

## Welcome

Dear Parents and Students,

The following pages include the Family Handbook for the 2011-2012 school year. This document helps to communicate how we can work together to have a school environment that is safe, organized and respectful. This handbook is meant to help answer questions you may have throughout the year. Please read it carefully and refer to it as needed. It is expected that each person will make a sincere effort to comply with the School's regulations, and that each family will support the Catholic nature of the school.

Statements made herein reflect Archdiocesan as well as St. Paul School policy. This handbook should be considered as part of the family responsibilities at St. Paul School. This handbook may be amended at any time by the school commission and/or school administration. All changes to the handbook will be communicated to the families through the school's newsletter in the family envelope.

Not all situations are described nor every question answered. The school administrators are available to answer questions and anxious to cooperate with you in any way possible. Please do not hesitate to ask questions and make suggestions as they occur. You may access the handbook on-line at the school web site – [www.seattlestpaul.org](http://www.seattlestpaul.org).

Thank you for all you do for your children.

Betsy Kromer  
Principal  
St. Paul School

## **1.0 PHILOSOPHY and VISION**

### **1.1 St. Paul School History and Accreditation**

The Sisters of the Holy Cross taught at St. Paul School from its opening in 1954 until 1987. The new, seismically upgraded building opened in 2002 during the pastorate of now-Auxiliary Bishop Joseph Tyson. We are located in Seattle's Upper Rainier Beach neighborhood with a sweeping view of the city and Lake Washington.

We are accredited through Northwest Association of Accredited Schools (NAAS), the Western Association of Schools and Colleges (WASC), Western Catholic Educational Association (WCEA) and Washington State Board of Education. We are undergoing our self-study in 2010 – 2012, with our next accreditation visit happening in the 2011-2012 school year.

As an elementary school fully accredited by the State of Washington and the Superintendent of Public Instruction, St. Paul School follows all of the rules and regulations governing approval of private schools as required by Washington State Law: (RCW 28A, 02.201 and RCW 28A, 04.120 (4) and WAC 180-90-110 to 160).

### **1.2 Mission Statement**

St. Paul School forms a community proclaiming the Gospel in word, action and worship, leading to a more profound understanding of our Catholic faith, and a deeper commitment of service to others.

Though many parts, we are all on body in Christ. We promote respect for all persons' individual differences.

Our purpose is assist parents and families in fostering the spiritual, moral, intellectual, social artistic and physical development of the whole person.

### **1.3 School Philosophy**

We build community through our belief that everyone is created in the image and likeness of God. As such, we nurture Christ in all members of the St. Paul School and Parish. We do this by honoring our individual differences. We promote the dignity of all persons by respecting the differences and various life paths of our St. Paul families.

We believe that parents are the primary educators of their children. We work with them as a support team and we model Christ like behavior in conjunction with the practice of our faith.

Through core classroom teachings and weekly Mass, prayer services, school assemblies, parish involvement and community service, we encourage students to be loving and compassionate individuals.

We believe education must be founded on the highest academic standards, as well as the development of the creative, social, emotional, physical, and spiritual facets of each person.

## **1.4 St. Paul School Goals and Learning Expectations**

### **1.4.1 School-wide Learning Expectations ~**

#### **A St. Paul School Student Will:**

##### **Embrace the Catholic Faith and Gospel values with a commitment to spiritual growth through:**

- A knowledge of Catholic traditions and doctrine
- Practicing their Faith by:
  - Participating in Church life
  - Developing a personal relationship with Jesus Christ through prayer
  - Exhibiting Moral Decision making
  - Serving others

##### **Achieve academic proficiency by:**

- Demonstrating and applying the knowledge of basic concepts, principles and skills learned in all subject areas
- Displaying a committed and disciplined approach to learning
- Demonstrating competence and perseverance in problem solving, reasoning and decision making through the ability to think logically, analytically, critically and creatively

##### **Exhibit leadership qualities and personal growth by:**

- Exercising initiative, setting positive examples and helping others meet community standards
- Being organized, setting goals and meeting deadlines
- Having a good work ethic and managing time well
- Exhibiting the ability to work independently as well as cooperatively with peers

##### **Develop Moral Citizenship by:**

- Respecting the dignity and worth of each individual
- Treating other cultural and religious beliefs respectfully
- Recognizing the impact of our words and actions
- Accepting and acting on the responsibility to be good stewards by giving of our time, talent and treasure
- Keeping informed of current events and advocating for social justice

### **1.4.2 An Environment for Learning**

There are specific, definable attitudes and behaviors of students, parents, and teachers which help to distinguish a superior school from those content with mediocrity. In order to attain the level of excellence desired at St. Paul School, students, parents, and staff are expected to espouse the expectations indicated below.

#### **Expectations for Students**

- To arrive punctually, attend regularly, and behave appropriately.
- To be prepared with books, materials, and assignments.
- To be considerate of the rights of others; peers, staff, neighbors.
- To make a sincere, concentrated effort to do well in studies.
- To respect and to comply with school regulations.
- To participate attentively and reverently in all religious observances.
- To adhere to the St. Paul School's prescribed dress code.

### **Expectations for Parents**

- To ensure that students are at school on time each day.
- To insist that students conduct themselves in an orderly manner at all times.
- To respond promptly and affirmatively to any school misbehavior.
- To encourage student responsibility for lunch, books, materials and assignments.
- To encourage a high effort at achievement and prompt completion of assignments.
- To ensure that students adhere to the St. Paul School's prescribed dress code.

### **Expectations for Staff**

- To provide a disciplined school and classroom environment conducive to learning.
- To teach basic subject skills, employing a firm and well planned curriculum.
- To provide, insofar as possible, for students of special needs.
- To respect the personal worth, dignity, and characteristics of each student.
- To keep parents adequately informed of the progress and performance of each student.
- To provide fair and just disciplinary treatment as needed.

## **1.5 Role of Principal**

The responsibility of the Principal is to oversee implementation of quality educational programs for the students of St. Paul School. This mission carries with it a multitude of responsibilities including the hiring, evaluating and terminating of personnel, negotiating grievances of staff and students, staff training, designing curriculum and above all, seeing to the educational development of each student at St. Paul School.

## **1.6 St. Paul School Office**

The St. Paul School Office is open Monday through Friday from 7:30 AM – 3:30 PM. All school business should be conducted during this time. The St. Paul School telephone number is 206-725-0780.

## **2.0 ADMISSIONS**

### **2.1 St. Paul School Admissions Policy & Procedures**

- A. St. Paul School desires to offer its educational programs to every family whose values and goals for their children are consistent with those of the school. Further, the child must meet the acceptable academic standards for each grade level as determined by the principal and school staff.
- B. St. Paul School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies, scholarships, and athletic and other school administered programs. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- C. Normally, no more than 25 students will be accepted for grades 1-8, 24 students in kindergarten, and no more than 20 for pre-kindergarten. A waiting list will be established as soon as classes are filled.
- D. Once a student is accepted in the school and is in good standing he/she will retain his/her eligibility for continued enrollment. As openings occur for each grade level, applications and registrations will be considered on the following basis:

- a. Parish Families with siblings already in the school
  - b. Parish Families
  - c. Rainbow Parish families
  - d. Out-of-Parish Catholic families
  - e. Non-Catholic families
- E. Admission of students is dependent upon one or a combination of the following: interview by staff members, testing, review of school records, and an evaluation by current teacher.
- F. A child must be four years old by August 31<sup>st</sup> for entrance into the Pre-Kindergarten class. A child must be five years of age prior to August 31<sup>st</sup> for entrance into kindergarten and meet our kindergarten entrance criteria.
- G. Upon application, a copy of birth and baptismal certificates must be attached for each new student.
- H. Catholic families must be registered members of any of the Rainbow School Parishes\* in order to receive the in-parish rate for tuition. Catholic members of the Rainbow School Parishes other than St. Paul are required to submit a letter signed by their pastor indicating that they are active contributing members of their parish.
- \* *Rainbow Parishes: St. Paul, St. Edward, St. George, St. Joseph, St. Therese, St. James, St. Peter, St. Patrick, St. Mary, Mt. Virgin, and Immaculate Conception.*
- I. Written acceptance will be mailed to all new families admitted for the following school year.
- J. Final acceptance of students new to the school is determined during a period of probation. The period of probation shall be the first twelve weeks the student is in school.

## **2.2 Registration for Returning Students**

Students currently attending St. Paul register for the following year in March. Registration forms are sent home with the students in the Family Envelope. Families will be charged a late fee if they do not register by the stated due date on the current registration contract.

## **2.3 Non Discrimination Policy**

St. Paul School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities available to the students. St. Paul School does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, or athletic and other school administered programs.

## **2.4 Financial Aid**

Financial Aid is available to families of St. Paul School students through the Archdiocese and/or the Parish. *Families who need financial assistance must apply to the Archdiocese first in order to receive parish support.* Applications must be updated annually.

### **2.4.1 Fulcrum Foundation Scholarships**

Those requesting financial aid must:

1. Obtain the Fulcrum Foundation Scholarship Form and materials from the school office in January for the upcoming school year or online at <http://www.fulcrumfoundation.org/apply-for-grant/assistance/>.
2. Complete the scholarship materials and return them to the school office, along with a copy of the previous year's tax form.
3. The Fulcrum Foundation office will review the application and contact the f

## **2.4.2 St. Paul Parish School Student Financial Aid**

The policy of the Student Financial Aid Committee is to offer financial assistance to any registered and tithing parishioners of St. Paul Parish or one of the Rainbow Parishes who show the need and cannot afford a Catholic education for their children.

An applicant must:

1. Be registered in the parish or a Rainbow parish for one year (or have a letter of transfer from their former pastor) and worship in this community on a regular basis.
2. Contribute on a regular basis by having a signed pledge card on file and using the Sunday collection envelopes.
3. Have a true inability to pay the regular monthly tuition rate.
4. *Submit an application for review by the Financial Aid Committee. Deadline for the application will be posted in the newsletter.*
5. Notify the Financial Aid Committee in writing if a financial change occurs.
6. Keep in mind that receiving financial assistance one year does not mean that financial aid will be granted year after year. Families need to review their financial condition often and consider at what point they will no longer need their dependency on financial aid.

The goal of the Financial Aid Committee is to be fiscally responsible for its portion of the budget.

## **3.0 ST. PAUL TUITION AND FEES**

### **3.1 St. Paul School Tuition Policy**

Tuition covers only part of the total cost to educate a child at St. Paul School. St. Paul Parish and its' members generously support and subsidize St. Paul School in order to provide for some of the remaining operation costs.

Therefore, in the interest of fairness and equity, and to foster educational excellence through financial stability based on a combination of tuition and subsidy, St. Paul School offers two tuition rates; 1) In-Parish Tuition and 2) Out-of-Parish Tuition.

#### **3.1.1 In-Parish Rates and Non-Parishioner Rates**

To receive the In-Parish Tuition rate, a family must:

- i) Be formally registered and active in the parish;
- ii) Regularly (frequently) attending Mass and parish events;
- iii) Weekly tithing with a Parish Stewardship pledge commitment (minimum of \$10 per week or \$520 per year);
- iv) Participation in the Annual Catholic Appeal; and
- v) Be fulfilling the contract obligations contained in the Enrollment Contract including but not limited to on-time tuition payment, the service commitment and the fundraising commitment contained therein.

The Non-Parishioner Rate applies to any family not registered with St. Paul Parish or any of the Rainbow Parishes.

#### **3.1.2 Tuition Payment Options**

There are two options for paying tuition. Families may opt to pay the full tuition in one payment. If this

option is chosen, there is a 3% discount for cash or check payment of the full tuition.

The other option is automated direct payments from your checking or savings account. This option is an 11-month payment schedule, July to May.

### **3.1.3 Registration Fees**

Registration fees are non-refundable. Returning families pay \$ 300 per child and new families pay \$ 350 per child.

## **3.2 Student Withdrawal**

The school reserves the right to withdraw a student who, in its judgment, is not making satisfactory academic progress or demonstrates behavior which is not keeping with the school's philosophy. Parent-initiated withdrawal must be in writing.

### **3.2.1 Withdrawal From School During School Year**

Liability for contracted tuition and fees continues until a written withdrawal is received. Whether the parent or school initiates withdrawal of the student, the pro-rated liability for total annual tuition is:

- Withdrawal by June 30 – Registration Fee Only
- July 1 – September 30 – 25% retained by the school
- October 1 – December 31 – 50% retained by the school
- January 1 – January 31 – 75% retained by the school
- February 1 – End of the School Year 100% retained by the school

### **3.2.2 Summer Withdrawal**

If St. Paul School receives notification in writing prior to June 30, then parents will not be charged any tuition. Withdrawal between July 1 and September 30 will result in school retaining 25% of tuition.

## **3.3 Contract Requirements**

### **3.3.1 Fundraising Commitments**

Parents are responsible for generating a minimum of \$400.00 net profit per family for the school's operating budget by participating in the Family Fundraising Program.

## **4.0 ACADEMIC POLICIES**

### **4.1 Curriculum**

St. Paul School offers a standard elementary and middle school curriculum for grades Pre-K through 8, which includes religious education, reading, language arts, communication skills, spelling, handwriting, math, science, Spanish, social studies, physical education, and technology. We also offer an optional Band program for grades 5-8 and drama for grades K – 4.

### **4.2 Homework**

By reinforcing, enriching, and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively. It can nurture self-discipline and independent study habits

as well. When a parent is interested and involved, homework can become a common goal and a time to work together. A parent who takes an active role in the homework also lets the child know that they consider the work important. It is also an excellent way to find out what's going on at school.

Homework shall be assigned on a regular basis in relation to age, maturity and needs of the students. When a student has been absent it becomes his/her responsibility to complete the makeup work. For periods of extended illness, the teacher will monitor and adjust homework as needed.

#### **4.2.1 Intermediate Level Homework Purpose**

The purpose of homework at the intermediate grade levels (4th and 5th grades) is to reinforce the material being taught at school. Drill and practice of previously learned information helps solidify student mastery of the subject matter. Homework serves as a way of involving and informing parents about curriculum.

#### **4.2.2 Middle School Homework Purpose**

The purpose of homework at the middle school level (grades 6-8) is three-fold:

1. To reinforce material presented during class by practicing skills at home;
2. To delve more deeply into a subject through extended reading and research;
3. To use various study techniques, correct previous errors, study for tests and review.

#### **4.2.3 General Homework Time Guidelines**

The amount of time a student spends on homework will depend on many factors. Some of these factors include but are not limited to: the amount of makeup work, special projects, individual needs, and motivation. In general terms the following guidelines are given per grade level:

Grade K-2	20 - 30 minutes
Grade 3	30 - 45 minutes
Grade 4-5	30 – 60 minutes
Grades 6-8	60 – 90 minutes

#### **4.2.4 Middle School Late Homework Policy**

In the middle school, homework is the responsibility of the student. Homework is to be completed by the time assigned in all circumstances, barring emergencies or absences. In the event that homework is not completed to the best of the student's ability by the time assigned, the student will be required to stay after school to complete the assignment to the aforementioned standard. The student will call the parent or guardian to inform the adult of the situation and to arrange alternate pickup arrangements. At the teacher's discretion, the assignment might receive partial credit.

### **4.3 Make Up Homework**

Students may request make-up homework after being absent. It is the student's responsibility to get all missed work from each teacher following an absence. For absences of several days, one day is allowed for make-up, for each day of excused absence. It is the responsibility of the student to obtain the missing work from the teachers.

#### 4.4 Report Cards

Report cards are issued each trimester. The purpose for evaluating the student, both in subject matter areas and in character development, is so that both parents and teachers may cooperate in helping the student to reach his/her highest potential. Parents should examine the report card carefully and make arrangements to speak with the teacher if necessary. A cumulative grade point average of 70% in the major content areas (Religion, Math, Science, English, Reading, Social Studies) is necessary to pass to the next grade. (This is a C- average.)

#### 4.5 Progress Reports

Midway between quarter grading periods, Progress Reports are issued. Parents are asked to study the report carefully, make an appointment with the teacher if this is indicated, and return the signed report to the teacher as soon as possible.

#### 4.6 Grading Scale

Grades Pre K – 3 are evaluated with narrative, number and/or letter symbols. Grades 4-8 use the following percentage equivalents for letter grades:

##### Grading Scale: Grades K-3

O = Outstanding, Exceeds Expectations = 4	S = Satisfactory, Meets Expectations = 3
I = Improving, yet having difficulty, working to expectations = 2	H = Having Difficulty, significantly below expectations = 1

##### Grading Scale: Grades 3-8

A = 95–100 = 4	B+ = 90-92 = 4	C+ = 79-82 = 3	D+ = 67-69 = 2	F = 59 or below = 1
A- = 93-94 = 4	B = 86-89 = 3	C = 74-78 = 2	D = 63-66 = 2	
	B- = 83-85 = 3	C- = 70-73 = 2	D- = 60-62 = 2	

#### 4.7 Cheating Policy

As a Catholic school founded on religious principles, St. Paul School values the academic integrity of the education that it offers. At St. Paul School, cheating, in any form, is considered immoral and unethical. A student who cheats undermines both the moral and intellectual purpose of his/her education and shows a lack of respect for the school, fellow students, and himself or herself. Cheating has no place in our school because we value justice; therefore, cheating will be dealt with very seriously, according to the policies outlined below. Should a student be caught cheating in any manner, or enabling another student to cheat, the following steps will be taken:

1. Written notification will be sent by the teacher to the Principal;
2. Loss of credit for the assignment on which a student cheated, regardless of its type or scope including homework, research papers, quizzes, and exams;
3. Counseling from the Principal will occur to help the student understand the consequences of his/her actions and to assist the student in acquiring constructive methods of succeeding.
4. Written notification of parents by the teacher.

In addition, any or all of the following disciplinary actions may occur including but not limited to a conference with parents, detention, student suspension, and/or student failure of the course.

#### **4.8 Standardized Testing**

St Paul School administers the Iowa Test of Basic Skills every year in grades 2 through 8.

#### **4.9 Conferences**

Parents must contact the teacher via email or telephone call in advance to arrange a teacher conference. It is not appropriate to show up for unscheduled conferences or visits just prior to or after school, as often the teacher has other plans or duties already scheduled.

In the fall, we schedule mandatory Parent-Student-Teacher conferences for grades 2 –8 in which the conference is student led, and Parent-Teacher conferences for grades PK – 1. In the winter, we offer optional Parent-Student-Teacher conferences which may be requested by the teacher or parent.

#### **4.10 Graduation Activities and Costs**

St. Paul School will recognize the graduation of eighth grade students with a liturgical celebration and awards ceremony. A nominal fee for 8th grade graduation gowns and activities will be collected from the family of each eighth grade student as part of the tuition & fees contract.

#### **4.11 Academic Probation Guidelines for St. Paul School (grades 4-8)**

The educational goal of St. Paul School is to ensure that each student will succeed academically according to his or her capabilities. Every student, parent and staff member must be committed to this goal since the work of Catholic education must involve the entire team in order to succeed. There must be on-going communication between the teachers and the parents regarding the student's progress.

It is the student's responsibility to maintain passing grades, complete all assignments, have required materials, be on time for class, submit quality work, and exhibit respectful behavior. After being placed on academic probation, if a student continues to receive failing grades, the Principal may, at his or her discretion, dismiss the student from attending St. Paul School. St. Paul School's academic program and learning environment may not meet the educational needs of every student.

#### **4.12 Academic Performance Policy**

Students will be promoted to the next grade at the end of the academic school year in June if they have fulfilled the grade requirements. Students who earn two or more D's, F's or I's (Incomplete) in the subjects of reading/literature, English, math, social studies, science, spelling, or religion in one trimester will be placed on academic probation. All new students enter the school with Probation status. They must prove their commitment to our academic program by following the expectations above. Students who earn two or more F's (59% or below) for more than one trimester, in any sequence, will not be promoted. If a student's promotion to the next grade is in danger, the parents and student shall be notified in writing by March 31<sup>st</sup>. A final decision on the promotion of the student may be subject to evaluation of academic performance of the last trimester of the year.

#### **4.13 Records and Transcripts**

St. Paul School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records, transcripts, or recommendations must submit a written request to the School Office with five business days notice. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents have certain rights with respect to their child's educational records. These rights include:

1. The right to inspect and review the student's educational records within forty-five (45) days of the day the School receives a request for access. Parents should submit to the Principal a written request that identifies the records they wish to inspect. The Principal will arrange a time and place where the records may be inspected.
2. The right to request the amendment of the student's record that the parents believe is inaccurate or misleading. The request must be made in writing, which clearly identifies the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, it shall notify the parents in writing.
3. The right to consent disclosure of personally identifiable information contained in the student's educational records.

With respect to the rights of non-custodial parents, and in the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other School related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the School with an official copy of the court order.

## **5.0 FAITH DEVELOPMENT**

### **5.1 School Mass**

Students in Grades Kindergarten through Eight (K-8) attend Mass weekly. Mass is held every Wednesday at 8:15 AM. Classes take turns preparing the all-school Mass. Students are expected to take an active part. For those who have not received First Eucharist, they may come up for a blessing at Communion time. Full uniforms are required during liturgies. Red sweaters must be worn, and shorts are not acceptable for liturgies. Parents are always invited and encouraged to attend school Mass.

### **5.2 Sacraments**

All sacramental preparation is conducted in cooperation with the Religious Education Office. The Religious Education Office recognizes the parents' role in the religious education of their children. Preparation is handled in the following manner:

- 1) Reconciliation – Grade 2: Students receive instruction in class and complete family activities with their parents. The reception of the sacrament is during a family-oriented parish celebration during Advent.
- 2) Eucharist – Grade 2: Students receive instruction in class and complete family activities with their parents. The celebration of First Communion is held in the spring.

### **5.3 Altar Servers**

An altar server is a member of the Assembly who assists the Pastor and Deacon during the Celebration of the Eucharist and during other Liturgical Ceremonies. Beginning in Third Grade, all students are given the opportunity to be trained as altar servers and to serve at Mass. Trained altar servers are scheduled throughout the year for daily and weekend Masses. Altar servers are sometimes asked to serve at funerals during the school day.

## 6.0 ST. PAUL SCHOOL CALENDAR, SCHEDULE, ATTENDANCE AND ABSENCES

### 6.1 School Calendar

The yearly calendar is available on the school website, [www.seattlestpaul.org](http://www.seattlestpaul.org) or through the main office.

### 6.2 School Schedule

#### Daily Schedule

7:45 AM	School Opens
7:55 AM	Tardy Bell
9:40 – 9:55 AM	Recess grades K-4
11:10 – 11:35 AM	Lunch grades K-4
11:35 – 12:00 PM	Lunch grades 5-8; Recess grades K-4
12:05 – 12:25PM	Recess grades 5-8
2:30 PM	School Dismissal

School Office Hours: Monday – Friday 7:30 AM – 3:30 PM

### 6.3 Attendance

#### 6.3.1 Attendance Policy/Student Absence

Three factors make school attendance imperative including:

1. State law requires that minors between the ages of 8 and 17 be in attendance at school during normal instructional periods;
2. Absences make it difficult for the teachers to maintain continuity in the student's educational program; and
3. When students are taken out of school frequently for non-illness reasons, we may be sending them the wrong message about the importance of attending school on a regular basis.

Regular attendance at school is required, and discretionary absences are discouraged since any absence from school is detrimental to a student's progress. However, there are unique opportunities, such as family celebrations, field trips and travel opportunities, which offer invaluable experiences. The goal is to limit the number of absences due to these experiences without prohibiting them.

#### 6.3.2 Excused Absences

The following absences will be considered excused:

- 1) Personal illness;
- 2) Family emergencies; and
- 3) Doctor and dentist appointments which cannot be arranged outside school time.

#### 6.3.3 Unexcused Absences

All other reasons for absence from School shall be considered unexcused absences.

### 6.4 Make Up work from Absences

The student is responsible for making up work associated with any absence from School pursuant to the

parameters listed below. It is the student's responsibility to obtain missed work from the respective teacher(s).

#### **6.4.1 Excused Absences**

Within one (1) day of return to school from an excused absence, the student will contact his or her teachers and request the specific assignments missed. On occasions, when actual assignments cannot be duplicated, teachers may need to assign parallel work covering the course material. All assignments may be made up and turned in for credit within the time limit specified by the teacher. The teacher will check make up work and give full credit earned. The School cannot guarantee that the parallel work will provide the same quality instruction as the student would have received in class. See also section 4.3 for absent homework policy.

### **7.0 EMERGENCIES AND SCHOOL CLOSURES**

#### **7.1 Emergency Procedures**

In the event of snowstorms, windstorms, earthquakes or other emergencies occurring during the school day which result in School closure, students will be kept at school until a parent or authorized person picks up the students.

#### **7.2 Inclement Weather/Emergency Closing Days**

When it is necessary to close school because of the inclement weather, or any other emergency, parents will receive notice by radio and TV and posting to our school website. Listen to early morning broadcasts from KING, KIRO, or KOMO. If no announcement is heard over these stations, assume the school is open at the normal time. Late starts at St. Paul School will always be at 9:30 AM.

School closure (and late starts) will be announced by radio in the morning between 5:30 - 7:30 AM. Generally speaking, if Seattle Public Schools close, St. Paul School and the E.S.S program will likely be closed. Always, whenever school is closed ESS is also closed.

On occasion, although our school is not closed, the hot lunch program may not be provided. If possible, this will be announced.

#### **7.3 School Communication**

In the case of a late start or school closure, information can be found on KIRO, KING, or KOMO Radio and TV stations. We will make every effort to update the school webpage and voice mail as well.

#### **7.4 Emergency Card/Information**

It is the responsibility of the parents to provide the most current emergency contact information to St. Paul School. The School Office will maintain an Emergency Card for each student. (The emergency information must be provided by parents at the time of registration.) Please update this form as needed throughout the school year.

#### **7.5 Authorized Pick-Up Person**

Any person picking up a child at St. Paul School must be authorized by the child's parent. It is the

responsibility of the child's parents to provide prior written notice authorizing pick-up by a named person to the School Office. Children will not be released to any unauthorized person.

## **7.6 Safe Environment/Drills**

St. Paul School will conduct periodic emergency and evacuation drills as required by law.

## **8.0 HEALTH MATTERS**

### **8.1 Illness and Injury**

A student should not remain at school if he or she is ill, as it is unfair to both the student and his/her classmates. Students who become ill or injured while at school will be sent to the school office for observation and rest or first aid. If there is any question as to the seriousness of an injury, the parents will be notified immediately. If the parents are not able to be contacted, the people listed as the emergency contacts will be called. If they are unable to be reached, the child will remain in the school's office. No student will be sent home unless there is an adult to receive them.

### **8.2 Medication at School**

#### **8.2.1 Authorization to Dispense Medication**

If a student requires medicine during the school day, the parent must complete an *Authorization to Dispense Medication Form*, which will be kept on file in the School Office. The *Authorization to Dispense Medication Form* must be signed by the parent and the physician. It is the parent's responsibility to keep this form current. An example of this *Authorization to Dispense Medication Form* is available in the School Office or on the school website.

#### **8.2.2 Medication Records**

One of the requirements of the State regarding disbursement of medication is that a daily, written record be kept. In addition to the authorization forms from parents and physician, the school must keep a record indicating who dispensed medication, what the dosage is, and the time medication was administered. Disbursement of Tylenol, Motrin, aspirin or any other type of anti-inflammatory also requires an authorization form on file in the School Office.

#### **8.2.3 Oral Medication**

Oral medication will be handled by the school pursuant to the following parameters:

1. All medication will be stored in a locked drawer or cupboard in the School Office or designated health area.
2. All medication must be stored in the original pharmacy container listing the student's name and proper dosage.
3. The employees dispensing medication include the School Office Manager, the Principal, or the Vice Principal. Additionally, the entire School staff will receive a brief in-service annually explaining this training in order to become familiar with the office procedures.
4. A list is maintained in the School Office with the names of all students who come for medication along with a place on the form to indicate the time medication is to be administered and the initials of the adult who administered them. Lines should be provided on the form to add the occasional

- student who must receive medication at School.
5. The adult reads the label and verifies that the correct child is receiving the medication.
  6. The adult should always observe that the student has actually swallowed the medication before he/she leaves the office.
  7. Students who receive oral medication at school must have on file a written parent request as well as doctor's authorization form. This form must be signed, current and unexpired. (The request must be from a parent, legal guardian, or other person having legal control over the student).
  8. If a child fails to come to the office in a timely manner to receive medication, the authorized adult must send for him/her.

#### **8.2.4 Medication on Field Trips**

When students are on a field trip, parents are responsible for administering medication or making arrangements for medication disbursement.

#### **8.2.5 Training of Designated School Staff in the Administration of Medication**

Designated School Staff will receive training in the following policies and procedures prior to administering any medication to students:

1. School policies and procedures governing the administration of oral medications.
2. Procedures to follow in administering medication, including description of when not to administer medication.
3. Procedures to follow in the event of a medication error, missed dose, or delayed dose.
4. Required charting.
5. Confidentiality issues regarding the administration of medication and student health information.

#### **8.3 Birthday Party/School Celebration Policy**

In order to avoid hurting the feelings of others, party invitations may not be distributed at school unless the entire class is invited. Distribution of birthday treats during the school day to the entire class must be arranged in advance with the student's teacher. Parents should also be aware of any food allergies that might be present in a classroom as they select the foods and beverages that might be consumed within a classroom.

#### **8.4 Medication Policy**

##### **8.4.1 Asthma Policy**

St. Paul School recognizes that asthma is a serious condition affecting many school children and positively welcomes all students with asthma. St. Paul School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, and students. Teachers and new staff are also made aware of the policy.

##### **8.4.2 Asthma Medication**

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

### **8.4.3 Medicine Record Keeping**

At the beginning of each school year, or when a child joins St. Paul School, parents are asked to submit the child's medical record. All parents of children with health concerns are required to notify the school office in writing the preferred plan for care if a medical need should arise during the school day. This includes students with allergies, asthma, or any other diagnosed health concern that could have reactions during a school day.

### **8.4.4 The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma and allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma or allergies.

### **8.4.5 Food Allergy Policy**

St. Paul School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Paul School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life threatening allergy.

### **8.4.6 Training**

In order to minimize the incidence of life threatening allergic reactions, St. Paul School will provide training and education for all St. Paul School staff. In conjunction with the student's parents or guardian and primary care provider or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to ALL School employees and will include but not be limited to:

- 1) A description and definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies;
- 2) The signs and symptoms of anaphylaxis;
- 3) The correct use of an epinephrine auto-injector (EpiPen);
- 4) Specific steps to follow in the event of an emergency;
- 5) Completion of an "Evaluation Form" by each employee after training;
- 6) Activating Emergency Medical Response by dialing 911; and
- 7) The location of emergency EpiPen.

This policy and procedure will be reviewed at the beginning of every school year.

### **8.4.7 Notifications**

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

### **8.4.8 Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the School Office will be called and the School's Emergency Response Plan activated. Parents and Emergency Medical Services will be called immediately and paid for by the family. Information will be kept about student's food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling or consumption of food.

### **8.5 Field Trips**

St. Paul School will insure field trip planning takes into account any medical requirements. Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the teacher or driver. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

### **8.6 Gum/Playground Food**

Chewing gum is not permitted at school. This includes, but is not limited to, class time or on the playground during recess. No food is allowed on the playground during recess.

## **9.0 COMMUNICATION**

### **9.1 Communication Procedures**

As with all communities, sometimes there can be a miscommunication between members. St. Paul School wants to ensure that any miscommunications are cleared up quickly. If this happens with you, please use the following procedures:

1. First, talk with the person involved;
2. If that does not arrive at a satisfactory resolution, please discuss your concerns with the Principal;
3. If there is no resolution to your concerns after discussing them with the Principal, then the Pastor may be consulted on the issue. The Pastor is the final authority in the School and the Parish; and
4. If you have questions or concerns of a general nature, please contact the School Office Manager in the School Office or the School Principal.

### **9.2 Weekly Communication between School and Families**

Family Envelopes with school newsletters are issued every Wednesday. You may visit the school website for current school information as well. Bringing home Family Envelopes punctually and returning them promptly is part of the responsibility development of your child. The Family Envelope is sent home with the youngest child in each family. Replacement envelopes for those not returned will cost \$1.00.

### 9.3 Non-Custodial Parent Communication

For those families having two households (custodial parent living in one dwelling and non-custodial parent living in a separate dwelling) dual information packets can be sent to both if you make arrangements by providing the name of the non-custodial parent and the address to the office. We will be happy to accommodate any of these situations when we are made aware of them, however, and extra mailing fee of \$30 per year will be assessed before anything is forwarded to the non-custodial parent.

Unless otherwise noted, the parent responsible for paying tuition is the parent to whom official transcripts will be forwarded from the school. In situations where parents are divorced or separated and one parent is designated as legal guardian with limited visitation rights granted to the other parent, completed copies of the custody papers (parenting plan) must be kept on file in the School Office. A copy of any restraining order is also required to be kept on file in the School Office.

## 10.0 DISCIPLINE

### 10.1 Student Discipline

Our philosophy of discipline flows from our school philosophy. We seek to develop a relationship with the child and the parents that will encourage open communication and mutual respect. St. Paul School exists to provide a Christian atmosphere whereby the total person is developed. Rules and regulations are made for the good of all the students and are observed so that each student is free to learn and develop as a person. An overall goal of St. Paul School is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. By making each child accountable for his or her own actions, students will learn from their experiences and be empowered to grow with dignity.

**~ Code of Conduct ~**

**I will be responsible.**

**I will respect myself and others.**

**I will choose to learn and allow others to learn.**

**I will allow the teacher to teach.**

**I will do my personal best.**

### 10.2 Rights and Responsibilities

As in any community, each member of our St. Paul School community gains certain rights as a member of this community. Likewise, he or she also has certain responsibilities which come with those rights. This section of the Family Handbook outlines those rights and responsibilities, and goes through procedures that will be followed when students do not carry out those responsibilities.

<b>Student Rights</b>	<b>Student Responsibilities</b>
Students have the right to be treated with respect by everyone.	Students have the responsibility to treat others with Christian respect.
Students have a right to learn in class.	Students have the responsibility to allow others to learn in class.
Students have the right to safety.	Students have the responsibility to follow rules to ensure safety for everyone.
Students have the right to be heard when there are needs, concerns or sides to be presented.	Students have the responsibility to listen to others and respect their positions.

<b>Teacher and Parent Rights</b>	<b>Teacher and Parent Responsibilities</b>
Teachers and parents have the right to be respected in how they are treated, spoken to and referred to by all.	Teachers and parents have the responsibility to speak, act and refer to one another with Christian respect, especially before children.
Teachers and parents have the right to be heard by one another.	Teachers and parents have the responsibility to listen and attempt to understand one another.
Teachers and parents have the right to be contacted about the students when there are issues, which impact their dealing with the children.	Teachers and parents have the responsibility to keep the lines of communication open and active regarding the students.
Teachers and parents have the right to rules, policies and procedures which enhance their work with the children.	Teachers and parents have the responsibility to know, abide by, and enforce rules, policies, and procedures of the School.

### **10.3 Guidelines for Behavior**

As members of the St. Paul School community each of us, including students, is expected to act in ways that are respectful, reasonable, and responsible. Some examples of such behavior from students include the following:

- A. Arrive on time for school prepared and ready to work. Tardy bell rings at 7:55 AM.
- B. Walk and maintain quiet in the hallway and around the portable classrooms. Classes are in session at all times and visitors are often present. Remember to be courteous.
- C. Remain in assigned and appropriate areas where adult supervision is present. Do not leave classrooms, the Church, Roman's Hall, or the playground without permission from a teacher or staff member.
- D. Respect all personal belongings and the property of others and the School. Textbooks must be covered. The School reserves the right to search desks, lockers, pockets and book bags.
- E. Use respectful language and a respectful tone of voice when speaking to classmates, staff, parent volunteers and visitors. Arguing with those in authority is never acceptable.
- F. Discourage negative behavior in other students. This includes any behavior or language that does not conform to the standards listed above.
  - a. Refrain from put downs, name calling, swearing, using obscene gestures or any language or gestures that could be perceived as rude or vulgar. Behavior directed towards the purpose of intimidation, exclusion, or harassment is never acceptable.
  - b. Refrain from doing any of the following: fighting, mock fighting, tripping, tackling, kicking, pushing, scratching, hitting, spitting, throwing objects, bullying, and any other behavior that could hurt or annoy others. Violence is not acceptable at any time.
  - c. Refrain from wearing hats in the building or during the school day unless given approval from the classroom teacher.
- G. Though not limited to the following objects, items not allowed at school on school grounds, or on field trips are: gum, all electronic devices and games, Magic Cards, any collectible cards, computer games or programs, matches, lighters, cigarettes or any tobacco products, drugs, alcoholic beverages, weapons (toy or real), anything that could be used or mistaken as a weapon, pain-inducing substances, laser pointers, pornographic material, pictures of people when their dress is considered immodest, any material that promotes harm or violence towards others (i.e. recipe to build bombs), and anything that is contrary to Christian moral standards.

- H. Electronic devices (ie: cell phones and ipods) that are brought to school need to be turned in to the teacher morning to be locked up during the school day. The teacher will return the device at the end of the school day. The school is not responsible for loss, damage or theft of devices brought to school.
- I. Refrain from the writing and passing of notes and from writing on oneself or others.
- J. Refrain from lying, cheating, forging signatures and stealing.
- K. Eating and drinking only in the lunchroom or classrooms at appropriate times.
- L. Be responsible for keeping the classrooms, hallways, bathrooms, and school grounds neat and clean.
- M. Office and classroom telephones are for emergencies only. During school hours, written staff permission is required in order to use the phones.
- N. Behave in a reverent and respectful manner at all Masses and prayer services. Remember to wear full uniform whenever the school gathers in church.
- O. Leave the school grounds no later than fifteen minutes after school is dismissed, unless you are on campus for a school-sanctioned activity or by teacher request. Students who miss a ride must report to ESS.
- P. Observe all rules.
- Q. Observe all playground and indoor recess rules that are also posted in the classrooms.
- R. Abide by the Uniform Policy. Students are not allowed to wear hats or jackets in the school building and only at the teacher's discretion at recess due to health reasons.
- S. Use technology appropriately and respect the equipment. Please refer to the Technology Use Agreement.
- T. No Gum chewing.

#### **10.4 Consequences**

Emphasis is placed on the recognition of appropriate choices and behavior. However, when a student has difficulty following the school's standards of behavior, possible consequences include but are not limited to:

1. Missing Recess
2. Making restitution
3. Ten minutes after school with the teacher
4. Completing service during recess or after school
5. Receiving a detention
6. Suspension
7. Expulsion

Consequences are used at the teachers' or administration's best judgment and are based on three factors: 1) The student's unique needs; 2) the student's behavior record; and 3) the circumstances surrounding the offense.

##### **10.4.1 Ten Minutes After School**

In grades two through eight, based on the student's individual needs and a teacher's best judgment, there may be times when ten minutes with the teacher is warranted. This time is set aside to gain clarification and understanding on the part of the student and teacher and to strengthen the relationship. Individual needs, offenses, and circumstances determine the appropriate consequence. The child will receive an automatic ten minutes if he/she is sent to the office for a *think sheet* and to meet with the principal. Students will typically serve ten minutes on the date given unless the teacher agrees for the student to serve it the next school day. If after a cumulative of three ten-minutes within a quarter with any teacher, the homeroom teacher will call the parent notifying them of the child's history. The fourth ten-minute time, becomes a detention. The process is repeated with three ten-minutes and a detention.

#### 10.4.2 Detention

Detention is a time set-aside after school during which a student has the opportunity to reflect on his/her conduct.

When a detention is given, a parent will be notified by phone on the day of the offense. Parents and the teacher discuss the reason for the detention and determine the date the detention is to be served.

Detentions will be completed on an assigned day from 2:40 – 3:10 PM. When a student is absent from school on the day of an assigned detention, the detention will be completed on the next possible day.

#### 10.5 Suspension

Suspension is the separation of a student from school activity during the school day. Depending on the incident, a student may receive an immediate in-school suspension or an off-campus suspension. The length of the time for the suspension depends on the seriousness of the infraction. A suspension received due to an accumulation of three detentions normally results in a one day in-school suspension. When a student receives a suspension, the principal will phone the parents. A conference normally takes place before the student is allowed to return to classes. During the time of suspension a student will be held responsible for all work missed in class.

#### 10.6 Expulsion

Expulsion is the removal of a student from all affiliation with the school. Any serious action against the well-being of another student or staff member and repeated violation of school standards are considered grounds for expulsion. **THE POSSESSION, USE OR SALE OF ACTUAL OR LOOK-ALIKE DRUGS, ALCOHOL, OR WEAPONS, AND ANY CONDUCT THAT DAMAGES THE REPUTATION OF THE SCHOOL, AND ANY CRIMINAL ACT ON OR OFF THE SCHOOL GROUNDS WILL NORMALLY RESULT IN EXPULSION.**

##### 10.6.1 Procedures for Suspension or Expulsion

1. Parents will be notified by phone prior to a student being suspended or expelled. This will be followed by written notification of the infraction or violation. A conference time will be arranged with the Principal and the staff involved. A conference must take place before the student is allowed to return to school.
2. On the occasion of a conference regarding suspension, a parent may be notified by the Principal or Pastor that probation or expulsion could follow.
3. Terms of probation will be made in writing by the Principal.
4. When a student has been expelled from St. Paul School, parents have the right to request a hearing from the Pastor or his delegate and a representative from the school administration.

##### 10.6.2 Hearing Procedure for Expulsion

1. When a student has been expelled from school, a certified letter is sent to the parents or guardians.
2. The letter states specified alleged charges against the student, the date of the expulsion and states the student's and parent's right to a hearing.
3. If a hearing is requested, the school must be notified within five school days after the parents have received written notification of the student's expulsion. If a reply is not received within this five-day period, the student and parents are deemed to have waived a hearing and the expulsion

from St. Paul School takes effect. If a hearing is requested, it is held within five school days of such a request.

4. The Principal has the right, if necessary, to exclude the student from all school activities until and during the time of the hearing.

### 10.6.3 Hearing Procedure in Case of Dissatisfaction with School Policies or Decisions

Parents and teachers are to bring concerns regarding school oriented incidents to the proper authority. If a problem or misunderstanding should arise regarding a child, a policy, etc. parents should:

1. Contact the individual teacher.
2. If further action is warranted, the Principal should be contacted.
3. Should resolution be necessary, a hearing procedure may be requested.
  - a. The Pastor or his delegate acts as the hearing officer to review the facts and determine the equity of the action.
  - b. Parents or guardians are present at the hearing.
  - c. The Pastor or his delegate, within three school days following the hearing, states his/her findings and evaluation of the disciplinary action.
  - d. These findings and evaluation are sent, in writing, to the student and the parents or guardians.

The decision of the Pastor is final.

## 11.0 HARASSMENT AND BULLYING

The administration and staff of St. Paul School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment and bullying. St. Paul School will not tolerate harassment or bullying of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

1. **Harassment:** Examples of peer harassment include, but are not limited to, verbal or written taunting; bullying; intimidating; hostile or other offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.
2. **Bullying:** Bullying often involves a pattern of **repeated** and **systematic** disrespectful behavior targeting one or more students by another student or students. Bullying typically involves an imbalance or perceived imbalance of power that can take many forms that include, but are not limited to:
  - a. **Physical:** hitting, kicking, shoving, spitting and any other form of physical violence
  - b. **Verbal:** insults, name-calling, put-downs, persistent teasing, spreading rumors and gossip, false accusations and threats
  - c. **Non-verbal:** mean or threatening gestures, defacing personal property
  - d. **Psychological:** threatening, ridiculing, humiliating, exclusion from groups or activities perpetrated via electronic devices such as cell phones and computers. Electronic bullying may include:
    - Threatening phone calls and emails
    - Harassment or spreading of rumors via text messages, emails, social networking websites or instant messaging
    - Invasive picture posting

When children report a pattern of negative behavior perpetrated by another student or students, or report an incident that seems serious, parents should contact the school via the classroom teacher, principal, or vice-principal.

### **11.1 Procedures to File a Complaint**

Students or employees who believe they have experienced harassment or bullying shall report such matter to the teacher or principal, who shall be the investigator for harassment complaints.

- A. A complaint of harassment or bullying is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
- B. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
- C. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of harassment or bullying.
- D. The need for confidentiality shall be stressed.
- E. No reprisals will be tolerated against complainant(s), witness(es), or individual(s) involved in the investigation.
- F. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

## **12.0 TECHNOLOGY**

### **12.1 Blogs**

Student engagement in online blogs including but not limited to, MySpace.com®, Xanga®, Friendster®, and Facebook® may result in School disciplinary actions if the content of the student's blog includes defamatory comments regarding the School, the faculty, other students, or the Parish. It is the responsibility of the parent to monitor on-line activities.

### **12.2 Cell Phones, Electronic Equipment and Audio Equipment**

Students are not allowed to have cell phones, MP3 players, iPods, video equipment, camera equipment, handheld video games, or other electronic games or equipment during the school day.

If a student needs to contact a parent during the school day, he or she may use the classroom or office phone with permission.

Cell Phones may be used for direct communication with parents/guardians before and after school. Cell phones are required to be turned off and turned in to the teacher for safe keeping during the school day. All cell phones will be returned to students at 2:30 PM. If a student violates this rule, the phone will be confiscated, and the parent and student will need to meet with the principal before it is returned. St. Paul School is not responsible for the loss, theft or damage of cell phones or other electronic devices brought to School.

### 12.3 Internet Use Policy

All electronic communications to or from St. Paul School shall reflect the Christian principles upon which the school is founded, in support of its educational goals. Any violation of the regulations is unethical and may constitute a criminal offense and/or school disciplinary infraction. An Internet Acceptable Use Policy is sent home at the beginning of each school year for the family to read, sign and return to be kept on file in the child's classroom.

## 13.0 ST. PAUL SCHOOL DRESS UNIFORM AND DRESS CODE

### 13.1 General Dress Code Information

The St. Paul School uniform requirements are to be strictly observed by all students. The Principal has the final say in all dress code matters.

- If some unforeseen emergency prevents wearing the uniform for a day, a written note from the parent to the Principal is required. This note is valid for one day only.
- All students must have the uniform sweater with them at School every day except on non-uniform days.
- Shirrtails must be tucked in at all times.
- Colored shirts or T-shirts with designs that can be seen through the uniform shirt or blouse are not to be worn.
- Uniform sweaters must be worn to Mass on days when there is a school Mass, and shirrtails are not to be visible.
- Hair is to be neatly groomed. Extreme hairstyles, including inappropriate colors or carvings, are not acceptable. Students who come to School with extreme hairstyles will be sent home. It is important that students and their families use good judgment. Neatness is an expectation.
- Hats and caps are not to be worn in Church or inside the School building.
- Make up is not allowed.
- Jewelry should not interfere with the traditional school uniform. For safety reasons long dangling or loop earrings are not allowed. Simple and appropriate jewelry is allowed but is not encouraged.
- On non-uniform days, students should wear appropriate, neat clothing. Bicycle pants, shorts that are too short, torn, holey, or tattered jeans or pants, clothes that are skintight or are excessive in size are never acceptable to wear to School. Low riding pants, bare midriffs and low cut tops are all unacceptable.
- Shorts: long, baggy, cargo style are not allowed. Tailored, walking shorts are permitted. It is important that students and their families use good judgment. No cut-off pants are allowed.
- Socks: Socks must be worn with shoes including regular sandals.
- Shoes: No Flip-Flops are allowed. Boots can only be worn as weather dictates. No shoes with wheels in the soles or high heels are allowed.

### 13.2 Uniforms

The school uniform should be worn at all times with the exception of designated non-uniform days and when appropriate, on specific field trips. In addition, Scouts, Campfire Girls, and other (Principal) approved groups may wear their uniforms on the day of their meetings. **Shorts may not be worn for Liturgical functions.** Shirts are to be tucked inside of pants and skirts at all times. Non-school sweatshirts may not be worn in the building; they are the same as a coat.

St. Paul uniforms may be purchased from the Dennis Uniform Store located in Tukwila, WA or online at [www.dennisuniform.com](http://www.dennisuniform.com). The St. Paul School dress code is listed below.

Item	Description	Grades	Comments
<b>GIRLS</b>			
Shirt	Short/long sleeved, plain white, pointed collars, polo shirt, or turtleneck. All with no insignia.	All	
Jumper	Fairmont Plaid; The length of the skirt should not be shorter than one inch above the knee.	K - 4	
Skirt	Fairmont Plaid; The length of the skirt should not be shorter than one inch above the knee.	4 - 8	
Pants	Navy Twill, 14 whale corduroy, or cotton/poly; straight leg, plain back pockets	All	
Walking Shorts	Navy Twill	All	4/1 – 11/1
Anklets	White, blue, black, gray	All	Socks must be worn at all times.
Knee high socks	White, blue, black, gray	All	
Tights	White, blue, black, gray	All	

Item	Description	Grades	Comment
<b>BOYS &amp; GIRLS</b>			
Cardigan	Red V-Neck	All	
Pullover	Red V-Neck	All	
Sweater Vest	Red V-Neck	All	
Fleece Vest (New)	Red, available at Dennis Uniform Store only	All	
Sweatshirt (New)	Red ¼ zip, available at Dennis Uniform Store	All	
Sweatshirt (New)	Red Crew Neck, available at Dennis Uniform Store	All	
Shoes	Any closed back shoe and any color/style appropriate for school.	All	
Gym Shorts	Black	All	Grades 5-8 only

Item	Description	Grades	Comment
<b>BOYS</b>			
Pants	Navy Twill	All	
Pants	Navy corduroys	All	
Walking Shorts	Navy Twill	All	4/1 – 11/1
Shirt	Short/long sleeve; polo, turtleneck, pointed collar; all plain white	All	

### 13.3 Physical Education Uniforms

Grades 5 – 8 must wear a separate uniform for PE class. This uniform includes a plain white t-shirt or the

red St. Paul t-shirt and black shorts which are sold through the PE department. All students, regardless of grade, must wear gym shoes during PE class.

### 13.4 Non-Uniform Days

On Non-Uniform days, Students may wear appropriate, neat clothing which includes jeans, khakis, athletic pants, cargo pants, Capri pants or appropriate shorts or skirts. Shirts may include T-Shirts, golf shirts and team shirts or jerseys. Clothing must be modest in appearance and must not be disruptive to the educational process. Clothing that is not allowed includes mini-skirts, shirts with spaghetti straps, tank tops and t-shirts with offensive or inappropriate language or content or any torn or ripped clothing, bicycle pants, tattered jeans or pants, clothes that are skintight or are excessive in size, low riding pants or low cut tops. Bare midriffs are unacceptable. Hats are not allowed. The rule of thumb is that if you need to ask if it's appropriate, it probably isn't appropriate.

### 14.0 Student Activities

#### 14.1 General Activities

The chart below depicts a number of activities available to students meeting program requirements at St. Paul School.

<b>Beginning and Advanced Band</b>	<b>Physical Education</b>
<b>CYO Sports</b>	<b>Spanish</b>
<b>Drama</b>	<b>Student Council</b>
<b>Field Trips</b>	<b>Technology</b>
<b>Middle School Honor Roll</b>	<b>Peer Tutoring</b>

#### 14.2 Band

St. Paul School participates in the Kennedy Catholic High School Elementary Band Program. Students in grades 5 – 8 are invited to participate in the band program for a nominal fee. Classes take place on Tuesday and Thursday after school.

#### 14.3 Catholic Youth Organization (CYO) Sports

Extending the ministry of Archbishop Sartain, the Office for Youth and Young Adult Ministry (OYYAM) provides resources for comprehensive Catholic youth and young adult ministry. Within OYYAM, CYO Athletics exists to provide opportunities for youth to develop strong moral character, positive self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles.

Fall	Cross Country	Grades K - 8
Fall	Soccer	Grades 1 – 8
Winter	Basketball	Grades 4 - 8
Spring	Volleyball	Grades 5 - 8
Spring	Baseball	Grades 5 - 8
Spring	Track	Grades 4 - 8

## 14.4 Field Trips

Field trips are a privilege offered to students. Students may be denied participation in a field trip if they have a pattern of or fail to meet academic or behavioral requirements. The following Field Trip Guidelines apply to all St. Paul field trips:

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Each grade does not have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Each student must provide a written, official permission slip, signed by his or her parent before the student will be permitted to attend the field trip activity. Verbal permission from the parent will not be accepted. Permission slips are due in the School Office at least forty-eight (48) hours prior to the event.
- The official field trip permission slip is the only format that may be used to allow a student to participate in a field trip. If you have any questions regarding completion of the official field trip permission slip, please call the School Office.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride to and from the field trip in the designated transportation.
- All monies collected for field trips are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- All drivers must have completed a Washington State Patrol background check and have current insurance with the approved amount and evidence of this on file in the office. All drivers will be responsible to see that students assigned to their car leave and return in the same car.
- Each student must wear a seatbelt at all times (as the law states!) Washington state law now requires booster seats for children age 8 and under or a height of four feet nine inches and taller (whichever comes first).
- *Drivers may not stop to purchase treats for the students in their car.*
- *Students are not allowed to chew gum on field trips.*

## 15.0 Extended School Services (ESS)

Extended School Care Services (ESS) are provided before and after school for any St. Paul School student in need of such services. Hours are 6:30 – 7:45 AM and 2:30 – 6:00 PM. Snacks and enrichment activities are offered during this time.

There is a registration fee of \$ 60.00 for the first child, \$ 40.00 for second child, and \$ 10.00 per additional child. The fees are \$ 4.75 per hour for the first child and \$4.25 per hour for each additional child. Drop in rate is \$ 5.50 per hour. ESS is an additional service offered by the school. It is billed and paid separate from school tuition.

Any student unattended prior to 7:30 AM and after 2:45 PM will be escorted to ESS for supervision and their parents will be billed **at the hourly rate**.

Notification in writing is required from the parent who wishes to grant permission for other persons to pick up their child from ESS. School or ESS personnel might also confirm this notification by phoning said parent.

### **15.1 Band Siblings**

Since our band program for grades 6 – 8 runs from 2:45 – 3:30, ESS will offer FREE supervision to band siblings during that time on Tuesday and Thursday. However, Parents MUST register the sibling with the ESS Program.

### **16.0 Lunch and Recess**

Students may bring their own lunch or participate in the St. Paul School Hot Lunch Program. All food is to be eaten in Roman's Hall or other designated areas. No food is to be taken out to the playground. No student may mistreat, handle, or conceal food belonging to another.

#### **16.1 School Lunch and Milk Program**

A hot lunch program is provided Monday – Friday through a vendor. Students may buy hot lunch for the fee determined annually by the lunch program. There is no reduced or free lunch. A Milk Program is available for students wishing to purchase milk for their lunches. Parents may order milk through the main office.

#### **16.2 Lost or Forgotten Lunch**

Unfortunately, there will be no IOU's for forgotten lunches or lunch money. Please make sure your child comes to School with either a sack lunch or payment for lunch each day.

#### **16.3 Pizza and other Lunch Fundraising Activities**

Once a month the PTO will offer a Pizza Lunch starting in October. Students may order and purchase pizza on those lunch days. Specific dates and prices are distributed in the weekly newsletter.

#### **16.4 Playground Rules**

##### **St. Paul School Recess Rules**

These rules are for student safety and the safety of others. Student behavior on the playground should at all times be Christ-like. The cooperation of everyone is necessary for all to enjoy recess. Students are only allowed on the Big Toy after school hours if a parent is watching them. When staff are not on duty, students are not to play on the Big Toy.

##### **General Rules of Conduct**

- Be respectful to others, as you would have them be respectful to you. Fighting, pushing, teasing, name calling, using profanity and abusive language are all examples of disrespectful behavior, and will result in an automatic detention.
- Food & drinks must be kept inside and cannot be brought to the playground.
- Throw only play equipment meant for throwing (no rocks, bark, snow, etc)
- Climbing permitted on the Big Toy only.
- Please follow the direction of the monitors; they are there to ensure your safety and your fun!

##### **Safety Precautions**

- Report any damage of the Big Toy to the monitor.
- DO NOT MOVE A STUDENT WHO APPEARS TO BE INJURED!
- Stop, freeze, and look for monitor's hand signal if you hear a sustained whistle.

- When the whistle signals the end of recess, stop playing and walk back to the line up area. Carry any equipment to the monitor.
- Do not go after equipment that goes outside the playground area.
- Seek the help of a playground monitor when you need help.
- Obtain a pass from a monitor to return to the school in an emergency.
- Report the presence of a stranger or a stray animal to a monitor.

### **Big Toy for Play (30 student capacity)**

- One Student at a time on the slides, pole, bars, and ladder. Please wait for your turn if someone is ahead of you.
- Remember to slide feet first, bottom second (after you have looked to make sure no one is in the way!). Only go down the slide, no climbing up!
- Only two at a time on the pulleys, holding the yellow handles and not the bars above.
- Jumping from or outside the platform, standing on top of the logs or the pulley bars, and chasing on or around the Big Toy are dangerous and are not permitted.
- Playing Tag is not allowed.

## **17.0 PARENT INVOLVEMENT**

Parents have abundant opportunities to become involved at St. Paul School. Many parents serve as coaches in the year-round CYO sports program. Other School families volunteer to serve through many school programs coordinated through the Parent Teacher Organization (PTO). These programs include fundraisers, social events, pizza lunches, etc.

### **17.1 Required Volunteer Commitment Hours**

Each family is required to give 40 hours (20 hours for single-parent families) of service per year to the school by participating in various school-related activities. Quarterly reports will be generated to track each family's status.

Hours may be worked anytime from June 1 to May 31. Hours **may not** be carried over from one school year to the next.

A \$ 15.00 fee per hour not worked will be charged to each family who does not complete their allotted volunteer hours per year. This fee must be paid before school report cards, transcripts or diplomas are received.

### **17.2 Fundraising**

Each family is **required** to generate \$ 400 in school profit through fundraising activities and/or direct contribution during the school year. Quarterly reports will be generated to track each family's status. This contribution **must be fulfilled** before school report cards, transcripts, or diplomas will be given at the end of the year.

### **17.3 Volunteer Training and Background Checks**

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

All volunteers are recommended to take the Safe Environment Training Class offered through the Archdiocese prior to participating in unsupervised interaction with students including but not limited to field trip chaperones and drivers.

#### **17.4 Use of School Grounds and Facilities**

Students or school families may not use any school facilities or parish facilities unless they receive prior written consent from the School Principal or Parish Office, as applicable.

#### **17.5 Parent Teacher Organization**

The Parent Teacher Organization (PTO) is responsible for communications between the home and school, for providing a vehicle through which parents can provide service to the school (volunteers and fund-raising), for offering a mechanism for parent education, and for serving as a structure for political action when needed.

#### **17.6 School Commission**

##### **17.6.1 School Commission Role and Responsibilities**

The purpose of the Commission is to serve as a consultative body to advise and support the Principal of St. Paul School and Pastor of St. Paul Parish on matters pertaining to St. Paul School. The Commission's responsibilities, in cooperation with the Principal and the Pastor, include without limitation, the following:

- a. Recommending a mission statement for the school grounded in the Catholic faith tradition;
- b. Advising on policy decisions affecting St. Paul School;
- c. Setting long range goals for St. Paul School;
- d. Developing a plan to finance the School including but not limited to setting tuition structures, financial development and fund-raising;
- e. Evaluating the school's goals and plans;
- f. Acting as a liaison between and among parishioners, parents, and the school;
- g. Reviewing the proposed annual school budget with particular attention to evaluating the effectiveness of the budget of the preceding year together with demonstrated needs, and making a final budget recommendation to the Pastor and the Principal which will include but not be limited to recommendations on tuition and registration fees;
- h. Advising upon such other matters as may be brought to the attention of the Commission by the Pastor, Principal, parishioners or parents;
- i. Participating in Catholic Schools Week; and
- j. Attending Commission Meetings on a regular basis.

##### **17.6.2 School Commission Eligibility**

In order to be eligible for the Commission, an individual should: a) have a genuine interest in Catholic education; b) be a parent of one of the school children, or a parent of an Alumni of St. Paul School, or a Parishioner for an At-Large position; c) be able to remain objective, but influence public opinion when necessary; d) be able to maintain group confidentiality; e) be willing to support Commission decisions-even if they don't completely agree; f) support the Archdiocesan, parish, and school philosophy and mission; g) work as a group member in a spirit of cooperation and consensus; and h) deliberate with justice and charity, serve willingly, and contribute your personal talents and expertise.

## 18.0 TRANSPORTATION

### 18.1 Drop Off and Pick Up Procedures

#### Guidelines:

- **All STUDENTS are to be dropped off and picked up in the back parking lot west of the portables.**
- All **DRIVERS** will enter the campus using **the driveway located at the west end of the S. Ryan St.** (this driveway heads north between the parish rectory and convent and winds down to the playground area.
- Before 7:45 AM, walkers are to proceed around the south side of the school and wait in the supervised area by the barriers.

#### MORNING DROP OFF

**ALL DRIVERS** will enter the school parking via the driveway at S. Ryan St.:

- Drivers will drop off students on the **WEST SIDE** of the portables. Under no circumstances should any student be dropped off in front of, nor on the south side of the school building and portable classrooms. Drivers will then leave via the north driveway exit.
- **ONLY LANE 1 IS USED FOR MORNING DROP OFF**
- Drivers planning to go into the school building must park near the fence at the west end of the parking lot.

#### AFTERNOON PICK UP

**ALL DRIVERS** will enter the school parking lot via the driveway at S. Ryan St. Cars are not to enter the driveway earlier than 2:25 PM

- Drivers of all students will pull into a pick up lane and turn the car motor off.
- **ALL 3 LANES ARE USED FOR AFTERNOON PICK UP**
- Drivers planning to wait for band students or to go into the school building must park west of the basketball hoops with their cars facing east.

#### **Important Driver Guidelines for Student Pick Up:**

A whistle will blow to dismiss all students to go their cars. Once in line **DO NOT** pull out of line. A second whistle will be blown and the traffic control person will then direct you to move. Staff will also direct cars waiting in the driveway to pull into vacant lanes, etc. until 2:45 PM.

All students must be in a supervised area at all times. Students who are not picked up by 2:45 PM will be escorted to ESS. Parents will be charged for the time in ESS. Drivers planning to go into the school building must park at the fence at the west end of the parking lot.

### 18.2 Bicycles

Students in Grades 3 and above may ride bicycles to School. Bicycles are not to be ridden on school property. Bicycles must be parked in the bicycle rack in the back parking lot, along the fence. St. Paul School is not responsible for bicycles that are stolen or vandalized while on school property.

### 18.3 Scooter, Skateboards, Rollerblades, and Shoes with Wheels

Skateboards, scooters, roller blades or shoes with wheels are not allowed on school property.

## **18.4 Safety**

Students who walk to school should regularly follow an open, populated route which is the same daily. Parents should be able to easily check the route if there are questions about delays, or questions about arrival or departure of the student. Students should avoid using shortcuts. Parents of students who observe or are aware of any dangerous or unsafe conditions or activity should report it to the School Principal immediately.

## **19.0 MISCELLANEOUS**

### **19.1 Lost and Found**

Items that are left at school or on the playground will be kept in the lost and found area. Labeled items may be claimed by the owner. Unlabeled clothing will be donated to the Francis House or to the St. Vincent de Paul Society.

### **19.2 Visitors**

Parents should contact the School Office or email the teacher directly to arrange all visits to the classroom. All visitors must check in at the School Office whenever they enter the building. Visitors to the building and classrooms must wear a Visitor's Name Tag once signed in. This rule is for the safety of all students and staff at St. Paul School.

### **19.3 Photos of Students**

Upon receipt of a signed consent St. Paul School may publish photos, art work and written work of students. Parents may opt out of photo authorization.

### **19.4 Animals/Pets**

To ensure the safety of all students, animals or pets are not allowed in the school building or on school grounds without the permission of the School Office.

### **19.5 Booster Seats**

Pursuant to Washington State law, effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. Child restraint systems include a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so. It is the parent's responsibility to be familiar with the current booster seat laws. For more information, Parents should contact the Washington State Booster Coalition at 1-800- BUCK-L-UP or [www.boosterseat.org](http://www.boosterseat.org).

## **20.0 RIGHT TO AMEND**

St. Paul School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly newsletters and Family Envelopes.

## INDEX

### 1.0 PHILOSOPHY AND VISION

- 1.1 St. Paul School History and Accreditation
- 1.2 Mission Statement
- 1.3 Philosophy
- 1.4 St. Paul School Goals and Learning Expectations
- 1.5 Role of Principal
- 1.6 St. Paul School Office

### 2.0 ADMISSIONS

- 2.1 St. Paul School Admissions Policy and Procedures
- 2.2 Registration for Returning Students
- 2.3 Non-Discrimination Policy
- 2.4 Financial Aid
  - 2.4.1 Archdiocese Scholarships
  - 2.4.2 St. Paul School Student Financial Aid

### 3.0 ST.PAUL TUITION AND FEES

- 3.1 St. Paul School Tuition Policy
  - 3.1.1 In-Parish Rates and Non-Parishioner Rates
  - 3.1.2 Tuition Payment Options
  - 3.1.3 Registration Fees
- 3.2 Student Withdrawal
  - 3.2.1 Withdrawal From School During School Year
  - 3.2.2 Summer Withdrawal
- 3.3 Contract Requirements
  - 3.3.1 Fundraising Commitments

### 4.0 ACADEMIC POLICIES

- 4.1 Curriculum
- 4.2 Homework
  - 4.2.1 Intermediate Level Homework Purpose
  - 4.2.2 Middle School Homework Purpose
  - 4.2.3 General Homework Time Guidelines
  - 4.2.4 Middle School Late Homework Policy
- 4.3 Make Up Homework
- 4.4 Report Cards
- 4.5 Progress Reports
- 4.6 Grading Scale
- 4.7 Cheating Policy
- 4.8 Standardized Testing Requirements
- 4.9 Conferences
- 4.10 Graduation Activities and Costs
- 4.11 Academic Probation Guidelines for St. Paul School (grades 4-8)
- 4.12 Academic Performance Policy
- 4.13 Records and Transcripts

### 5.0 FAITH DEVELOPMENT

- 5.1 School Mass
- 5.2 Sacraments

- 5.3 Altar Servers
  
- 6.0 ST. PAUL SCHOOL CALENDAR, SCHEDULE, ATTENDANCE AND ABSENCES
  - 6.1 School Calendar
  - 6.2 School Schedule
  - 6.3 Attendance
    - 6.3.1 Attendance Policy/Student Absence
    - 6.3.2 Excused Absences
    - 6.3.3 Unexcused Absences
  - 6.4 Make Up work from Absences
    - 6.4.1 Excused Absences
  
- 7.0 EMERGENCIES AND SCHOOL CLOSURES
  - 7.1 Emergency Procedures
  - 7.2 Inclement Weather/Emergency Closing Days
  - 7.3 School Communication
  - 7.4 Emergency Card/Information
  - 7.5 Authorized Pick-Up Person
  - 7.6 Safe Environment/Drills
  
- 8.0 HEALTH MATTERS
  - 8.1 Illness and Injury
  - 8.2 Medication at School
    - 8.2.1 Authorization to Dispense Medication
    - 8.2.2 Medication Records
    - 8.2.3 Oral Medication
    - 8.2.4 Medication on Field Trips
    - 8.2.5 Training of Designated School Staff in the Administration of Medication
  - 8.3 Birthday Party/School Celebration Policy
  - 8.4 Allergy Policy
    - 8.4.1 Asthma Policy
    - 8.4.2 Asthma Medication
    - 8.4.3 Asthma Record Keeping
    - 8.4.4 The School Environment
    - 8.4.5 Food Allergy Policy
    - 8.4.6 Training
    - 8.4.7 Notifications
    - 8.4.8 Classrooms
  
  - 8.5 Field Trips
  - 8.6 Gum/Playground Food
  
- 9.0 COMMUNICATION
  - 9.1 Communication Procedures
  - 9.2 Weekly Communication between School and Families
  - 9.3 Non-Custodial Parent Communication
  
- 10.0 DISCIPLINE
  - 10.1 Student Discipline
  - 10.2 Rights and Responsibilities
  - 10.3 Guidelines for Behavior
  - 10.4 Consequences

- 10.4.1 Ten Minutes After School
  - 10.4.2 Detention
- 10.5 Suspension
- 10.6 Expulsion
  - 10.6.1 Procedures for Suspension and Expulsion
  - 10.6.2 Hearing Procedure for Expulsion
  - 10.6.3 Hearing Procedure in case of dissatisfaction with school policies or decisions
- 11.0 HARASSMENT AND BULLYING
  - 11.1 Procedures to file a complaint
- 12.0 TECHNOLOGY
  - 12.1 Blogs
  - 12.2 Cell Phones, Electronic Equipment and Audio Equipment
  - 12.3 Internet Use Policy
- 13.0 ST. PAUL SCHOOL UNIFORM AND DRESS CODE
  - 13.1 General Dress Code Information
  - 13.2 Uniforms
  - 13.3 Physical Education Uniforms
  - 13.4 Non-Uniform Days
- 14.0 STUDENT ACTIVITIES
  - 14.1 General Activities
  - 14.2 Band
  - 14.3 Catholic Youth Organization (CYO) Sports
  - 14.4 Field Trips
- 15.0 EXTENDED SCHOOL SERVICES (ESS)
- 16.0 LUNCH AND RECESS
  - 16.1 School Lunch and Milk Program
  - 16.2 Lost or Forgotten Lunch
  - 16.3 Pizza and other Lunch Fundraising Activities
  - 16.4 Playground Rules
- 17.0 PARENT INVOLVEMENT
  - 17.1 Required Volunteer Commitment Hours
  - 17.2 Fundraising
  - 17.3 Volunteer Training and Background Checks
  - 17.4 Use of School Grounds and Facilities
  - 17.5 Parent Teacher Organization
  - 17.6 School Commission
    - 17.6.1 School Commission Role and Responsibilities
    - 17.6.2 School Commission Eligibility
    - 17.6.3 School Commission Selection Process
- 18.0 TRANSPORTATION
  - 18.1 Drop Off and Pick Up Procedures
  - 18.2 Bicycles
  - 18.3 Scooter, Skateboards, Rollerblades, and Shoes with Wheels

18.4 Safety

19.0 MISCELLANEOUS

19.1 Lost and Found

19.2 Visitors

19.3 Photos of Students

19.4 Animals/Pets

19.5 Booster Seats

20.0 RIGHT TO AMEND