



**ST. PAUL  
THE APOSTLE**  
CATHOLIC SCHOOL

# **PARENT/STUDENT HANDBOOK**

***2024-2025***

***St. Paul the Apostle Catholic School***

152 Alabama Street      Spartanburg, SC 29302

Phone: 864-582-6645      FAX: 864-582-1125

<https://www.stpaulschoolsc.com/>

*St. Paul The Apostle Catholic School*

*152 Alabama Street*

*Spartanburg, SC 29302*

*Phone: 864-582-6645*

*FAX: 864-582-1225*

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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom*

Welcome to St. Paul The Apostle Catholic School! In choosing St. Paul The Apostle Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Paul The Apostle Catholic School for the 2024-2025 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Paul The Apostle Catholic School during the 2024-2025 school year.

The faculty and staff of St. Paul The Apostle Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Lauri Mitro  
Principal

## **St. Paul The Apostle Catholic School**

St. Paul The Apostle Catholic School is a pre-Kindergarten through Grade 5 Catholic Elementary under the Diocese of Charleston Schools Office.

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

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

### **History**

Saint Paul the Apostle Catholic School was founded in September 1941 by five sisters of Saint Francis. Saint Francis was an order established in 1845, Philadelphia, Pennsylvania, to provide teachers for parochial schools. These dedicated sisters served the school until 1993.

### **Mission Statement of St. Paul The Apostle Catholic School**

The mission of St. Paul the Apostle Catholic School is to provide a faith-based environment in which each child is educated spiritually, academically, physically, and socially.

### **Philosophy**

St. Paul The Apostle Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Charleston.

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

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

## **OBJECTIVES**

### **ST. PAUL THE APOSTLE CATHOLIC SCHOOL**

To instill in the students the concepts and basics of our Catholic faith so that his/her choices may reflect those beliefs.

To provide opportunities for celebrating the presence of God among us by providing community prayer experiences.

To expand students' knowledge and prepare them for society through a balanced and integrated curriculum.

To challenge students to attain their own personal best in academic and service activities.

To encourage parents, the primary educators of their children, to be active participants in the child's total educational development by providing and guiding them in spiritual, academic and social experiences.

To maintain a clean, safe, nurturing, and stimulating environment in the classroom and all other areas of school life.

To frequently assess our curriculum standards and materials.

To foster the living out of the Gospel message so that each student may experience community and extend this fellowship to others.

To work with the parents, the parish, and the community in the implementation of these objectives.

**FACULTY AND STAFF**  
**2024-2025**

Pastor	Rev. David R. Whitman
Principal	Ms. Lauri Mitro
Administrative Assistant	Mrs. Cynthia Hoops
Four Year Old Kindergarten	Ms. Lynette Davila
Five Year Old Kindergarten	Ms. Melanie Rookstool
First Grade	Mrs. Haley Applegarth
Second Grade	Ms. Olivia Turner
Third Grade	Sr. Emily Tandog
Fourth Grade	Ms. Tandy Green
Fifth Grade	Ms. Tandy Green

Specialists:

Art	Mrs. Sylvia Spears
Computer Science	Mr. Chip Clary
Music	Ms. Mary Garrett
Physical Education	Mr. Chip Clary
Religion	Mrs. Rylee Scheske

Teacher Assistants:

Pre-Kindergarten	Ms. Olivia Ploski
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Extended Day Personnel:

Ms. Lauri Mitro
Ms. Melanie Rookstool
Mrs. Rylee Scheske
Mr. David Schmitt

## Absence

**When a student is absent from school, a parent must call or email the office by or 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Paul the Apostle Catholic School and is aligned with the state statutes of the state of South Carolina.

**Students should be fever free without fever reducing medication for 48 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 2-day protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up for the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

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

For short absences, students may receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of

returning graded tests to students in a timely manner, some missed tests may not be made up.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note from the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

### **Academic Information**

#### ***Curriculum***

Classes at St. Paul the Apostle Catholic School are designed to meet the students' academic needs. The major subjects included in the curriculum are: Religion, Reading, Spelling, English, Mathematics, Science, Social Studies, Art, Computer Science, Handwriting, Physical Education, Music, Library, and Spanish. Our curriculum follows the Diocese of Charleston Guidelines.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who ***can*** learn, but who choose ***not*** to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. At the end of the academic probation period, a student who has made no effort toward improvement may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated, and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.



## **Accreditation**

St. Paul The Apostle Catholic School is accredited through AdvancEd®.

## **Admission Information**

### ***Nondiscriminatory Policy***

St. Paul The Apostle Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Paul The Apostle Catholic School:

1. Members of St. Paul The Apostle Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by September 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Paul The Apostle Catholic School are evaluated based on current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
  - +All students entering St. Paul The Apostle Catholic School must have current immunizations.

- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.)

Students applying for Admission in Grades 1-5 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Paul The Apostle Catholic School will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 1-5.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Paul The Apostle Catholic School. The recommendation and decision of the school is final. St. Paul The Apostle Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Paul The Apostle Catholic School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. Paul The Apostle Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Paul The Apostle Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Paul The Apostle Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

### *Financial Obligations*

**TUITION SCHEDULE  
SCHOOL YEAR – 2024-2025**

***PRE-KINDERGARTEN - GRADE FIVE***

Catholic Tuition .....	<b>\$6200.00</b>
Non-Catholic Tuition.....	<b>\$7988.00</b>

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office.**

**\*The application deadline to FACTS® Grant and Aid Assessment is published in December.**

**Tuition Payment Options:**

**Payment Options:**

- Enroll in the FACTS® Tuition Management Service. Payments begin in August 2024

**Enrollment/Re-Enrollment**

- The \$225.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- No student will be allowed to re-enroll until all balances are paid in full.
- There will be a \$30 returned check fee for all checks made payable to St. Paul The Apostle Catholic School that does not clear the bank.

**FACTS® Tuition Management Service Overview**

- Pay tuition over 10 or 11 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- **The school will not forward records for students who withdraw with an outstanding balance.**

**State or City Ordered School Closures**

**If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition.** The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards- based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

**A RETURN FEE OF \$30.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL.**

**SCHOOL YEAR 2024-2025 FEES  
(NON-REFUNDABLE FEE) .....\$650.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, e-books, classroom supplies, assignment books, art materials, technology fees, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

**Enrollment Fee:** (non-refundable) .....\$225.00

### **Allergy Policy**

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

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school administration who have had specialized training. Training is updated as needed.

#### **1. Asthma/Allergy Medication**

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

#### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Paul The Apostle School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

#### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not

use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Paul The Apostle Catholic School makes no claim to be an allergen or peanut-free school.

#### **4. Food Allergy Policy**

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

#### **5. Classrooms**

Teachers must be familiar with 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 secretary will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school secretary.

Information will be kept about students' 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 allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **6. Field Trips**

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Paul The Apostle Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

## **Apple® Watches**

Students are not permitted to wear Apple® Watches to school.

## **ARRIVAL AND DISMISSAL PROCEDURES**

For our children's safety we ask that these directions be followed:

1. Parents are asked not to park in a parking lot and walk to the school building to pick up their child(ren).
2. Students are not permitted to walk to the street or parking lot for pick up.
3. Students should be delivered to the door. Students are not permitted to walk up either driveway leading to the building.
4. Upon arrival all students are to report straight to the classroom and prepare for the day.
5. Parents may drop off students from 7:15 am - 7:30 am for a charge of \$5.00 per day.

**These rules are to ensure the safety of the students!**

All cars are to enter the church property on Main Street. In the mornings, cars should be able to advance through the school gates. Please be patient and wait in line, do not try to pass another car. Dismissal traffic should line up in the Parish Church parking lot in two lines. A teacher will direct movement.

All families/carpools K5-5<sup>th</sup> grade should drop off and pick up children on the carport side of the school.

All K-4 students are to be dropped off and picked up in front of the K-4 building. Parents should use the lane closest to that building. Please be patient and do not pull out of the carpool line to go around a loading car in front of you.

After 3:05 p.m. students in grades K4 through 5 will be sent to the school lobby and should be picked up at the front door. After 3:15p.m. any student not picked up will be sent to the Extended Day Program (EDP) where a fee will be accrued.

### **Birthday Observances**

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 5**. All treats should **be nut free, pre-packaged with ingredients listed on the package. No homemade treats.**

### **Blogs**

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or school organization. The only official St. Paul School Facebook® or Twitter®, Instagram® page is the one created and monitored by the St. Paul School principal. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

### **Buckley Amendment**

St. Paul The Apostle Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial



parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **Bullying and Cyber bullying**

St. Paul The Apostle Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Car Drop-off and Dismissal**

In the morning cars are to enter through the gate on Alabama Street. 4K students are dropped off in front of the 4K building. All other students are dropped off at the door with the covered entrance.

In the afternoon all cars are to enter the church property on Main Street. Please be patient and wait in line, do not try to pass another car. Dismissal traffic should line up in the Parish Church parking lot in two lines. A teacher will direct movement.

Homeroom teachers should be advised in writing if a child is to go home by a different means on a given day. NO phone calls will be taken to change method of transportation if the person who is to pick up is not on the approved list.

### **Cell Phones**

At no time during the day should a cell phone be in a student's locker or in his/her possession. The administration reserves the right to search the contents of a confiscated cell phone.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

## **Child Abuse Laws**

St. Paul The Apostle Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **Communication**

Communication with teachers should be conducted through written notes, emails, or phone calls to the school. Teachers are not allowed to give our his/her personal phone number or text from their personal phone.

## **Computer**

At the beginning of the year students and parents will be asked to sign a contract acknowledging that they are aware that certain rules, policies, and guidelines for the use of the computers have been explained to them. Students choosing not to follow these rules/policies/guidelines will be assigned stern consequences.

## **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, cameras, fidget

spinners, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Crisis Plan**

St. Paul The Apostle Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to secure designated locations.

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **Discipline**

An important aim of Catholic education is the Christian development of the person. Discipline is necessary for this development. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and/or safety of others.

The ideal of discipline is to enable students to move from externally imposed discipline to self-discipline. Self-discipline is an indication that one is capable of accepting responsibilities and privileges. The immediate goal of

discipline is to create a favorable atmosphere for learning. Students are expected to demonstrate good habits, such as courtesy, respect, kindness, helpfulness, cooperation, and responsibility, as well as good study habits. This policy/expectation is to be followed for all school events/activities/field trips.

### **DISCIPLINARY ACTION PROCESS**

Teachers and teacher assistants will establish and monitor classroom/area rules and awards/rewards with the children. A copy of these rules will be posted in the given area or classroom. Teachers/Assistants and students will periodically review these guidelines. During the first week of school each teacher will send home a letter stating their classroom expectations. School wide consequences will be one or more of the following:

FIRST OFFENSE: Warning to the student. The child is not obeying the school rules. The teacher/assistant verbally warns the student of the rule he/she is breaking.

SECOND OFFENSE: Student/Teacher conference. The teacher meets with the student in a conference setting. A documentation of the facts discussed and the outcome is maintained by the teacher which gives the date of conference. Parents should be notified and the Principal copied.

THIRD OFFENSE: Suspension of privileges by the teacher. A written communication including the action, date, and summary is sent home via RenWeb to inform the parent and copied to the Principal.

FOURTH OFFENSE: Call or conference with the parent. The teacher will contact the parents by phone or request a conference. This should also be documented, including the date of the conference, and a summary of the conference.

FIFTH OFFENSE: Office visit. The student will be sent to the office and the parents will be called in.

Students who cause severe or consistent disruptions will be sent immediately to the office.

### ***Suspension***

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

## ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Paul The Apostle Catholic School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Paul The Apostle Catholic School.

## **Drugs and Alcohol**

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

## **Emergency Drills**

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

1. Rise in silence when the alarm sounds
2. Follow all directions given by teacher/principal.
3. Walk quietly to the Parish Church.
4. Return to the building when the signal is given.

**Tornado drills** are held periodically. The procedures are:

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

## **Emergency Forms**

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

## **Emotional Support Animals**

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

## **EXTENDED DAY PROGRAM (EDP)**

St. Paul the Apostle Catholic School offers an Extended Day Care Program beginning the first full day of school in the fall. Snack is provided. Below please find the information and requirements associated with the program:

Hours: 3:00 - 5:30 p.m. Registration Fee: \$ 20.00 per child/\$30.00 per family

### **Weekly Rates:**

1 Child	\$ 120.00 per week
2 Children	\$ 140.00 per week
3 Children	\$ 180.00 per week

### **Drop-In Rates:**

\$ 6.00 pick up by 3:30
\$ 12.00 first full hour
\$ 24.00 per day

EDP will be billed on a monthly basis.

Late pickup fee after 5:30pm for each child: \$1 for each minute late; payable directly to the care provider. Staff are paid until 5:30 and they have a right to payment if they are kept late. Parents not paying this debt will not be allowed to continue using EDP.

Families planning to take advantage of this service during the school year must complete the application form and return it to the school office with the registration fee.

Any student not picked up from school by 3:15 will be taken to Extended Day Program (EDP) and parents will accrue fees. Any student staying in EDP twice will be charged the registration fee.

### **Payment Requirements:**

Payments will be billed on a monthly basis through FACTS.

Payments will not be accepted at EDP.

Anyone who is more than one month late in payments will not be allowed to leave their child(ren) in the Extended Day Program until all fees are paid in full or until they have met with the Principal. Any family whose check is

returned due to insufficient funds will be charged \$30.00 and will be unable to use the program until the fees have been repaid in FACTS.

### **ELECTRONIC DEVICES**

No electronic devices are permitted in the school unless permission is granted by the Principal prior to the device appearing at school. This policy includes, but is not limited to: cell phones, cameras, IPods, I pads etc. These devices may NOT be kept in a student's book bag. If there is a need for a student to have a cell phone for after school activities/communication, the parent must make arrangements with the Principal for the phone to be left in the school office during the day. This policy pertains to all school events/activities/field trips.

### **EXPULSION**

The following is quoted from the Diocesan guidelines:

“The reasons justifying expulsion from a school should be as serious as they are rare.

There are two specific situations, which may call for immediate expulsion:

- a. When the moral or physical well-being of the student body or faculty is endangered.
- b. When there is any promotion against religion or faith.”  
Parents will be notified if this action is necessary.

### **Facebook®, Instagram®, and other Social Media Postings of Student Photographs**

St. Paul The Apostle Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Paul The Apostle Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Paul The Apostle Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. Paul The

Apostle Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Paul The Apostle Catholic School.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. This is the only format that may be used to allow a student to leave school during school hours. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. 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 their parents and will be marked absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Paul The Apostle Catholic School risk management insurance company insures the "official" chaperones and participation



by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

**15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.**

16. All chaperones must be 25 years of age or older.

### **FIELD TRIP DRIVERS**

ALL drivers must have a current Safe Haven certificate, safe driver certificate, and background check on file in the school office.

[www.virtus.org](http://www.virtus.org)

Drivers must fill out and turn into the School Office the “Field Trip Questionnaire” along with copies of their current driver’s license, insurance card (which must include the amount of coverage), and current registration card. This form is a requirement of the Diocese of Charleston and must be completed annually. Drivers will be given an ‘information for Field Trip Drivers” sheet on the day of the trip.

Drivers should be prepared for the trip gas tank filled before arriving at School. Directions will be given to drivers to get to the destination and to get directly back to the school. No other stops are permitted! If an emergency were to happen, the driver must call the lead teacher who will notify the school. Any parent driver/chaperone making unplanned stops will not be permitted to drive on any other school field trips. Any parent drivers/chaperones who decide not to return to the school at the end of a field trip must sign their child/student out from the teacher’s supervision. Parent drivers/chaperones leaving the field trip will not be permitted to take any other students without written permission from the parent.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## **Grading Scale**

The following grading scale will be used in grades 1-5:

A+ = 99-100	C+ = 84
A = 94- 98	C = 78-83
A- = 93	C- = 77
B+ = 92	D = 70-76
B = 86-91	F = Below 70
B- = 85	

## **GRIEVANCE PROCEDURE**

If you have a question or a problem concerning your child, you are required to adhere to the following procedures:

Step 1. Request a conference with the teacher. If the results of this conference do not meet with your satisfaction proceed to Step Two.

Step 2. Request a conference with the administration and teacher. If the results of this conference do not meet with your satisfaction proceed to Step Three.

Step 3. Request a conference with the administration. If the results of this conference do not meet with your satisfaction proceed to Step Four.

Step 4. Request a conference with the teacher, administration, and pastor. This conference will be arranged through the administration.

The administration will not meet with a parent until the parent has met with the teacher.

The administration will not meet with a group of parents who wish to register a complaint in force. The pastor will not meet with parents unless the appointment is made from the administration of the school. At that time, a conference will be scheduled with the teacher, administration, pastor, and parents.

Parents are urged to discuss grievances through proper channels and to avoid gossiping and complaining without going through these steps. This talk hurts the school we are trying to build up and teaches our children un-Christian habits.

## **Gum**

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after

school. Disciplinary action will occur for students who are chewing gum during the school day or during morning or afternoon carpool.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, St. Paul The Apostle uses a Family Folder. Official envelopes containing all correspondence are sent home on Mondays and should be returned the following school day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. There is a \$2.00 replacement charge for envelopes that are lost. Information is not sent home if the Family folder has not been returned. Official school-wide emergency communications are sent using the Parent Web phone system. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face to face communication in lieu of email. Only communicate with teachers using the St. Paul email.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment.

The purpose of homework assignments is to foster good study habits, to reinforce learning, and to prepare for the next day's classes. If the student has been absent or has missed a class for any reason, that student must see the

teacher to obtain the work missed. In grades 4-5 it is the student's responsibility to complete all assignments missed. In grades K4-3 parents should make sure that student work is made up.

In general, assignments will vary in length of time according to subject and grade level of the individual student. Long term, individualized assignments, and book reports generally will be assigned with a specific due date which will give students the opportunity to budget their time in relation to their routine assignments and activities. Homework is expected to be complete on the day it is due. Please send a written note if a family emergency arises and homework is not completed. Late homework will receive a lesser grade.

Diocesan policy recommends the following homework time allotments.

Grades: K4-K5	15 minutes
	(It is essential that you read with your child each night.)
Grades: 1-3	30-45 minutes
Grades: 4-5	45-90 minutes

Keep in mind that studying and/or reading is considered an assignment. Written homework assignments will not be given in K4 through 5<sup>th</sup> grade on the evenings of PTO functions or other school wide activities.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments.

Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

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

### **Immunizations**

All students enrolled in St. Paul The Apostle Catholic School must have current immunizations. The Diocese of Charleston does not recognize religious exemptions.

### **Instagram®:**

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

### **Items Brought To School**

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

### **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lost and Left**

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Parents are to be advised that many items are *placed* in the *Lost and Left* by the student when the student would like a different item. Parents are encouraged to look for their child's items in the Lost and Left box.

## **Lunch Program**

St. Paul The Apostle Catholic School offers a hot lunch program from local restaurants daily. Menu choices will be sent home each month. These lunches will be billed in FACTS students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch will be provided a lunch. Reimbursement for the lunch must be made the next day.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Secretary in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date (No expired medication will be dispensed by the School Secretary)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Secretary with the following information:

- a. Child's name
- b. Frequency
- c. Dose

## **Off-Campus Conduct**

The administration of St. Paul The Apostle Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the School Office of any transportation changes.

## **Out of Uniform Guidelines**

### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jewelry
- \*dresses
- \*slacks

### **Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*yoga pants
- \*leggings worn as pants – leggings must be worn with a dress or skirt
- \*make-up



- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT  
TO THE DISCRETION OF THE PRINCIPAL.**

### **Parents As Partners**

As partners in the educational process at St. Paul The Apostle Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed according to the school dress code.
- Completes assignments on time; and
- Nutritional lunch and snack every day.
- Take prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences.

To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers.

To meet all financial obligations to the school.

To inform the school of any special situation regarding the student's well-being, safety, and health.

To complete and return to school any requested information promptly.

To read school notes and newsletters and to show interest in the student's total education.

To support the religious and educational goals of the school.

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

To support and cooperate with the discipline policy of the school.

To treat teachers with respect and courtesy in discussing student problems.

To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

### **Parent's Role in Education**

We, at St. Paul The Apostle Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Paul The Apostle Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Paul The Apostle Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to

doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

### **Parent Teacher Organization**

St. Paul The Apostle Catholic School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are the goals of this organization.

## **Parties**

Students are permitted to have three class parties a year: Halloween Party, Christmas, and Valentine. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling.

## **Promotion Policy/Retention/Transfer Policy**

Advancement to the next grade in St. Paul The Apostle Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given midway between each nine-week grading period. This will start the 2<sup>nd</sup> quarter.

No student will be given a Report Card if tuition, lunch fees, or After School Care Program fees are in arrears.

## **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

## **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Paul The Apostle Catholic School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## **School Hours**

Grades Pre-K through 5: 7:50 AM -2:50 PM. Students not in their homeroom at 7:50 AM are considered tardy.

At St. Paul The Apostle Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on occasions.

The school doors are open for students at 7:30 AM. Morning prayer is 8:00 AM.

Prayer and afternoon announcements begin at 2:45 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$24.00 for using this program.

School offers an After School Care Program. Students who are enrolled in the program must pay \$20.00 or \$30.00 per family deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

### **School Office Hours**

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

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. Paul The Apostle Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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

### **Search**

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

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Spartanburg Police Department will be notified.

### **Smoking**

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

### **Student Records**

St. Paul The Apostle Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

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

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Surveillance Cameras**

St. Paul The Apostle Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

### **Technology Concerns**

**Apple® Watches** – Students are not permitted to wear Apple® Watches to school.

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.** The administration reserves the right to search the contents of a confiscated cell phone.

### **Facebook®, Instagram®, and other Social Media Postings of Student Photographs**

St. Paul The Apostle Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Paul The Apostle Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Paul The Apostle Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. Paul's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Paul the Apostle Catholic School.



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

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Spartanburg Police Department will be notified.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

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

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone, and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **Testing**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

## *Title IX*

St. Paul The Apostle Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## *Uniforms and Dress Code*

All students in grades K4 through fifth are required to wear complete uniforms on all school days beginning the first day of school. The uniform should fit properly, be neat, and is to be kept clean. Students are expected to take pride in themselves and to maintain a neat appearance with shirts tucked in, belts worn, and shoes tied.

All clothing, book bags, lunch boxes/bags, etc. are to be labeled with the student's name. Items without names will be placed in Lost and Found for a period of time and will then be given away.

Students are permitted to wear outer winter coats, raincoats, and windbreakers, but they are to be removed upon entering the classroom. If a student requires extra clothing to keep warm in the classroom, they are permitted to wear the uniform navy-blue fleece jacket. If the weather is cold, students who do not wear an outer coat will not be permitted to go out to recess.

Dates will be set by the school for switching from summer to winter uniforms and back. If the weather precedes the change, if cold weather comes before we switch to winter uniforms, parents are encouraged to use common sense in dressing their children appropriately.

Any student not in compliance with the dress code will be sent to the principal's office, and parents will be contacted to either bring the appropriate uniform to school or to take the student home.

**ALL UNIFORMS MUST BE PURCHASED FROM LAND'S END.  
(Link on website.)**

**All students should wear tennis shoes Monday through Thursday and a dress shoe for Mass on Friday.**

### **K-4 and K-5 Uniforms**

Both the girls and the boys in the kindergartens will be in the same uniforms. Girls may NOT wear nail polish.

#### **Summer:**

Navy-blue pull-on shorts - No cargo shorts

Short-sleeved red polo shirt school logo

White or navy crew socks

Tennis/athletic shoes – **(no lights)** must be a full shoe with non-marking soles

#### **Winter:**

Navy-blue pull-on pants - No cargo pants

Long/short sleeved red polo shirt with school logo

White or Navy crew socks

Navy blue fleece with school logo

Tennis/athletic shoes – **(no lights)** must be a full shoe with non-marking soles

(K-4 and K-5 girls may wear the uniform skort from Land's End.)

### **Uniform Requirements 1-5th grade Girls**

Hair should be neat at all times. Faddish hairstyles or unusual dyes are not permitted. Bangs should not hang or fall into the eyes.

One set of small post earrings is permitted. The only other jewelry permitted is: a watch, a small religious medal or cross.

No makeup or nail polish is permitted.

Tennis shoes are to be worn.

**"Slick-bottomed" shoes, deck shoes, or any other slip on shoes, sandals, or boots are not permitted.**

Anything at or above the ankle is considered a boot.

**Summer: (Grades 1-5)**

Navy blue skort with hemline close to the knee

Red polo shirt with school logo

*White or navy socks*

**Winter: (Grades 1-5)**

Plaid jumper - The hemline should fall at the top of the knee.

White, short or long sleeved, blouse with a Peter Pan rounded collar.

Navy uniform fleece with school logo.

Navy or white crew socks, navy/white knee socks,  
or navy/white tights.

*PE sweatpants should **not** be worn under jumpers.*

Shoes (sneakers) for Physical Education class should be without “decoration” and must be tied correctly.

**UPDATE - All PE uniforms must be ordered now through Land's End.**

**PE Uniform: Grades 1-5 (optional K4 and K5)****Summer PE uniform**

- Navy blue shorts with logo
- Gray shirt with St. Paul Cardinal logo
- Tennis/athletic shoes - a full shoe with non-marking soles
- White or navy socks

**Winter PE uniform**

- Gray shirt with St. Paul Cardinal logo
- Navy fleece sweatpants with open bottom/leg
- Tennis/athletic shoes – a full shoe with non-marking soles
- White or navy socks

## **Uniform Requirements 1-5th grade Boys**

Hair should be neatly cut and should not touch the collar. Faddish hairstyles or unusual dyes are not permitted. Bangs may not hang or fall into the eyes. Facial hair is not permitted.

A watch, a small religious medal or cross may be worn. No earrings or rings are permitted.

Tennis shoes are to be worn.

**“Slick-bottomed” shoes, deck shoes, or any other slip on shoes, sandals, or boots are not permitted.**

Anything on or above the ankle is considered a boot.

### **Summer: (Grades 1-5)**

Navy blue walking shorts with hemline close to the knee

Red polo shirt with school logo

Plain black, navy, or brown dress belt

*White or navy socks*

### **Winter: (Grades 1-5)**

Navy uniform dress pants

Plain black, navy, or brown dress belt

Navy uniform fleece with school logo

White or navy socks

Long/short sleeved red polo shirt with school logo

## **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### *Weather Emergencies*

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Parent Web system.

### *Withdrawal of Students*

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### *Right to Amend*

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

***Parent Signature Page***

I have read the 2024-2025 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

**\*Parents and students must both sign.**

***Signed form needs to be returned School office***