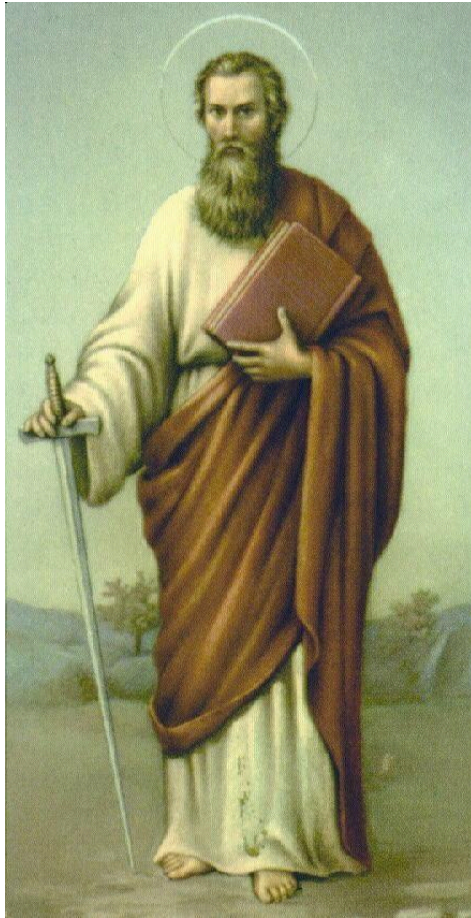




St. Paul Catholic School

1812 St. Paul Road

Leitchfield, KY 42754

270-242-7483



2024-25 Faculty and Staff

Father Suneesh Mathew, Pastor

Todd Johnston, Principal/Physical Education, grades 5-8/Health

Angie Whitworth, Office Manager

Gina Sims, Finance Secretary / Music, grades Kindergarten-2

KaLynn O'Connell, Pre-K (3-5 year olds) Sophia Burkhead (Aide)

Morgan Robbins, Kindergarten

Annette Cannon, First Grade

Cindy Paris, Second Grade

Tiffany Henderman, Grades 3/4

Ashley Powell (5/6 Homeroom), Math - Grades 3-8 & Social Studies - Grades 5,6,7,8

Joan Butterworth (7/8 Homeroom), Science & Language Arts, Grades 5-8

Monica Burkhead, Religion grades K-8/Title I

SIGNED PARENTAL AGREEMENT

Parents and students (students in grades K-8) are required to sign a statement that reads, “We have read and agree to be governed by this handbook.” The parental agreement forms are distributed at Back-to-School Night and must be signed and return by the first day of school.

PHILOSOPHY AND OBJECTIVES

Recognizing the fact that the parents are the primary educators of their children, St. Paul School is in operation for the purpose of cooperating with the parents in the spiritual and emotional development of their children as a basis for their intellectual, physical, social, and cultural growth. Realizing the importance of instilling spiritual values, religious instruction is not only included in the curriculum, but it is the aim of the school to create an atmosphere permeated with Christian love among the students and teachers. Since our goal is not merely to teach about Christ but to actually “teach Christ”, we are mindful of the necessity of revealing the human Christ to the students by our relationship with them.

A summary of our goals thus includes the following:

- To teach the Christian message as a basis for a way of life.
- To create an environment in which students develop a positive perception of themselves.
- To aid students in accepting responsibility for their attitudes, behavior, and learning.
- To promote active participation in service of God, church, family, community, and country.
- To promote standards of Christian conduct.
- To provide dynamic and meaningful learning experiences.
- To develop respect for the dignity of every person.

THE MISSION STATEMENT OF ST. PAUL CATHOLIC SCHOOL

St. Paul Catholic School shares in the educational mission of the Catholic Church in cooperation with families and parishes. The mission: to provide a religious and academic education prepares students to become members of family, Church, and community.

St. Paul Catholic School realizes the religious dimensions of education in a Catholic School, teaching the message revealed by God and proclaimed by the Church, building community structured by worship and prayer, fellowship in the Holy Spirit, and fostering service with both the Christian and the entire community.

STATEMENT OF NON-DISCRIMINATION

No persons shall be refused admission into or excluded from the school on account of sex, race, color, nationality, or ethnic origin. Non-Catholic students will be permitted to enter St. Paul Catholic School after an interview with the principal and pastor.

St. Paul Catholic School is a Christian environment, and we do all that we can to instill this among our students and parents. We teach the moral code of the Catholic Church. Thus, St. Paul teaches the virtue of marriage being that of a God-given sacrament instituted by God as the monogamous union of a man and woman. The school does not encourage nor facilitate the presence of homosexual or transgender lifestyles. We do not allow any sort of public display of romantic affection in our school. We do our best to deal charitably and respectfully with all our students. At the same time, we foster an environment where the Christian teaching on romance and marriage is emphasized, and we encourage our students, faculty, and parents to do the same.

RIGHT TO AMEND HANDBOOK

The principal and pastor retain the right to amend the school handbook for just cause, and parents will be given prompt notification when/if changes are made.

ADMISSION POLICY

Any child who will be five years old by August 1 is eligible to enter Kindergarten. Any child who will be five between August 2 and October 1 can be given the BRIGANCE Readiness Assessment, at the request of the parent, and if the child meets the required score, he/she may be allowed to enter kindergarten early. Birth or Baptismal certificates along with a copy of the child's social security card, must be presented at registration. A physical examination is required of each student entering school for the first time. Also, the school must have on file an up-to-date immunization and TB certificate for each student. Students entering the sixth grade are also required to have a physical along with a second dose of MMR (Measles, Mumps, and Rubella) vaccine before the school term begins. The American Academy of Pediatrics recommends that all children be vaccinated for Hepatitis B. Parents are asked to provide the school with all necessary certificates/forms on the first day of registration.

Exceptions to testing or immunization requirement: Please schedule a meeting with the principal and pastor to determine if your child may meet requirements for exemption.

NEW STUDENTS

All new students will be entered into St. Paul School on a probationary period. At the end of each quarter, the student's progress and behavior will be reviewed. The length of the probationary period will not exceed one semester. Any child who enters the school at any point after the beginning of their kindergarten year will require a written progress report from the school that they previously attended, before they can begin classes at St. Paul. This will include grades, attendance records, and behavioral assessment, among other information.

CHURCH

The students attend Mass two times a week and on Holy Days as well as other activities at the Church. The sacrament of Reconciliation is provided at least twice during the school year.

ARRIVAL

Unless prior arrangements are made, the school will open at 7am. At no time should a student arrive before 7:00am without first notifying the office of a special need. All students will stay in the designated classroom between 7am – 7:30am. After 7:30am students should go directly to their homeroom class.

DISMISSAL

Students will be dismissed at 2:35pm. If students have not been picked up by 2:45pm, they will be sent to the designated classroom till 3pm. All students must be picked up by 3:00pm. Those students who are not picked up by 3:00pm will be taken to Comet Club. Comet Club will close at 3:30pm. An orderly dismissal is expected: no running, pushing, or loud talking.

ASBESTOS

Please be advised that our school is in compliance with the Federal Asbestos in Schools (AHERA) rule established by the Environmental Protection Agency (EPA). Parents are hereby notified that asbestos is present in St. Paul School. St. Paul School has an Asbestos Management Plan on file in the school office. This file is available for inspection by parents at any time. The plan shows the location of asbestos in the school and contains other pertinent information.

ATTENDANCE

All students are required by law to attend school every day and to be on time for school and classes. St. Paul School records excused and unexcused tardies and absences daily to comply with Kentucky School Law, KRS 159.50.

TARDINESS

All students are expected to arrive at school by 7:45am and are considered tardy at 7:55am if they are not inside the school.

Any student who leaves school prior to 2:35pm is also tardy.

In the event that a student is tardy to school eight days, that student will meet the school principal to discuss the issue of tardiness and how to prevent future tardiness. Also, a letter will be sent home to the parents. (The eight days will not include verified appointments with a doctor, dentist, health department or court proceeding.)

When a student is tardy more than ten days, all additional tardies require a doctor, dentist, court, or health department statement at the time of signing the student into school.

Families will be notified to meet with the Principal and Pastor if there are additional tardies (11 or more) unless they have an excuse (from a doctor, dentist, court, or health department) that validates the reason for the tardy. **Additional noncompliance may result in the family being referred to a Grayson County Court designated worker.**

Students who have more than three tardies that do not include verified appointments with a doctor, dentist, health department or court proceeding, may not participate in any extracurricular activities for that day. (See additional guidelines under absences.)

ATTENDANCE/ABSENCES

Attendance – Educational research indicates the strongest relationship to academic achievement is good school attendance. Regular and punctual school attendance fosters the best educational environment; it is also State Law. Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1

Absence - A student who misses four hours or more during any part of the school day is absent for a day. A student who misses more than two hours and less than four hours during any part of the school day is absent for ½ day.

Students are required to attend school regularly and punctually. Permission to leave the school grounds will be issued only by the principal or person designated by the principal. Absence does not excuse a student from the responsibility of the work missed due to absence. Work assigned for an absent student may be picked up at the school office after 3:00pm.

Excused Absences – reasons for an excused absence or tardiness include:

1. Death or funeral in the students' immediate family.
2. Illness of the student with a doctor's note.
3. Appointments with doctor or dentist with doctor's note.
4. Failure of bus transportation.
5. Summons to appear in court.
6. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Within three (3) school days of an absence, students shall submit a written statement of verification from a parent or doctor which shall be approved by the Principal or the Principal's designee in order for the absence to be excused. Any absence or tardy, regardless the length of time, is considered an attendance event. A maximum of six (6) absences per school year (three [3] per semester) may be excused by a parent note. A statement from a doctor, dentist, or judicial system will be required for any additional absences and/or tardies.

Unexcused Absences - All absences other than those listed above shall be considered unexcused. Absences immediately before or after a school break (Fall, Christmas, or Spring) will be automatically unexcused unless the student shows proof of a doctor's note.

Additional absences (seven or more without a verified appointment) will be referred to the principal unless they have a medical excuse (from a doctor, dentist, court, or the health department) that validates the reason for the absence.

If truancy persists, the court system may be involved to ensure the student's educational needs are met.

A student who is absent (either ½ day or a full day) may not participate in extracurricular activities that day. (See additional guidelines under tardiness.)

BIRTHDAYS

Parents who wish to send cupcakes or other treats for birthdays must check with their child's teacher before bringing these to school. We do ask that you limit sharing to your child's homeroom class. Cupcakes will be passed out in the afternoon, at a time designated by your child's teacher.

BUSING

It is expected that the children who ride the bus observe the proper rules of safety and courtesy. If the privilege of riding the Grayson County school bus, or the morning bus from St. Paul School, is abused in any way by misconduct, the child must forfeit his/her right to ride the bus. This regulation is binding on all Grayson County students as well. Parents will be notified of a child's misconduct. Students who ride the St. Paul Bus will be required to pay a weekly rate of \$10.00 (whether they ride the bus every day or not).

CAFETERIA

Students are expected to eat school lunch, unless a student/family chooses to opt-out of the school lunch program. School lunches are \$2.50/day. Every effort should be made to pay lunch bills weekly on Monday. **Make lunch checks payable to: "St. Paul Lunchroom Account."**

Our lunch program will be following the Diocese of Owensboro lunch program and will meet good health guidelines. Lunch menus will be sent home monthly and continue to appear in the school newsletter.

- Enter and leave the cafeteria in an orderly manner.
- Use correct table manners when eating.
- Clean up areas. Leave only with permission (students raise their hand to be dismissed).
- Soft drinks are not allowed in the cafeteria.
- "Fast Food" will not be allowed into the cafeteria (even for birthday celebrations).
- Eat a majority of your lunch and do not take food, utensils, straws, etc. from the cafeteria.

RESPECT

All students are required to respect self, others, and the school. Students are expected to say; "Please", "Thank you", "Pardon me", "Yes, Ma'am", "Yes, Sir". Respect, during any school function, for priests, teachers, parents, volunteers, and for each other indicates Christian atmosphere. Respect for the school includes, but is not limited to, fixtures, furniture, textbooks, playground equipment, and lockers.

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, noncustodial 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.

DRESS CODE FOR STUDENTS

The conduct and work of the students are influenced by their dress and appearance. All students at St. Paul School are required to wear a uniform to school daily except on special occasions announced by the principal. Only the following uniform attire is acceptable.

- Girls**
- *Beverly plaid jumper or skirt that comes within 5 inches of the knee, **shorts or leggings must be worn under the jumper or skirt.**
 - *Navy blue or khaki twill pants (**NO leggings, tights, or skintight bottoms are to be worn as pants. They may be worn under skorts, skirts, or jumpers.**)
 - *Navy blue or khaki shorts or skorts that come within 5 inches of the knee.
 - *Navy Dri-fit shirt, sweatshirt, & hoodie with St. Paul School logo are permitted.
 - *White, navy blue, or light blue polo shirts may also be worn.
 - *Sweaters or cardigans must be white or navy.
- Boys**
- *Navy blue or khaki twill pants
 - *Navy blue or khaki twill shorts
 - *Navy Dri-fit shirt, sweatshirt, & hoodie with St. Paul School logo are permitted.
 - *White, navy blue, or light blue polo shirts may also be worn.
 - *Boys will NOT be permitted to wear any body piercing, to include ears.

All Students

- ***NO Leggings, jeggings, spandex, skinny style or yoga pants allowed.** Leggings only worn under skirts or jumpers.
- *Belts must be worn if pants are loose.
- *Perfume and scents including scented hair products and body sprays are not permitted, for consideration of other students and teachers.
- *Writing or drawing on skin poses a health hazard and is not permitted.
- *Navy blue crew neck sweatshirts, hoodies, or zippered hoodies may be worn. St. Paul Catholic School approved apparel is acceptable. (**Students are not allowed to wear hoods on heads inside school buildings.**)
- *No coats are to be worn inside the building during class. Coats may be kept in lockers or hung at their cubbies.
- *No earrings that hang below the earlobe, gaudy or inappropriate jewelry, or other paraphernalia.
- *No artificial fingernails but fingernail polish is acceptable for girls. (Subject to change if problems arise.)
- *Closed toe and closed back shoes must be worn. Shoes must be soft soles. Boots, crocs with straps on the back, any clog type shoe (uggs), sandals, and flip flops are not allowed. Socks must be worn with shoes.
- ***NOT ALLOWED** (even on non-uniform days): sandals, flip-flops, clogs, platform athletic shoes, plastic shoes, Crocs (or other similar shoes), shoes with heels higher than one inch, cowboy boots or other hard soled boots. **Rubber soled shoes only.**
- *All clothing must be correct size. **No excessively baggy or tight-fitting clothes will be accepted.**
- *Shorts are allowed between Spring Break and Thanksgiving Break.

*On Jeans Day-No jeans with holes or added accessories. Shirts must cover ALL of your body-no visible skin when your arms are raised over your head.

***Students will be given the choice of wearing clothing we have at school or calling their parents to bring a change of clothes if these guidelines are not met.

***Students who do not respect Jeans Days may lose future Jeans Days.

***Uniforms are available at JC Penney's, Target, Old Navy, Children's Place (online) and Wal-Mart.

FIRST AID

The school attempts to provide an environment in which children will be safe from accidents. If any accident occurs, first aid will be administered. The parents will be notified if a child becomes ill or if an accident occurs at school that needs attention, and if it is necessary for that child to return home.

GRADES AND HONOR ROLL RECOGNITION

To qualify for the Honor Roll, a student's report card must be free of conduct codes 1 or 2. St. Paul school will recognize the academic achievement of our students with three Honor Roll lists. The first group of students will be all "A" Honor Roll and will be comprised of students who earn all A's in all subject areas where the subject is graded with A's, B's, etc....

The second group of students to be honored will be all "A/B" Honor Roll and the list will be comprised of students who earn any combination of A's and Bs in all subject areas where the subject is graded with A's, B's, etc....

The third group of students to be honored will be the Future Honor Roll students and the list will be comprised of students in kindergarten and first grade who receive (S)satisfactory, (P)progressing, or (M)mastery in all subject areas.

Grading Scale 93-100% A

85-92% B

78-84% C

70-77% D

Below 70% F

Kindergarten and First grade students may be graded based on the following grading system.

I-Improvement Needed

P-Progressing

M-Mastery

Teachers may use the following grading system for subjects such as physical education, music, library, etc....

S-Satisfactory

U-Unsatisfactory

EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY

- This only applies to students in the 3rd grade and above.
- Teachers are to report every Thursday if a student is failing a class.
- Grade reviews will begin two weeks after the beginning of each quarter.
- If the student is failing, they will be suspended from all competitions for one full week, beginning the Monday after the notice.
- Once suspended, a student will be re-checked on a week-by-week basis. If the grade has been pulled up, they will once again be able to compete.
- All information about warnings and/or suspensions will be promptly communicated to the parents by the principal.
- This policy will go into effect at the beginning of the 2024-25 school year.
- This applies to competition only. Those students suspended are allowed to practice but are not allowed to compete.
- For students failing at the end of a 9-week period, they will be required to sit out one week, and then they will start with the new marking period grades.

(Passed by St. Paul School Board March 25, 2024)

PARENT CONCERNS

Parents need to follow this order when they have a concern about their child:

1. Make an appointment to meet with the teacher to share their concern.
2. If the concern is not resolved, then make an appointment to meet with the principal.
3. The principal, after having heard the concern, will contact the parents regarding the action taken.

HOMEWORK

Homework assignments aid students to develop the ability to work independently. The homework experience will enable some pupils to practice the basic skills initiated in the classroom. For other pupils, homework is a means of providing challenging, enrichment activities. Supplemental homework complements and reinforces classroom teaching and learning. Written work is not the only type of homework; study assignments are also given. Whatever type is assigned, the child should realize early that homework is his/her responsibility, and it must be done consistently and on time. Emphasis should be placed on completeness, accuracy, and neatness. We realize all children work at different speeds so all work assigned to be done at home will be age appropriate. This does not include assignments not completed in class.

Grades	Average
1 & 2	10-30 minutes
3,4,5	30-60 minutes
6,7,8	60-90 minutes

HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES

The school calendar provides for extended weekends and vacations 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 and tests are the student's responsibility. Teachers will determine an acceptable time for the completion of make-up work, including homework, quizzes, or tests.

ILLEGAL DRUGS AND ALCOHOL

For the purpose of this policy, the words illegal drug shall mean any mind-altering drug or any other mind-altering substance. The purchase, possession, use, sale, or distribution of these drugs is illegal by Federal Statute, and Kentucky Statute. If any student brings to school or has in his/her possession on the school grounds, during or after school hours, any illegal drug, drug paraphernalia, or alcohol, he/she is liable for suspension and or/expulsion.

OUTSIDE ACTIVITIES

If for health reasons a student needs to remain inside during recess, he/she should bring a note requesting this to the homeroom teacher. Students should remain in an area with a supervising adult. No student is ever to be left unattended in a classroom during recess. Tackle games, kicking games, hard-center balls, fighting, and wrestling are forbidden at all times. Talking and running are not permitted when students enter the school building.

RULES – GENERAL

- Follow the direction of those in authority: (principal, teachers, school secretary, cafeteria personnel, volunteers, etc.).
- Do not bring playing cards, dice, ball cards, electronic devices, etc. to school.
- Students will notify a teacher or staff member when someone is being harmed or there is an emergency.
- Students in grades 5-8 may bring their own electronic device if asked by their teacher for an assignment. The school will not be responsible for lost, stolen or damage devices brought from home. The student must follow all the Acceptable Use Policy as written in this handbook while using his or her electronic device at school.
- Students will move within the building in a quiet and orderly manner to respect other students working classrooms. When moving within the building, students are asked to walk on the right-hand side of the hall in single file.

RULES – PLAYGROUND

Students will observe the following rules:

- Show good sportsmanship.
- Respect all adult supervisors.
- Be responsible for equipment.
- Leave the playground to enter the buildings only with permission.
- Each grade level is responsible for any litter left on the ground.
- Not interfere with others' games.
- Be aware and follow the rules and regulations that are posted for playground safety.

CELL PHONES

Use of cell phones during school hours is strictly prohibited. **Cell phones must be turned off and kept in the student's backpack during school hours (7am- 3pm). If a student is seen with a cell phone outside of his or her backpack or the phone disturbs class, the phone will be confiscated.** Any confiscated items must be picked up by a parent or guardian in the principal's office. If a second offense occurs, the phone will need to be checked into the office upon arrival and picked up after the dismissal bell. If a student is caught using his or her phone during school hours, he or she will have to check their phone in and out at the front desk. Students may lose all technology/media use at school. The administration reserves the right to search the contents of a confiscated cell phone.

DISCIPLINARY POLICY

What is discipline? In Catholic schools, it is accepting the responsibility to respect and show justice to one another. St. Paul's disciplinary policy is based upon these concepts. Like all schools, St. Paul has rules, and they must be obeyed.

Academics and a Christian environment are the building blocks, but discipline is the mortar that binds St. Paul Catholic School together.

A disciplinary problem occurs when someone disrupts the learning process and detracts from the rule of the teacher. St. Paul students are here to get a quality education, and no one has the right to interfere with that mission.

As in society, all disciplinary offenses at St. Paul are not created equal. A student's age, physical, mental, and emotional condition will govern the school's response as will any previous record of behavior/discipline problems and the nature of the offense.

It is impossible to list all inappropriate behavior and serious offenses. Some examples are the following:

- Repeated failure to do class work and/or homework.
- Chewing gum, drinks, and food violations at all times in all areas. Including extra-curricular activities and Comet Club.
- Dress code violations.
- Mass misbehavior.
- Cafeteria misbehavior.
- HORSEPLAY (PUSHING, SHOVING, ETC...)
- Making inappropriate noises.
- Restroom misbehavior.
- Hallway wanderings and/or misbehavior
- Disrespect to a teacher, staff member and/or another student.
- Cyber bullying in the context of school or resulting in disruption of the school day if participation was outside of school day.

CONSEQUENCES for offenses (levied at the discretion of the teacher and/or administrator).

These may include but are not limited to the following:

- Conduct notice.
- Working lunch.
- Extra work.
- Supervised isolation.
- Conference of teacher, student, and administrator.
- Loss of privileges (field trips, jeans days, etc.)

Here is a partial list of serious offenses for which a student may receive more serious consequences.

- Fighting or instigating a fight.
- Any type of abuse.
- Possession of any dangerous object or weapon, any controlled substance, tobacco products, alcoholic beverages, unacceptable or vulgar magazines and/or pictures.
- Stealing.
- Extortion.
- Cheating, especially on tests or exams.
- Blatant disrespect toward any adult or child within the school.
- Repeated violation of school rules.
- Willful destruction or defacing of school property or the property of others.
- Lying.
- Cyber bullying.
- Using inappropriate language, written or verbal.

CONSEQUENCES for the above offenses: (determined by the administrator). These may include but are not limited to the following:

- Conference with parent/guardian and student.
- Guidance referral to counselor or priest.
- Suspension in or out of school (work assigned must be completed during suspension).
- Repairing or replacing damaged items.
- Denial of participation in extracurricular activities.
- Expulsion.

Conduct inside/outside of the school that is detrimental to the reputation of the school can result in disciplinary action from the school.

FIREARMS OR DANGEROUS WEAPONS

No firearms, knives, or other weapons that can cause harm or injury will be allowed at school, on the school bus, or on school property. It is the policy of St. Paul School to report any student who is determined to have brought a weapon or firearm to school to the criminal justice or juvenile delinquency system. Any student bringing dangerous weapons to the school may be expelled. Any student who has been suspended or expelled from another school due to a violation relating to firearms, knives, or other dangerous weapons will not be allowed to attend St. Paul School.

PEER/SEXUAL HARASSMENT AND BULLYING

Harassment and bullying occur when one person makes repeated verbal or physical contacts with another person who does not want these contacts. This school will not tolerate any peer or sexual harassment of students, teachers, or other adult employees. All contact between the individual people must be of a nature that does not make the person feel uncomfortable and must be conducive to creating a stable learning environment. All personnel are instructed to stop harassment when they witness it and to inform the principal of all allegations or rumors of harassment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, invitation, or innuendo, or otherwise creating a hostile or offensive educational learning environment.

Peer harassment and bullying includes unwelcome, repeated taunting, verbal or physical abuse which interferes with a student's learning environment. Bullying may also take the form of repeatedly excluding or ignoring another person, spreading rumors about another person, and other demeaning behavior that disrespects the rights of another person. Failure to respect the dignity of a fellow human will be addressed by the school administration and is punishable at the discretion of the administration. The mission of St. Paul School is to provide a quality 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 (which will be determined by the Principal.)

If a student, teacher, or other adult employee has concerns about the nature of any verbal or physical contact by a school employee, by a fellow student, or by a member of the public, he/she shall report the concern immediately to the principal (If the principal is the person in question, it should be reported to the pastor). All such reports will be investigated immediately. All reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the person making the report. However, it should be understood that the school is required by law to report child abuse/allegations of child abuse to the Department of Social Services.

Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from school if he/she is a student, or termination of employment if he/she is an employee.

OFF-CAMPUS CONDUCT

The administration of St. Paul 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 course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

"Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day."

VISITORS

Visitors are welcome at any time at our school. All visitors are asked to register in the school office. Please use only the main entrance when entering the school.

EMERGENCY DRILLS

Drills are held regularly at the school. The school conducts fire, tornado, lockdown, and earthquake drills according to state and diocesan policies.

RELEASE OF PUPILS

The school is responsible for students during school hours. A student will not be released from school into the custody of any person other than the student's parents, guardian or person authorized in writing by the parent. This is for the protection of your child.

STUDENT INSURANCE

The school does have accident insurance coverage on students. This school insurance is a secondary insurance and may help pay medical costs for students injured at school, on school trips, or while participating in any school activity or school athletic contest. This policy pays only after the primary insurance has paid and does not duplicate benefits. Because of these limits, the insurance plan will not necessarily pay the balance of expenses remaining after the primary company has paid. Responsibility for filing a claim and collecting is with the parents/guardians. Refer to the policy for further explanation of benefits and limits. (Available from the School Office.)

SEARCH & SEIZURE

If a teacher or principal believes that a student is carrying a dangerous, harmful, or restricted item on his or her person, the principal will ask the student for it. If the student refuses, the student will be asked to empty pockets, book bags, backpacks, purses, etc. If the student does not comply then the parent will be asked to come to school immediately to meet with the principal about the matter. The student will not return to the classroom until the issue is resolved. Lockers and desks are school property. Students are granted their use and must care for them properly. School personnel may search lockers or desks at any time without notice.

STUDENT INFORMATION/PICTURES/INTERNET

Following the Family Educational Rights and Privacy Act (FERPA), St. Paul School will only release directory information i.e. names and addresses to appropriate persons or agencies (example the PTO Directory). The school also reserves the right to use student pictures in publications and on the school web site. Any parent who does not wish his or her child's picture/directory information used must notify the principal in writing prior to the student entering school.

INTERNET & ACCEPTABLE USE POLICY

Each student must recognize that computers and technology have the potential to make either a positive or a negative impact on the world. As a student at St. Paul School, it is expected that you will do all you can to ensure that technology will influence the world in a positive manner. To that end, each student at our school pledges:

The Internet is a research tool beneficial to both teaching and learning. To ensure that we use the Internet in an appropriate and responsible manner, Owensboro Catholic Schools have instituted the following:

- Moral and responsible use of the Internet will be taught along with technical skills.
- Access to the Internet will be allowed only in public places under supervision.
- No individual school accounts will be shared with students.

These are basic measures that will allow our students to enjoy the benefits of the Internet while adhering to the acceptable use policy of St. Paul School.

INTERNET & COMPUTER USE POLICY

I recognize computers have the potential to make either a positive or a negative impact on the world. As a member of Owensboro Catholic Schools, I pledge myself to do all I can to ensure that computers influence the world in a positive manner. To that end, I pledge the following:

1. I will honor all files as private property and will refrain from erasing, renaming, or making unusable any file or program that is not my personal property.

2. I will keep my user information – my name and files – confidential and will share them with no one (except duly authorized faculty and/or staff).
3. I will use the school's computers and /or accounts for educational purposes only.
4. I will honor the privacy of all other users' passwords, never attempting to gain illegal access or use.
5. I will respect copyright protection for all software. I will never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. I do understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.
6. I will endeavor to keep all systems with which I work safe from any virus (bug, worm, Trojan Horse, or other term). I will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.
7. I will respect all others with whom I communicate through the computer (e-mail, Internet, or other). I will never use the computer to annoy, offend, or threaten others.
8. I will practice good stewardship with all technology systems. I will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
9. I will recognize my own limitations and will not tamper with terminals, CPUs, printers, or other associated equipment without explicit direction from teachers or technicians.
10. I will practice good stewardship in my use of telecommunications resources. I will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. I will use the school's telecommunication resources only for matters directly related to educational needs.

I understand that my not abiding by the above can result in punishment, including but not limited to the suspension of computer privileges.

DIOCESE OF OWENSBORO CATHOLIC SCHOOLS SOCIAL MEDIA POLICY FOR STUDENTS

In order to establish guidelines for students' use of social media, the Diocese of Owensboro Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. School personnel are discouraged from accepting students as "friends" on a social networking site such as Facebook, and vice-versa.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on

social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: 'Love your neighbor as you love yourself.' There is no other commandment more important than these two." (Mark 12.28-29)

The Catholic schools of the Diocese of Owensboro are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

CHILD ABUSE POLICY

If school officials suspect, or are aware of child abuse in the home, they are required by law, to report such abuse to the proper authorities. Such reports are recorded and kept on file. School officials will follow all requests issued by the proper authorities regarding these matters.

*Please note: Anyone aware of the abuse of a person under the age of 18 is required by law to report this to the proper state authorities: local law enforcement (Sheriff's Office-270-259-3024) or the Kentucky Child Abuse Hotline (Toll free: 1-877-KYSAFE1).

The Diocese of Owensboro seeks to help all who have been sexually abused and especially those abused by a person working for the church or school, paid or unpaid, either past or present. To report such abuse, please call the diocesan Pastoral Assistance Coordinator (270-852-8380).

The revised sexual abuse policy, which explains fully the diocese's efforts to address sexual abuse in the church, can be found in the parish office, the school office, and also on the diocesan web site (<https://owensborodiocese.org/safe>).

MEDICATION

All prescription AND OTC (over the counter) medications must be sent to the school in the original labeled container.

***All medications must be brought to the secretary's office by the parent/guardian

*** Any medication to be administered to a student must have a signed written request/authorization from the student's parent or legal guardian. (OTC or prescription).

The written/signed authorization to administer medication must be on file in the student's health record before any school personnel may administer medication to the student.

The authorization to administer medications will be valid only for the current school year or until treatment changes. A new authorization form must be obtained for every treatment/medication change.

The authorization must include the student's name, name/address/phone of physician, name of medication, dosage and route of administration, time of day for dosage, reason medication is being administered, possible reactions or side effects, parent/guardian home, work and emergency contact numbers and release from liability statement. (A form is available in the office to provide for physician/parent completion).

Prescription medications must be provided in a pharmacy labeled bottle that must include: the name of the prescribing doctor, and specific instructions for administration including strength, dosage and frequency. (It is not permissible for label to read "take as directed").

NO bottles of medication will be accepted if the label has been altered in any way.

OTC (over the counter) medication MAY be administered for up to 3 (three) consecutive days without written orders from a health care provider IF a completed authorization form from the parent/guardian is on file in the student's health record.

OTC medications can be given no more than 3 (three) consecutive days without written orders from a health care provider.

OTC medications MUST be provided in the original container and must include directions for administration and recommended dosage on the label.

All medications must be sent to and from school via a parent/guardian.

Students are not to transport any medications and are not to have any medications in their lockers, backpacks, etc. unless a self-administration of medication form has been completed and signed by all necessary parties.

Medications such as antibiotics that are prescribed to be given two or three times per day are to be given at home. Suggested home administration times for 3 times per day medicines are: breakfast, immediately after school, and bedtime, unless specifically ordered by the physician or dentist to be given during school hours (i.e. at lunch/with food).

An exception could be made by the administration if the student remains at school in the Comet Club program.

No first dose of any medication will be given at school under any circumstances. It is strongly recommended that increased dosages of the same medications be given at home initially as well. If your child has any medical conditions or is taking any medication, it is strongly advised that a parent/guardian meet with the administration to discuss the conditions/medications and any special instructions so that an individualized care plan can be developed for the child.

Topical medications that are stocked in the nurse's station and may be used on students without physician's orders for purposes of first aid include:

- a. hydrogen peroxide
- b. isopropyl alcohol
- c. first aid ointment
- d. sunburn relief gel or ointment
- e. triple antibiotic ointment (Neosporin, polysporin, etc.)
- f. toothache ointment (such as Orajel)
- g. calamine lotion
- h. saline solution
- i. petroleum jelly
- j. wound cleanser (i.e., Bactine)
- k. moisturizing skin lotions
- l. no-sting liquid/spray bandage (i.e., NuSkin, Nexcare, etc.)

The school stocks latex-free band-aids and gloves, however if your child has a latex allergy (or any other allergy) please provide the school with this information.

Illness Policy: St. Paul School designated personnel is always available to handle minor emergencies, medications, or illness. With the utilization of our consent for administration of over-the-counter medications, along with parent consent and communication, our staff will work with you to manage your child's minor symptoms/illnesses, helping them to

remain in the classroom and avoid unnecessary absence. **Should your child develop diarrhea, vomiting, or fever over 100 degrees Fahrenheit, it is our policy that the parent/guardian will be contacted, and the child sent home from school.** Additionally, should your child have a 2nd visit to the office with the same complaints (persistent low-grade temp, upset stomach, headache, etc.) you will be notified of the unresolved symptoms. These students are NOT being sent home, we are merely enlisting parental assistance in an effort to identify and resolve any persistent symptoms.

Fever Policy: Should your child develop a cough, or any other respiratory symptoms (nasal congestion, sneezing, runny nose, etc.) that is accompanied by a fever of greater than 100 degrees Fahrenheit, they may NOT return to school until they have been **free from fever for 24 hours without the use of fever reducing medications.** Should they return to school before they have been free from fever for 24 hours after the last dose of fever reducing medication, the parent/guardian will be contacted, and the student sent home until they meet the criteria set forth in this policy. As this policy is a matter of public health, and recommended by the CDC and local health department, it is not optional. Any questions regarding this should be directed to the principal.

GOVERNANCE STRUCTURE

Our Bishop, Most Rev. William Francis Medley, governs St. Paul Catholic School. The Bishop appoints a Superintendent of Schools, Mr. David Kessler and a Pastor for St. Paul Church, Father Suneesh Mathew. Father Suneesh receives guidance and feedback on school issues from a consultative council, which is our School Board. Father hires the Principal to administer all aspects of the school.

TUITION RATES 2025-26 SCHOOL YEAR

First Child: \$3,500

Second Child: \$3,150

Third Child: \$1,750

Fourth Child: Free

1. The continued success of St. Paul School depends upon the commitment of all school families to:
 - a. Make Catholic education a financial priority within the family budget.
 - b. Be involved in the education of their student(s).
 - c. Make tuition payments on a timely basis.
 - d. Participate to the fullest extent in St. Paul School fundraising activities.
 - e. Proactively communicate with school administration regarding significant changes in financial circumstances.
2. Tuition payments may be made as follows:
 - a. Cash or check payment in full by August 15
 - b. Two payments due August 15 and January 15
 - c. 10-monthly payments due August 1 through May 1
 - d. 12-monthly payments due July 1 through June 1
3. Payments may be made in cash, check or money order.
4. Tuition payments are due and must be paid by the last of each month.
5. Payments returned by the bank for any reason will incur a \$35 fee, which will be added to your tuition account.
6. All new families registering a child for the new school year and beyond must sign a tuition agreement. All existing families will be bound by this policy by signing the Student/Parent Handbook acknowledgement form. By signing said agreement or form, said person is deemed to be the person responsible for the payment of tuition in full.
7. If any school family is having difficulty meeting tuition commitments, we are here to help. The family must contact the Principal, schedule a meeting with the Tuition Committee (Principal and Pastor). A special

tuition payment plan will be worked out with this family, and a signed agreement for such terms will be agreed upon between the school and the parents.

8. On November 1 of each school year, any family that is past due on tuition will be placed on tuition probation.
9. All school tuition for the current school year must be paid in full by May 31 or the child's enrollment for the following school year will not be given priority status.
10. If any family hopes to receive financial aid from the parish which they attend, they must meet with the pastor of that parish to discuss terms of assistance. Among other forms, the pastor and parents will sign a "Tuition Subsidy Approval" form, which will be turned in to the school office. Parents cannot receive financial subsidies without meeting with the pastor and getting these forms signed.

FUNDRAISING- OPT OUT PROGRAM / HELPING HANDS PROGRAM

This is an option we are offering to those families who wish to **Opt Out** of the fundraising activities with the school. Fundraising has always been one of the ways we operate the school while keeping tuition lower. Details about this program are in a separate form if you would like to participate. If you would like to participate in the school fundraising with lower out of pocket tuition cost, please sign up for the **Helping Hands Program**.

As a St. Paul School family, you MUST be in one of these programs.

TUITION PROBATION

1. Any family on tuition probation will be required to meet with the Tuition Committee to make a payment plan.
2. A review of the payment plan will take place 60 days after the initial meeting. The Tuition Committee will then determine if there has been compliance to the payment plan.
3. Failure to comply with the payment plan may lead to any of the following:
 - a. Report cards, transcripts, yearbooks, etc. will be withheld until payment in full is received.
 - b. Families will not be permitted to pre-register or return the following academic year until the balance is paid or an acceptable alternate plan for payment is in place.

If a parent/guardian fails to act in good faith, the administration, after consultation with the Pastor, may refer the delinquent balance to a collection agency/small claims court.

MATERIAL FEE

There is an annual Material Fee of \$150 per student to cover the cost of consumable books & supplies. Fees are expected to be paid in full by October 1st. If a student leaves the school the material fee is NOT refundable.

RIGHT TO AMEND

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