the school office when a student enters a Michigan school for the first time. A sports physical is required each year *prior to* participation in sports.

PLAYGROUND

Students in grades PS-5 generally, weather permitting; have a mid-morning recess each day. Students in grades 6-8 have a lunch recess.

Using the playground is a privilege for our students. Students are expected to follow the school discipline and playground rules. (See **DISCIPLINE and ANTI-BULLYING**)

Additional guidelines for the playground include:

1. Once outside, students cannot re-enter the building without permission.
2. Students must be dressed properly for the outdoors. This is especially important in the winter. Students should have coats, snow pants, water-proof type gloves, hats, and boots in the winter.
3. No throwing of baseballs.
4. Use all playground equipment as intended.
5. Stay within playground boundaries.
6. No playing games that have a potential risk for injuring students (examples, but not limited to: tackle football, King of the Mountain, wrestling, carrying other students, climbing or jumping on shoulders, climbing fences or trees, etc.)
7. No food, drinks, or gum on the playground.
8. Snow is to remain on the ground. No throwing of snowballs.

Whenever possible, playground supervisors attempt to stop inappropriate behavior before serious problems develop. Minor consequences may be given by the supervisors in an effort to help students gain control over their own behavior.

If misbehavior on the playground is of a repetitive or serious nature, students may lose their recess privileges and be sent to the Principal.

REPORT CARDS

St. Paul the Apostle School has moved to the Infinite Campus Student Management System. Report cards are available four times a year to students in grades 1-8. Report cards can be accessed through the Infinite Campus Parent Portal for students in grades K-8. Kindergartners are formally accessed three times a year with report cards the 2nd, 3rd, and 4th quarter. Preschoolers receive progress reports throughout the year.

Report cards will not be given out early in the event the student is not present when normally issued, but will be sent later. If your student brings home a paper report card, the envelope is to be signed by the parent and returned to the school office within three days after report cards are distributed.

SCHOOL BOARD

St. Paul the Apostle Parish has a school board of seven to twelve members. This is an advisory and policy-making body that oversees all aspects of school education. The board is joined by the pastor and the principal. The bi-monthly meeting is an open meeting unless otherwise noted. Copies of all school policies are on file in the school office for parental use.

SCRIP PROGRAM

SCRIP is a tuition reduction incentive program and an Education Foundation fund raising opportunity. When you purchase SCRIP, you purchase gift cards that are used just like cash for your normal, everyday expenses like food, clothing, and other essentials. The SCRIP company is able to pass along a percentage of the discount they receive for purchasing these gift cards in large quantities from the retailers. This discount can be used by families to reduce tuition and by other parish members to raise money for our Education Foundation. Currently, 85% of each family's SCRIP earnings can be credited towards tuition.

To participate in the SCRIP program, families need to register at the shopwithscrip.com website. The school enrollment code is: 169EA7CC2324.

Families that have purchased SCRIP in the past already have an account. The user name is your email address. If you haven't logged in before and do not know your password, you can select "Forgot Password" and a new one will be sent to you.

All orders need to be placed on-line and paid for by PrestoPay. There will be one delivery day during the school week. Families will be able to pick up their order on that day, or have it sent home with their child. Note: *If SCRIP is to be sent home with a child, parents must fill-out a waiver form allowing their student to bring home SCRIP in their backpack. The school is not responsible for any lost or stolen SCRIP. The waiver form needs to be submitted every year.*

SCRIP accruals are calculated twice annually and will be applied toward the tuition amount.

Contact Kara Potter for additional information on the SCRIP program at spascrip@gmail.com or 292-1307.

SMART TUITION (See **TUITION and FEES**)

SPORTS

The Sports Program at St. Paul's is a well-organized program for interested students in grades 5-8 and falls under the direction of the Diocesan school office through the Grand Rapids Area Athletic Council. The Sports Program is facilitated by our Athletic Director, Sean Trudeau.

The St. Paul the Apostle School Athletic Board will work with Mr. Trudeau to coordinate volunteers, and enforce and review the Athletic Handbook to ensure a productive athletic program.

If a parent or student involved in the sports program has a complaint or concern, they should first contact the team coach. If the matter cannot be resolved with the coach, the

Athletic Director should be consulted. The Athletic Board and then the Principal may also be consulted if resolution has not been reached with the coach and the Athletic Director.

SPORTS SEASONS

Boys
Fall: Soccer
Football
Cross Country (7th/8th)

Winter: Basketball

Spring: Baseball
Track
Lacrosse

Girls
Fall: Volleyball
Cross Country (7th/8th)

Winter: Cheerleading
Basketball

Spring: Softball
Track
Soccer

STUDENT EMERGENCY FORM

Each family is required to complete an Emergency Authorization Form listing the name, address, and phone number of an adult whom we may contact in case of an emergency if the school cannot reach either parent. If during the school year the contact person changes, please notify the school office in writing to update your form.

STUDENT/FAMILY CONFLICT

If children are unable to resolve a conflict at school with the help of the classroom teacher or playground supervisors, the assistance of the principal should be sought.

A parent may at no time approach a student (other than their own child) in an attempt to resolve a personal conflict between families or students on school grounds, at after school activities, sporting practices, and sporting events. If parents feel the need to become personally involved in the conflict resolution process, they should do so through the parents of the other student.

STUDENT RECORDS

Upon receipt of a record request from another school to which a student has applied for admission or which a former student is attending, all academic records and documented behavioral or discipline records, including use or possession of drugs or alcohol, will be forwarded to the requesting school. Please note that no records will be sent until tuition has been paid.

TARDINESS and EARLY DISMISSAL

Students are considered tardy for school if they arrive after the 8:00 am bell. Students who arrive before 9:30 am with a note from the parent, or who have provided prior notification, will not be marked tardy if the delay was due to doctor/dental appointments, bus delays, etc. When students are late, they must stop at the school office for a Re-entry pass before proceeding to their classroom so that attendance records may be changed from absent/tardy/present accordingly. Students arriving after 9:30 am or leaving before 1:30 pm will be considered a Half Day absent. Students leaving after 1:30 pm and before regular dismissal of 3:10 will be marked early dismissal.

TELEPHONE USE

The school office phone may be used for emergency calls. Students may have use of the school office "student phone" when provided with permission from their teacher. Students will not be allowed to call home for unnecessary last minute after school plans, forgotten sports equipment, forgotten homework or forgotten lunches.

TRANSPORTATION

At the beginning and end of the school day, (note: this includes 11:00 am and 12:00 noon for Preschoolers and half day Kindergartners) you must: ENTER THE WEST DRIVE AND EXIT THE EAST DRIVE IN FRONT OF CHURCH. After school, students will be allowed to enter their vehicle when assisted at the student loading zone. Please follow all guidelines to ensure the safety of our students and other drivers.

No one is allowed to pull in or park at the Zaagman Funeral Home during, before, or after the school day.

TUITION and FEES

SMART TUITION is the tuition management system St. Paul the Apostle School partners with for the processing and collection of our tuition. All families must be registered in SMART TUITION. There are various payment methods, options and due dates.

SMART TUITION contact information follows:

- Parent Help Center Hotline: (888) 868-8828 (available 24/7),
- www.parents.smarttuition.com

SMART TUITION handles all late payment and follow up service.

Families who cannot afford to pay the established tuition rate may be given assistance as determined by the Education Foundation Board. Any tuition assistance must be agreed upon by the parents and the Education Foundation Board (in writing, with both parties signing the document) before the beginning of the school year. If a sudden change in financial circumstances during the school year makes tuition payment difficult, the School Administrator will help in arranging alternative payments plans or assistance where possible.

Registration fees are due at the designated due date and are not refundable.

- The admission of families with outstanding tuition balances at another school will not be accepted.
- All tuition for the previous school year must be paid in full prior to registration for the next school year.
- Tuition and fees paid to date are non-refundable if a child is withdrawn during the school year.

TUITION DELINQUENCY

If tuition is not yet paid in full at the end of the school year:

- Students will not receive end of the year report cards.
- Students in 8th grade - records will not be forwarded to the respective high school *and* the student will not be eligible for any parish subsidy to Catholic Central or West Catholic High Schools.
- Registration for the following year will not be processed until current year tuition is paid in full.

UNIFORMS and PERSONAL APPEARANCE

Note: The Uniform Code does not apply to Preschoolers.

The purpose of a school uniform code and personal appearance guidelines is to provide a school environment in which clothing items and hairstyles are not a focus of attention. Student individuality is not encouraged in this area. St. Paul's students are expected to wear the designated uniform on all days. All students must have shirts tucked in at all times. It is the responsibility of the parent that the child is dressing according to the uniform. Students coming to school out of uniform code will be asked to call home for an appropriate change of clothing.

Parents must check with the school office before purchasing items or permitting hair coloring and hairstyles not specifically addressed in the uniform code. All clothing worn should be of a correct size, neither too tight nor excessively baggy. Skirts may be no more than one inch above the knee. Pants may not drag on the floor. Frayed or overly worn clothing may not be worn.

SPECIFIC TO GIRLS:

Plaid:

Grades K-5: Douglas Plaid Jumper (note top can be removed and skirt alone used in grades 6-8).
Grades 6-8: Douglas Plaid Skirt
Grades K-8:

**Plaid Jumper, skirt and skort must be purchased from Educational Outfitters - the School Code is MI0448
Existing Dennis Uniform items are acceptable.**

Shirts: Grades K-8:

*Plain white collared shirts in the following styles may be purchased from any store - button blouse, plain turtleneck, or plain white polo shirt. Long or full short sleeve. (*No other sleeve lengths allowed*). Shirt shall have no contrasting colors and absolutely no logo with the exception of the approved SPA logo, available through Lands' End and Educational Outfitters. *Green collared polo shirts or green turtlenecks may be purchased from Lands' End-Evergreen (*preferred school number #9000-3109-7*), or stores which carry Izod-Uniform Forest Green 361 shirts (currently available through JC Penney).

Socks:

Grades K-8: Solid navy or white tights or socks must be worn at all times.
Grades 6-8 may wear plain nylons.

SPECIFIC TO BOYS:

Shirts:

Grades K - 8 *Plain white collared shirts in the following styles may be purchased from any store: Plain button down dress shirt, plain white turtleneck or plain white button polo shirt. Long or full short sleeve (*No other sleeve lengths allowed*). Shirt shall have no contrasting colors and absolutely no logo with the exception of the approved SPA logo, available through Lands' End and Educational Outfitters.
*Green polo shirts or green turtlenecks may be purchased from Lands' End-Evergreen (*preferred school number #9000-3109-7*), or stores which carry Izod-Uniform Forest Green 361 shirts (currently available through JC Penney).

Socks: Grades K - 8: Solid navy or solid white socks must be worn at all times.

FOR ALL STUDENTS:

- Sweater:** Grades K-8: All sweaters must be purchased from Lands' End or Educational Outfitters. Solid navy or solid white vest, cardigan or pullovers are permitted.
- Pants:** Grades K-5: Solid navy pants must be purchased from Lands' End or Educational Outfitters. Grades 6-8: Solid tan khaki or navy pants must be purchased Lands' End or Educational Outfitters.
- Shorts:** Grades K-5: Solid navy walking shorts may be worn August/September, and May/June. They must be obtained at Lands' End or Educational Outfitters and may be no more than one inch above the knee
Grades 6 - 8: Tan khaki or navy walking shorts may be worn during August/September & May/June. They must be obtained through Lands' End or Educational Outfitters and may be no more than one inch above the knee
- Shoes:** Grades K - 8: Students must be in appropriate closed toe shoes. Shoes are to be clean, shoes with laces must be laced and tied or Velcro closures must be fastened at all times. Boots are for outside wear only.
- Belt:** Grades K - 8: A plain navy, brown, khaki (grades 6-8 only), or black belt must be worn.
- Fleece:** Grades K - 8: A navy fleece vest, jacket, or half-zip pullover with logo purchased from Lands' End or Educational Outfitters may be worn during the school day.
- General:** Grades K – 8: Undergarments other than plain white may not show through the uniform. The sleeves of the undergarment may not extend beyond the uniform sleeve. Good grooming for elementary school children should be in keeping with their ages. Lipstick, nail polish and other makeup is not allowed. Earrings for boys are not allowed. Only one earring per ear is allowed for girls, worn in the lower lobe. No dangling earrings. Body piercing is not allowed.
- Hair:** Grades K- 8: Hair for boys and girls must be simple, neat, clean, well groomed, and of natural color. Hairstyle and color should not be distracting. *Hair accessories for girls must be navy, forest green, white, dark brown, black or appropriate plaid.* In addition, boy's hair may not touch or extend neither below the eyebrows nor below the earlobes, and may not reach the collar of the shirt in back. Ponytails are not allowed for boys.
- Non-uniform Day:** Grades K - 8: The last Friday of the month is designated as a Non-uniform day. Students may wear jeans, or casual slacks, girls may also wear skirts that may not be more than one inch above the knee or longer. All tops are to be modest with no inappropriate wording. Sweat pants are not appropriate for school.

VISITORS

Parents and visitors are welcome at St. Paul the Apostle School. To ensure the safety and well-being of our students, all parents and visitors are required to stop at the school office to indicate their presence and purpose in the building. All visitors are to sign-in and wear a name tag badge. Parents are to leave forgotten lunches, messages, homework, musical instruments, etc., in the office so that class is not interrupted. School personnel, volunteers, and parents are asked to help keep our school safe by asking the identity of anyone they believe may not belong in the building.

VOICE MAIL

For the convenience of our school and parish families, St. Paul the Apostle School utilizes a voice mail system. A listing of staff phone extensions is sent home in September.

VOLUNTEERS

SPA is a flourishing, exciting, and faith-filled school due in large part to our wonderful parents and volunteers. We are very appreciative of all who volunteer on the various Home & School committees, coaches, those reading for library sessions, supervising the morning crossing guard duty and the playground, helping teachers and students with special projects, etc.

Volunteers should follow the same guidelines as teachers and staff members when dealing with students. The most important of these guidelines is to treat our students with patience and respect at all times. Likewise, if a student is in the school office, a parent should not inquire as to the reason, in respect to their privacy. Discipline problems encountered by volunteers should be deferred to the classroom teacher or the school office. No volunteer should ever speak harshly or become physical with our students in any way that could be construed as inappropriate. The staff is aware that dealing with groups of children outside a family unit is at times challenging and we are committed to accepting this challenge on behalf of our volunteers.

According to the Diocesan guidelines all volunteers who have any contact with children must have a background check for felonies related to children and attend the VIRTUS training program.

WEAPONS and GUN-FREE SCHOOL POLICY

Schools have been designated by the federal government as “Gun-Free” zones. As such, School Board policy (201.2) states that weapons, including guns, have no place in a school atmosphere under nearly all conceivable circumstances. Bringing a weapon of any kind onto any part of the school grounds or into any areas of the school building(s), being in possession of a weapon on any part of the school grounds or in any areas of the school building(s), bringing a weapon to any school function, or being in possession of a weapon during any school function, regardless of location, is strictly forbidden. Any exception to this policy (i.e., prop weapon for school play, etc.) requires prior permission from the principal.

Weapons are defined as any implement with no other use than to cause injury to people or animals. This includes but is not limited to knives of any kind, guns, air rifles, paint guns, billy clubs, martial arts weapons, bow and arrows, etc. Furthermore, common objects will be defined as weapons when wielded in an overtly threatening or aggressive manner. Examples of common objects which fall under this definition include, but are not limited to, baseball bats, rocks, ropes, razor blades, and sticks.

WEB PAGE

St. Paul the Apostle School website is located at: www.stpaul-school.org. When available, parents are welcome to use staff e-mail addresses to contact teachers about school/child related business during the school year. Because of the large volume of e-mail messages received, we request that parents refrain from sending teachers and staff members recipes, stories, jokes, virus alerts, scam warnings, etc. Many of the teachers check their e-mail from school only. To ensure your messages are received in a timely fashion, please call the school office to leave a message during summer break and other vacations.