

***St. Paul's Preparatory Academy***  
***Parent/Student Handbook***

***2011-2012***

**St. Paul's Preparatory Academy**  
*A ministry of Overcoming Faith Christian Center*  
6900 U.S. Highway 287  
Arlington, Texas 76001  
[www.StPaulsPrep.com](http://www.StPaulsPrep.com)

Accredited by Texas Alliance of Accredited Private Schools  
Member of Association of Christian Schools International

***St. Paul's Preparatory Academy***

***General Information***

***Parent/Student Handbook***

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## ***Admissions***

The admissions process involves submitting the following: an application, records from previous schools, and an admission test. Preschool (K3, K4) and Kindergarten (K5) students take the SPRT, an individually administered assessment measure. First Graders take the Abeka Developmental and Placement Test. Second through twelfth graders take the math, language, and reading portions of the Stanford Achievement Test. Additional math placement testing may be needed. Following the testing and when the applicant file is complete, parents are invited for a personal interview with an administrator.

St. Paul's Preparatory Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

**Provisional Acceptance:** School records or admissions data that indicate a significant academic problem may result in the student being admitted provisionally. If the student shows the ability to be successful at St. Paul's, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

**Transfer Restrictions:** Middle School Students (Grades 6-8) may transfer into St. Paul's from private schools, Christian schools, and home schooling. High School Students (Grades 9-12) may transfer into St. Paul's from private schools, Christian schools, and home schooling if their parents are members of Overcoming Faith Christian Center.

## ***After School Care***

After School Care is committed to providing a safe and fun environment for your child to play – a place where play encourages children to make friends, to share thoughts and ideas or to spend time with caring adults. Many of St. Paul's children participate in After School Care. We are fortunate to have warm and caring staff who are committed to your children. These individuals provide quality childcare by demonstrating enthusiasm, warmth and respect for the children.

For many children and their parents, After School Care has become the new neighborhood. It is here that many of their childhood experiences will be built. It is our mission to do everything we can to enhance those experiences and enrich your children's lives.

Attending After School Care is considered a privilege. Students participating in this program should adhere to the St. Paul's Code of Conduct. An administrator at all times has the authority to remove a student from After School Care.

After School Care is available to St. Paul's students in grades Nursery through fifth grade for an additional tuition. After School Study Hall is available to St. Paul's students in grades six through twelve grade for an additional tuition.

If anyone other than a parent is picking up a child, identification will be checked and recorded. Please notify the school office prior to 1:30 p.m. if any person other than the parent will be picking up the child.

After School Care is available on regular school days only, not during any school holidays or early dismissal days.

## ***Anti-Harassment Policy***

The environment at St. Paul's must be one in which all individuals are free to work, learn and develop relationships without fear of intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

## ***Student Discipline***

### ***General Guidelines***

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct

- d. The student's attitude;
- e. The potential effect of the misconduct on the school environment.

### **Student Code of Conduct**

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on the school's web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.

### **Revisions**

Revisions to the Student Code of Conduct included in the Student/Parent Handbook shall be made as needed and are approved by school administration. Revisions made during the year will be communicated electronically.

### **Parents Defined**

Throughout the Student/Parent Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.

### **Corporal Punishment**

SPPA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of the Student Code of Conduct.

### **Code of Conduct: 24/7**

Students are expected to represent St. Paul's in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to St. Paul's Prep in a negative manner which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7.

### **Communication with Faculty & Staff**

St. Paul's faculty and staff welcome constructive communication from parents at any time. Any of

the following methods may be used to contact a staff member:

1. Staff Mailboxes – Notes or letters may be left with the school secretary for placement in the staff mailboxes.
2. E-mail – All St. Paul's staff and faculty have e-mail addresses. A directory of all St. Paul's staff and faculty is provided at the beginning of the year. Every attempt will be made to respond to all e-mail messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note or e-mail so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling our staff at home or addressing school issues at church.
5. The school secretary is not free to leave the office to take messages to students or to call parents on behalf of other parents. Please make every attempt to have after-school plans in place prior to the school day.
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then supervisors, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

### **Definition of Campus**

St. Paul's Preparatory Academy campus is encompassed within the boundaries formed

by Eden Road and US Highway 287, All buildings, athletic facilities/fields, gymnasiums, parking areas and student lockers utilized by St. Paul's students and/or faculty within the above mentioned area are considered part of the St. Paul's Preparatory Academy Campus as it relates to any school-related activities.

### ***Disaster Drills***

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures during the first week of school.

Pulling the fire alarm or calling 911 with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

The Crisis Management Plan adopted by St. Paul's Preparatory Academy is available in the St. Paul's Principal's office.

### ***Facilities Usage***

All school events taking place on or off the St. Paul's Preparatory Academy campus must be approved by the St. Paul's administrative office. Event Request Forms may be obtained from the school secretary. Only when the event is approved will it be placed on the school calendar.

### ***Financial Information***

#### ***Tuition and Fees***

St. Paul's endeavors to keep affordable tuition rates for the benefit of each parent. For that reason, we conduct annual fundraising events and anticipate each child's and/or parent's participation in helping to raise additional funds needed for designated school projects. The school receives no federal assistance other than a tax-exemption status.

With advance registration the tuition for the school year has been divided into ten equal payments beginning in July. If registering late, your tuition will be divided into fewer payments to allow all tuition to be paid in full by the following April. Tuition is paid in advance; in cases of early withdrawal there is no refund.

### ***Overdue Accounts and Payment Information***

Unless paid in advance, tuition payments are automatically debited from your bank account through your ACH form. If the automatic withdrawal is unsuccessful at any time, a valid credit card will be required for that month's payment. If an account becomes more than 30 days delinquent, a letter from St. Paul's will be mailed advising that the student may be dismissed if the account is not made current. Report cards will be held in the St. Paul's administrative office for all delinquent accounts for student or siblings. Grades, testing results and transcripts of any student withdrawing with an outstanding balance will not be released until tuition is paid in full. No student will be permitted to graduate or participate in school programs, special events, or sports programs until all tuition and fees are paid in full.

There is a \$25 service fee for all NSF checks. If two checks are returned, the account will be put on a cash basis only.

Students enrolled one day or more of any month will owe the full month's tuition.

**Please note:** We are unable to accept postdated checks.

#### ***Refund of Tuition and Fees***

At St. Paul's, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot. When you execute the contract, you pledge to St. Paul's that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those teacher contracts whether or not a student drops out.

If you find it necessary to withdraw your child after enrollment, please contact our admissions director as soon as possible. No

tuition or fees are refundable or transferable under any circumstances. No refunds will be made for students who are dismissed or withdraw for disciplinary or academic reasons.

### ***First Aid & Medication***

#### **First Aid**

We have a full-time secretary and teachers who are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleansing of cuts and abrasions. With the exception of an emergency, the student must have a pass from a teacher to go to the secretary for assistance.

#### **Medication**

We recognize that there are times when students will need to take medications during the school day. All medication brought to the school must be in the original container and kept in the school nurse's office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration. Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician.

Parents must provide over-the-counter medications with a signed consent form. These over-the-counter medication requirements also include Advil and Tylenol and any other over-the-counter medicines. Over-the-counter medications will not be given without consent of the parent.

Texas State Law now allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met. These conditions indicate that an asthma action plan developed and signed by the child's physician and signed by the parent or legal guardian must be on file with school health services. To facilitate this process, the school nurse has asthma action plan forms, which may be used by the physician to document these requirements.

#### **Health Records**

The Health Record Form, which requires a doctor's signature confirming student's current immunization, must be provided each year for students in nursery, preschool, and kindergarten. Once students have all of their immunizations on file by Kindergarten entry, a new Health Record Form will not be required unless state requirements change.

#### **Illness**

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the nurse during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, children sent home from school should not return the next day.

Children who are sent home with fever or rash will need to check in with the secretary on the morning they return to school before going to class. Do not send a child with a rash to school. If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school. It will continue to be necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if they are found to have contracted conjunctivitis ("pink eye") or head lice.

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice will need to be checked by the school secretary before going back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify St. Paul's, and to re-admit the student only after a doctor has given written permission for the child to return to school.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home rather than expecting our staff to do it

first thing in the morning. Over the counter medications will not be given before 10:00 a.m. for students in grades 7-12.

### **Returning to School After Hospitalization**

Students will not be allowed to return to school following hospitalization for illness or injury until the school secretary has an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, activity or otherwise, for the student.

### **Immunizations**

Students must be vaccinated as required by the State of Texas as follows:

- ☐ DTP/DtaP: Five doses, including one received on or after the child turns 4; must be received by K5 entry. Four doses are required for students in K4 classes and younger.
- ☐ MMR: One dose received on or after the child turns 1; must have a total of two doses by K5 entry.
- ☐ Hepatitis A: All students in K4 through first grade are required to have two doses. Students younger than 43 months are required to have 1 dose.
- ☐ Hepatitis B: Three doses are required for all students in K4 through Grade 12.
- ☐ Polio: Four doses, including one received on or after the child turns 4; all 4 doses must be received by K5 entry. Three doses for students younger than 4.
- ☐ Hib: A complete series of Hib vaccines or one dose given on or after 15 months of age is required for all students under 5 years of age.
- ☐ Prevnar/PCV: Students in K4 are required to have had two doses of pneumococcal vaccine with only 1 dose required if the 1<sup>st</sup> dose was given on or after the 1<sup>st</sup> birthday and the child is not deemed to be high risk by the physician.
- ☐ Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in K5

through grade 12. All students entering K5, 1<sup>st</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades will be required to have two doses. If the first dose is received after age 13, two doses are also required if the student has not had chickenpox disease.

- ☐ Td booster: All students entering 7<sup>th</sup> grade and 8<sup>th</sup> grade will be required to have a booster dose of Tdap vaccine if it has been five years since their last dose tetanus containing vaccine. Students in 8-12 grade are required to have a booster dose of Tdap if it has been ten years since their previous dose of tetanus vaccine.
- ☐ Meningococcal Vaccine: All students entering 7<sup>th</sup> grade will be required to have one dose of meningococcal vaccine if not previously received.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and conscience exemption forms must be on file with the school secretary prior to school attendance.

For more information about Texas immunization requirements, you may log on to [www.immunizeTexas.com](http://www.immunizeTexas.com).

### **Medication Consent**

Any medications to be administered during the school day to any students must be kept in the school office along with a completed Medication Consent Form informing the secretary of the dosage and the time to be given. Medication Consent Forms are available from the office. All medication must be in its original container with specific directions. No medications will be administered without a completed Medical Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. Students should return to the office before dismissal to obtain their medication. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the clinic will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary. At no time will the recommended dosages for over-the-counter medications be exceeded without a written signed request from the child's physician.

### **Student Emergency Form**

A Student Emergency Form is required for every student at the time of enrollment or re-enrollment. Parents are required to update the Student Emergency Form during re-enrollment. If there are any major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers, please notify the clinic immediately as well as updating the information card. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Student Emergency Form will be called.

### **Fund Raising**

Fund raising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. All fund raising must be approved through the St. Paul's administration office.

Fund raising at St. Paul's Preparatory Academy comes in a variety of events yearly, whose efforts support the current operations of St. Paul's. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology and the library.

### **Homework Assistance**

The Homework Assistance Program is offered to students in grades 2-5. Qualified teachers assist students in similar grade levels for a period of time after the teacher's scheduled day is over. The teachers are available to answer questions, clarify instructions, and monitor progress, but not individually tutor students. The program days are Monday, Tuesday, and Thursday from 3:15 to 4:00 or 4:15 p.m. depending on the age of the students.

The students are taken to a central place and given the time to have a snack brought from home and relax before the Homework

Assistance Program time begins. The teachers take the students to their rooms starting at 3:15 p.m. After School Care students are delivered to the program rooms by After School Care staff. The second graders may be picked up at the front desk at 4:15 p.m. The third through sixth graders may be picked up at the front desk at 4:30 p.m. Students enrolled in After School Care are picked up by the After School Care staff. Students have this time to complete the daily homework, read for reading minutes, work on math memorization and study for tests.

Because teachers and a Homework Assistance Program Coordinator are paid for assisting the students, fees are assessed on a monthly basis.

Fees are charged on a monthly basis even if there is an uneven number of attendance days or if students do not attend each session for the month. However, the fees for the months of December, January and March when there is one week less of school are three-fourths the fee.

**LATE PICK-UP FEE:** Students will be taken to extended care ten minutes after the scheduled pick-up time and charged a dollar per minute late fee.

### **Inclement Weather**

It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to a local radio or TV station when there is a question regarding inclement weather or dangerous road conditions. We will update the St. Paul's Prep web site and notify most major area radio and televisions of any delays, closures or early dismissals. It is, however, the decision and responsibility of the area radio and television stations to air such notices.

### **Library/Computer Lab**

It is the mission of St. Paul's Prep to prepare students in grades K3 through Twelfth Grade to be information literate in the 21<sup>st</sup> century as well as advancing them toward the premises of being life-long learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the printed word.



### ***Preschool/Elementary Departments***

Students in grades K3-6 will utilize the library facility and computer lab for all their book needs as well as having the availability to do research. The library has an open door policy but also operates from a planned schedule agreed upon by the faculty.

There is a set limit to the number of books each student may take and books must be returned before more can be checked out. A renewal system is available if a student needs an extension on his/her time limit. Charges will be assessed for damaged or lost books and must be paid through the Business Office in order for the final report card to be released. The library is open each day 8:00 a.m. – 4:00 p.m. with the exception of class periods when it closes for class meetings.

### ***Secondary Department***

Students in grades 7-12 will utilize the library and computer lab for their library and technology needs. The library will be open from 8:00 a.m. – 4:00 p.m. each day with the exception of class periods when it closes for class meetings. We have an open door policy with every student having the availability of checking out as many books as needed with the approval of staff. A set time limit is established with the availability of renewal if extension is needed. Charges will be assessed for damaged or lost books, which must be paid through the Business Office in order for the final report card to be released.

### ***Lunch***

A catered lunch program is available to all students K3-12 on Tuesdays and Thursdays at a cost determined by the arrangements made with the local vendors. Prices will be announced in August. Drinks are additional and can be brought from home or purchased in the school café. The meals are ordered in advanced and may be purchased by the month or by the school year. Catered lunch by the month needs to be purchased at least one week in advance of each month.

Lunches may also be ordered by phone or by person in the café before 10:00 a.m. on the day of lunch. All lunches must be paid for in cash or by credit card at the time of ordering.

Lunches may also be brought from home in a disposable container or lunch box. There

are no refrigerators or microwaves available for student lunches.

Students in Nursery through Grade 8 eat in their classrooms. High school students may eat in Club Rock, the Café, or the Patio, weather permitting.

### ***Non-Discriminatory Policy***

St. Paul's Preparatory Academy will admit students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, nationality or ethnic origin in administration of our admissions policies, educational programs, financial aid, athletic or other school-administered programs.

### ***Office Procedures***

#### ***Lost and Found***

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, sports equipment etc. should be labeled with the student's name. Lost and found items will be kept in an area near the reception desk. At the end of each quarter, all items remaining with the St. Paul's Prep logo will be washed and sold in August. All other items will be taken to Mission Arlington.

#### ***Parental Involvement***

Parental involvement at St. Paul's is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved within the classroom and in support activities.

- ☐ Friends of the Library
- ☐ Classroom Parties
- ☐ St. Paul's Booster Club
- ☐ Field Day Leaders
- ☐ Catered Lunch Wagon
- ☐ Teacher Appreciation
- ☐ Carnival Sponsors/Workers
- ☐ Special Program Sponsors
- ☐ For additional volunteer opportunities, check with the Volunteer Chairman through the school office.

Parents have been given the responsibility by God for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be

achieved when parents and teachers work together to support and encourage students.

### ***Security***

#### **Closed Campus**

St. Paul's Preparatory Academy maintains a closed campus. All visitors must enter the building at the main entrance by the Café or the Church Office. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non St. Paul's guests are not allowed in the classroom or in the gymnasium or in the school hallways without prior approval from administration.

St. Paul's believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

#### ***Drugs/Substance Abuse/Alcohol/Tobacco***

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products is prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be subject to expulsion. Violation of this rule will be dealt with whether on or off campus. St. Paul's is considered a drug, alcohol and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

#### ***Search of Students***

Students, their lockers, and their motor vehicles shall be subject to searches by school officials to specifically include, but not limited to students outer clothing, pockets, locker, belongings, book bags, purses, and other cases designed to carry or that can conceal items.

Students also understand and agree that St. Paul's shall have the right to monitor or examine any electronic device at the school or any St. Paul's activity. Additionally, St. Paul's may monitor or examine any postings on the Internet or other electronic medium which include but is not limited to text messages and postings on personal web sites, social networking sites, for example "MySpace" and "FaceBook", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos.

#### ***Use of Third Party Security Enforcement***

The school shall retain the right to utilize third party resources, including but not limited to, security guards, police departments, or canine units to further establish a secure zone on the St. Paul's campus.

#### ***Vehicle Use on Campus***

Students and parents are required to follow all traffic signs while on the St. Paul's campus. Speed limit on campus is listed as 15 mph. Any student or parent who does not follow these traffic regulations may have their privileges to drive on campus revoked.

#### ***Visitor Sign-In/Sign-Out***

All visitors to the school campus must sign in and out at the reception area. Upon signing in, each visitor will receive a visitor badge to be worn at all times. Before leaving the campus, each visitor must sign out and return their badge to the reception area.

#### ***Weapons***

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending administrative approval, exemptions for this may be granted for school projects.

#### ***Sexual Harassment***

St. Paul's Preparatory Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and St. Paul's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the St.

Paul's community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or a member of the administration.

### **Technology Acceptable Use Policy**

St. Paul's Preparatory Academy provides technology resources to its students and employees for educational and administrative purposes. The goal in providing these resources to students is to promote educational excellence consistent with St. Paul's mission statement and curriculum. The goal in providing these resources to employees is to promote access to a multitude of instructional and administrative resources. The use of these technology resources is a privilege, not a right, which may be revoked at any time for misuse. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the policies stated in the Student or Employee Handbook.

*Please note – St. Paul's Secondary School has specific guidelines found in the Secondary School Section.*

### **Definition of St. Paul's Technology Resources**

St. Paul's retains all rights and ownership to all technology resources. St. Paul's computer systems and networks or any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail (employees only), local databases, externally accessed databases (such as the Internet), CD/DVD-R"OM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. St. Paul's reserves the right to monitor all technology resource activity.

### **Monitored Use**

Technology use by students and employees is not private and may be monitored at any time by St. Paul's to ensure appropriate use. St. Paul's reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. Such files are subject to removal when found. Additionally, St. Paul's

reserves the right to monitor access to and use of e-mail, the Internet investigations, prepare responses to request for public records, or disclose messages, data, or files to law enforcement or other legal authorities. St. Paul's reserves the right to confiscate and analyze any electronic device that may connect or utilize St. Paul's network resources.

### **Acceptable Use**

St. Paul's technology resources will be used only for learning, teaching and administrative purposes consistent with St. Paul's mission statement and goals. Commercial use of St. Paul's technology resources is strictly prohibited.

Software or external data may not be loaded on any computer, whether stand-alone or networked to the St. Paul's network. Only personnel from the Technology Department are authorized to load software.

Other issues applicable to acceptable use are:

1. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each technology lab.
2. Supervision and permission: Student use of the computers and computer network is only allowed when supervised and granted permission by a faculty member.
3. Attempting to log on or logging on to a computer by using another's password is prohibited: Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. Improper use of any computer or the network is prohibited. This includes the following:
  - ❑ Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
  - ❑ Using the network for financial gain, political or commercial activity
  - ❑ Attempting to or harming equipment, materials or data

- ❑ Attempting to or sending anonymous messages of any kind
- ❑ Using the network to access inappropriate material
- ❑ Knowingly placing a computer virus on a computer or the network
- ❑ Using the network to provide addresses or other personal information that others may use inappropriately
- ❑ Accessing of information resources, files and documents of another user without authorization

### **System Access**

Access to St. Paul's network systems will be governed as follows:

1. Students will have access to St. Paul's for class assignments and research with their teacher's permission and/or supervision.
2. Students and employees with accounts will be required to maintain password confidentiality by not sharing the password with others.
3. With an e-mail from the Director of Human Resources a network account will be created for a new student.
4. Any network user identified as a security risk or having violated St. Paul's Acceptable Use Policy may be denied access to the system. Other consequences may also be assigned.

### **Individual Responsibilities**

The following standards will apply to all users of St. Paul's network systems:

1. The individual in whose name a network account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by St. Paul's.
3. Network users may not use another person's network account without written permission from the Director of Technology and Media.

4. Network users are responsible for making sure they do not violate any copyright laws.

### **Network Etiquette**

Network users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
2. Pretending to be someone else when sending/receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

### **Liability Disclaimer**

St. Paul's shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and financial obligations incurred by users. St. Paul's shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

### **Student Withdrawals**

To withdraw a student, a parent should notify the admissions office and complete a Student Withdrawal Form. All school-purchased materials must be turned in to the admissions office. No official records will be released until all forms are completed and financial matters are cleared.

***St. Paul's Preparatory Academy***

***Pre-School & Elementary***

***Parent/Student Handbook***

***K3 – Grade 5***

***2011-2012***

## **Academics**

### **Class Placement**

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers will not be honored. Placement of students is an administrative and teacher decision. Educational and social needs are carefully and closely considered when making class assignments.

### **Grading Scale**

#### **K3, K4, K5, Music, Spanish, PE**

Excellent	E
Above Average	S+
Average	S
Below Average	S-
Needs Improvement	N

#### **Science, History, and Health Grades 1 and 2**

Excellent	E
Above Average	S+
Average	S
Below Average	S-
Needs Improvement	N

#### **Grades 1 – 5**

A+ 98-100	B+ 90-92	C+ 80-82	D 70-74
A 95-97	B 86-89	C 77-79	F 0-69
A- 93-94	B- 83-85	C- 75-76	

### **Homework**

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes.

Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### **Missed/Late Work Policy**

The policy listed below pertains to students in grades 3-5 only:

1. Twenty points will be taken off of an assignment for the first day that it is late. Ten points will be taken off every day thereafter.
2. After a week, a zero will be given on the assignment.
3. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

### **Physical Education Participation**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### **Elementary Sports Program**

Working hand-in-hand with the Christian Schools Athletic Fellowship (CSAF) and other local leagues, St. Paul's offers many opportunities for students and parents to be involved in youth sports. Team sports, individual activities, and summer camps are available. One of our goals is to develop our students for Secondary School athletics. Competition and recognition coupled with character development coaching compliments our school mission, and is a great opportunity to become a part of the school community.

### **Academic Probation**

Students may be placed on academic probation at the discretion of the administration.

### **Promotion to Next Grade**

If your student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of

retention for the following year. Students may not be promoted to the next grade if they have a failing yearly average in math, reading or both (failure is considered anything below 70). There are occasions when summer school at St. Paul's can make the difference between promotion and retention.

### ***Report Cards and STI***

Parents with students in grades 1-5 have the ability to check their student's progress as well as view the school calendar on a weekly basis by utilizing the on-line grade system through STI Information Systems. A user name and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Report cards are issued every nine weeks, or each quarter. At the end of each quarter, report cards will be sent home for all Kindergarten and students in Grades 1-5.

### ***Student Assignment Spirals***

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students in their student assignment spirals in grades 1-5. In addition, students in grades 4-5 will keep a study skills spiral to aid in organization. Teachers in grades 1-3 have individual methods for communicating assignments to the students and parents. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or assignment spiral.

### ***Testing of Students***

All students entering grades K3-5 will be tested prior to admission. In addition, annual student testing is conducted in the spring using the Stanford Achievement Tests and the OLSAT. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

### ***Textbooks***

St. Paul's assigns textbooks for a student to use throughout the year.

1. Additional copies may be purchased for home use if necessary through the school.
2. Students will pay for damages done to a textbook because of abuse or misuse.
3. Students will pay for lost textbooks.
4. Report cards will be held until such fines are paid.

### ***Discipline***

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. St. Paul's Preparatory Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT ST. PAUL'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which St. Paul's students agree to abide:

### ***Minor Infractions***

The following is a non-comprehensive list of minor infractions:

1. Radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. With the exception of iTouch type devices, electronic games and toys are allowed during After School Care, but must be put away in backpacks during the school day. Cell phones must also be put away

- in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seize provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
2. Failure to comply with the St. Paul's Prep dress code.
  3. Failure to obey playground rules given by teachers.
  4. Failure to follow the instructions of school adults.
  5. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
  6. Visible possession or use of cell phones during the school day, dismissal area or After School Care. Cell phones are subject to confiscation by school staff and returned to the parent with a \$20 fine.
  7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during dismissal.
  8. Failure to refrain from behavior that inhibits learning in classroom situations.

### **Major Infractions**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary

action. See also: Anti Harrassment Policy in General Section.

4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. St. Paul's Prep is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession use and or distribution of illegal drugs or a controlled substance on its campus.
6. Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of St. Paul's administration.
7. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.



9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. Immorality: Students are expected to maintain moral purity as is outlined in God's Word.
11. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. Truancy: Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom or the campus.
13. Vandalism: Destruction or defacing of property belonging to the school, Overcoming Faith Christian Center, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. Repeated violation of minor infraction will be considered a major infraction.

#### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation – see listing of infractions above. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

#### **Suspension**

A student may be suspended from school following parental communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to St. Paul's. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator. There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

#### **Restoration**

It is always St. Paul's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, St. Paul's staff and administration will:

- ☐ Clearly identify the offense at both the beginning and end of the suspension.
- ☐ Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- ☐ Notify the student's teachers of the suspension term.
- ☐ At the end of the suspension period, St. Paul's administration will:
  1. Conduct a re-entry interview with the student and at least one parent.
  2. Assist the student in identifying a plan to ensure improvement.
  3. Remind the student of their importance in the St. Paul's community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

### **Expulsion**

Attendance at St. Paul's is a privilege, not a right. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of St. Paul's will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

### **Attendance**

#### **Arrival & Dismissal**

Following are the school day times for each grade:

- ☐ K3-K4-K5 8:00 a.m.-3:00 p.m.
- ☐ Grades 1-5 8:00 a.m.-3:00 p.m.

We would ask that you please refrain from picking your child up early as it affects our instruction time. Only those students enrolled in After School Care, Athletic Practices, Dance Practices, or Homework Assistance Program may stay past dismissal times. Any child not picked up by 3:15 p.m. will be sent to After School Care and charged the appropriate fees.

The only exception would be the students enrolled in Excellent Extra Care and they may stay until 4:00 p.m. There will be a nominal fee for this service and students must be officially enrolled in the program.

### **Absences**

The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness. The record will appear on the report card.
2. Parents must phone or e-mail the school receptionist desk to report any absence by 9:00 a.m. (817-561-3501).

3. Students returning after an absence must supply the teacher with a written excuse from the parent/guardian stating the reason why the student was absent. Please note that a telephone call to the school receptionist regarding the absence is not sufficient notification.
4. If a student is present for at least two hours of the school day, he/she will be counted as present.
5. In case of illness, a homework assignment sheet will be given to the student upon their return to class (for grades 3-5). Students in grades K3-2 will receive missed assignments directly from their teacher. Students will have one day for each day they are absent to make up any work or test missed in class, provided the absence is excused.
6. If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (3:00 p.m.) must be made by noon to the school secretary.

### **Excused & Unexcused Absences**

- ☐ Release from Class. An absence, which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.
- ☐ Excused Absences. The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.
- ☐ Pre-Approved Absences. For the following absences to be excused, they must be cleared at least one week in advance with principal or assistant principal. With advance notice, these absences will still be counted on the report card, but

without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.

- ❑ **Make-up Work.** Students must make up all work missed due to approved absences. Students or parents are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
- ❑ **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- ❑ **Unexcused Absences.** All other absences are unexcused and counted with student's total absences recorded on the student's report card. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they run the risk of repeating the grade level. A letter will be sent to parents after a student reaches ten absences. An attendance committee will review any absences over ten per semester to determine the educational process of the student.

#### **Dismissal**

1. Students may not be dropped off at the dismissal drop-off points prior to 7:30 a.m. without being enrolled in the Before School Program. Students arriving between 7:00 a.m. and 7:30 a.m. must be accompanied to the

gymnasium and signed in by a parent.

2. Afternoon dismissal. for K3, K4, K5, and 1<sup>st</sup>–5<sup>th</sup> carpool will begin following the 2:55 p.m. dismissal bell. To maximize our instructional day, we will not load cars until 2:55 p.m.
3. All families will be assigned a dismissal number. For student safety, children will only be placed with a driver showing an official carpool sign issued by the school. if you are in the dismissal line and do not have your number, you will be required to park and come into the building. The teacher at the dismissal table will be able to identify you as a person on the official student Pick-Up and Release Form and you will be allowed to take the student.
4. Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.

#### **Tardies**

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:55 a.m. Students coming into the building after the 8:00 a.m. tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one absence for the purpose of perfect attendance awards. In the event of excessive tardies, an administrator will notify the parents.

#### ***Birthdays & Special Occasions***

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts nor bring party favors. For children with summer

birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed only at a designated time approved by the teacher.
2. After school carpool lines may not be used as pick up times for birthday parties..

### **Classroom Visits**

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

### **Closed Campus**

St. Paul's Preparatory Academy maintains a closed campus. All visitors to the school must enter the building at the front entrance by the Café. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Students are not permitted to remain on campus after school hours unless enrolled in the After School Care Program for K3, K4, K5, and Grades 1-5. All students must be accounted for at all times.

### **Dress Code**

St. Paul's Preparatory Academy has chosen to implement the dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through Mills Uniform Company. Mills can assist you with the required components for each grade level.

There are clear biblical principles that ought to govern choice for dress:

1. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:19).
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

### **General Dress Code Guidelines**

- ☐ Students may wear St. Paul's jackets and/or sweatshirts during the school day.
- ☐ Hats and sunglasses may not be worn inside the school building.
- ☐ Abnormal hairstyles/highlights are not permitted.
- ☐ Tattoos and/or body piercings are not permitted.
- ☐ It is important that every uniform item be labeled with the owner's name. St. Paul's is not responsible for misplaced items.
- ☐ Pants must be worn above the hips.
- ☐ At all before school and after school St. Paul's events (sporting events, fine arts events, etc.) students do not need to be in uniform but must follow similar guidelines and dress standards of St. Paul's.

### **Dress Code Guidelines for Girls**

- ☐ Navy modesty shorts are to be worn under skirts and jumpers at all times.
- ☐ Approved St. Paul's sweatshirts may be worn over uniform.
- ☐ Only St. Paul's approved sweaters, jackets, windbreakers and fleeces may be worn during the school day.
- ☐ Shoes must have a closed toe and heel.

- ☐ No shoes are permitted with blinking lights or wheels.
- ☐ No boots of any type.
- ☐ No flip-flops, clogs, crocs, sandals or moccasin-type footwear.
- ☐ Socks – solid white or school colors; knee socks are permissible.
- ☐ Tights – solid white or school colors; Aerobic tights, warm-ups, leggings, long johns or stirrup pants are not acceptable.
- ☐ Jewelry should be modest. We discourage the wearing of dangling earrings for safety issues – especially during physical education and recess.
- ☐ Hair accessories should be modest and coordinate colors with uniform outfit.
- ☐ Hats may not be worn during the school day.

#### **Dress Code Guidelines for Boys**

- ☐ Shirts are to be tucked into pants at all times.
- ☐ Approved St. Paul's sweatshirts may be worn over uniform shirts.
- ☐ Only approved St. Paul's sweaters, jackets, windbreakers and fleeces may be worn during the school day.
- ☐ Shoes must have a closed toe and heel.
- ☐ No shoes are permitted with blinking lights or wheels.
- ☐ No flip-flops, clogs, crocs, sandals or moccasin-type slipper footwear.
- ☐ Belts are to be worn at all times if pants have belt loops.
- ☐ Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed above the eyebrows.
- ☐ Hats may not be worn during the school day.

### ***Dress Code for All Students***

#### **Field Trip Attire**

Casual Attire: The uniform shirt with collar will be worn with uniform slacks, jumper, or skirt. Sweatshirts and jackets are appropriate to wear with field trip shirt. This collared shirt may also be worn with uniform pants and/or jumper or skirt on any school day. Belts must be worn and shirts must be tucked for boys.

#### ***Dress/Chapel Attire***

- ☐ Girls (PK and K): Drop waist jumper with Peter Pan collar blouse
- ☐ Girls (1<sup>st</sup>-3<sup>rd</sup>): Drop waist jumper with sailor style blouse and red sailor tie
- ☐ Girls (4<sup>th</sup> and 5<sup>th</sup>): Plaid skirt, red sweater vest, white button down oxford and plaid tie
- ☐ Boys (PK and K): Navy slacks with red St. Paul's shirt
- ☐ Boys (1<sup>st</sup> – 3<sup>rd</sup>): Navy slacks, white oxford cloth shirt and plaid tie
- ☐ Boys (4<sup>th</sup> and 5<sup>th</sup>): Navy slacks, white oxford cloth shirt, plaid tie, and red sweater vest

#### **Spirit Day Attire**

Items purchased through St. Paul's are acceptable to wear with uniform slacks and skirts and jumpers. Belts are to be worn in adherence with the general dress code guidelines for boys.

### ***After School Care***

St. Paul's provides After School Care for an additional fee. After School Care will begin at 3:15 p.m. for students in K3 – 5<sup>th</sup>. Sign-up for After School Care is available by calling the School Secretary or signing up at Orientation.

#### **Field Trips**

Field trips will be taken during the school year in Grades 1-5. They are fun and informative learning experiences, primarily designed to enrich the curriculum of St. Paul's. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's

Information Form, including copies of current vehicle insurance information and driver's license. Any parent wishing to chaperone a field trip must have the completed background check on file.

1. St. Paul's activities are for current St. Paul's students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to attend.
7. There will be at least two adults of the same gender per car if possible.

### **Homework Assistance**

The Homework Assistance Program is offered to students in grades 2-6. Qualified teachers assist students in similar grade levels for a period of time after the teacher's scheduled day is over. The teachers are available to answer questions, clarify instructions, and monitor progress, but not individually tutor students.

The program days are Monday, Tuesday and Thursday from 3:45 to 4:30 or 4:45 p.m. depending on the age of the students. You may choose to enroll your student two or three days a week.

The students are taken to a central place and given the time to have a snack brought from home and relax before the Homework Assistance Program time begins. The teachers take the student to their rooms starting at 3:45 p.m. After School Care students are delivered to the program rooms by After School Care staff. The second

graders may be picked up at the front desk at 4:30 p.m. The third through fifth graders may be picked up in the same location at 4:45 p.m. Students enrolled in After School Care are picked up by the After School Care staff. Students have this time to complete the daily homework, read for reading minutes, work on math memorization and study for tests.

Because teachers and a Homework Assistance Program Coordinator are paid for assisting the students, fees are assessed on a monthly basis.

Fees are charged on a monthly basis even if there is an uneven number of attendance days or if students do not attend each session for the month. However, the fees for the months of November, December, January and March when there is one week less of school are three-fourths the fee.

**LATE PICK-UP FEE:** Students will be taken to After School Care ten minutes after the scheduled pick-up time and charged a dollar per minute late fee.

### **Parties**

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- ☐ **Halloween:** Halloween will not be observed. All St. Paul's families are invited to participate in the Fall Festival, sponsored by St. Paul's each year.
- ☐ **Thanksgiving:** Thanksgiving is celebrated with honoring our Grandparents Wednesday morning before Thanksgiving.
- ☐ **Christmas:** Class parties may be planned with an emphasis on the birth of Christ.
- ☐ **Valentines:** Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- ☐ **Easter:** Class Chapels will be planned with an emphasis on the death, burial and resurrection of our Lord Jesus Christ.

- ❑ End of the Year: A class party is held on the last day of school. All parties are to be held on campus. Parents are welcome to attend class parties but should make child care arrangements for siblings. This will allow the focus to remain on the students in each classroom.

### **Searches of Students**

Student, their cubbies, desks, or lockers shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, bookbags, purses and other cases designated to carry or that can conceal items.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the St. Paul's campus.

### **Volunteers**

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have the completed background check and a Volunteer Application on file.

***St. Paul's Preparatory Academy***

***Middle School***

***Parent/Student Handbook***

***Grade 6 – Grade 8***

***2011-2012***



## **Academics**

### **Ability Skills Grouping**

Students in grades 6-8 may be given individualized schedules based on academic skills grouping in the areas of math. Placement will be determined using each of the following criteria: OLSAT and SAT scores, skills assessment, yearly test average and teacher recommendation. For students new to St. Paul's, information obtained during the admissions process will be used for placement.

### **Dropping/Adding Courses**

To drop or add a course, an official change slip must be obtained from the guidance counselor, and signed by the teacher, the parents, and the counselor.

### **Upper School Courses in Seventh or Eighth Grade**

Algebra I taken in Eighth Grade is included on the High School transcript, but not in the calculation of the student's cumulative Grade Point Average (GPA).

### **Grading Scale**

The grading scales used by St. Paul's Prep for grades 6-8 students are as follows:

A+98-100	B+90-92	C+80-82	D70-74
A 95-97	B 86-89	C 77-79	F 0-69
A-93-94	B- 83-85	C-75-76	

Semester Exams: Semester exam grades count 20 percent of the semester average in grades 6-8.

Anything below 70 indicates a lack of mastery.

### **Homework**

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Please be aware that we do not give homework on Wednesday nights. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment and other factors. For good communication and to avoid late

homework, we ask that you review your child's daily assignments.

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### **Missed/Late Work Policy**

The policy listed below pertains to students in grades 6-8 only:

1. Fifty percent will be taken off of an assignment that is one class period late.
2. After the second class period, a zero will be given on the assignment.
3. A student will have one day for each day he/she is absent to make up any work missed in class, provided the absence is excused.
4. Tests missed as a result of an excused absence should be made up within the allotted time. Extra time to make up tests are at the discretion of the teacher.

## **Physical Education**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the orientation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

## **Academic Probation**

Students are placed on academic probation if they receive two F's at the end of a nine-week grading period. Parents will be informed of the probationary status. Once a student is notified of their probationary status, they will remain on the list for one calendar year (12 months/two semesters).

During this time, St. Paul's faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive one F for a nine-week average in any subject during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave St. Paul's for academic reasons may reapply after one calendar year. If they choose to return to St. Paul's

after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### **Promotion to the Next Grade**

Middle School students will not be promoted to the next grade unless they attend the St. Paul's Credit Recovery Program in the summer for any of the following reasons:

1. Student has failed any of the six core subjects for the school year (Bible, English, math, science, history, and foreign language).
2. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they will be required to repeat the grade level.

### **Report Cards and STI Information**

Parents have the ability to check their student's progress in each class on a weekly basis by utilizing the online grade system through STI Information Systems. A user name and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Student progress is reported through STI Information. Online grades are updated every Monday. If parents experience any difficulty accessing the online grade system or would like to set up an account, they should contact [scampbell@stpaulsprep.com](mailto:scampbell@stpaulsprep.com). Report cards are issued every nine weeks, or each quarter.

At the end of each quarter, report cards will be mailed home for all Middle School students.

### **Student Agenda Notebook**

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments will be recorded by students in their student agenda book in grades 6-8. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or agenda notebook if requested.

### **Testing of Students**

All students will be tested prior to admission. In addition, annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a reenrollment decision, parents will be so advised.

### **Textbooks**

St. Paul's assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
2. Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges will be applied.
  - ❑ If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charge.
  - ❑ If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged.
3. Administration may hold a student's report card at the end of the year until all books are returned or charges are assessed and paid.

### **Discipline**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. St. Paul's Preparatory Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a

severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT ST. PAUL'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

### **Code of Conduct: 24/7**

Students are expected to represent St. Paul's Preparatory Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to St. Paul's in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### **Minor Infractions**

The following is a non-comprehensive list of minor infractions:

1. Radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. Cell phones must also be put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
2. Failure to comply with the St. Paul's Prep dress code.
3. Failure to obey all rules given by teachers.
4. Failure to follow the instructions of school adults.
5. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.

6. If Middle School students bring cell phones to school, these devices must be kept off, not on silent or vibrate modes, and concealed in backpacks in the locker at all times while under school supervision. This includes prohibited use of cell phones to make or receive phone calls or text messages during dismissal. Students violating this rule will have their phones confiscated and taken to the administrative offices. Parents will be contacted regarding the infraction and required to pick up the device from the Vice Principal – devices will not be returned to the student or siblings. There will be a \$20 pick-up fee.

If a cell phone or electronic device inadvertently rings or vibrates at school while student is under school supervision, the following steps will be taken:

1<sup>st</sup> Offense – The cell phone or electronic device will be taken and returned to the parent or guardian after a \$20 fee is paid.

2<sup>nd</sup> Offense – The cell phone or electronic device will be taken and returned to the parent or guardian after a \$20 fee is paid. The student will be assigned a detention and will not be allowed to have the item at school for the remainder of the school semester.

7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during dismissal.
8. Failure to refrain from behavior that inhibits learning in classroom situations.

Although not all-inclusive, the following may result in suspension or immediate separation from the school: **In all cases, the administrator reserves the right to make the final decision for any disciplinary action.**

### **Major Infractions**

**The following is a non-comprehensive list of major infractions:**

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Non-directed profanity may result in a minimum of one Saturday School. Directed profanity may result in a minimum of a two-day suspension.

2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.
3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti Harassment Policy in General Section.
4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students will receive a "0" on the assignment in question, and a possible suspension.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, or alcohol, and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. Minimum Suspension: Five (5) Days with possible expulsion.  
  
St. Paul's Prep is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession use and or distribution of illegal drugs or a controlled substance on its campus.
6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. Minimum suspension: three (3) days. St. Paul's is considered a tobacco-free zone.
7. Electronic Device or Medium: A misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. These items are not allowed to be on or used during the school day. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of St. Paul's administration.
8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension: One (1) day.
10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.
11. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum Suspension: Five (5) Days.
12. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic Saturday School, with possible suspension.
13. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) Days.
14. Truancy: Missing school without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom or the campus. Minimum Suspension: One (1) Day per administrative discretion.
15. Vandalism: Destruction or defacing of property belonging to the school, Overcoming Faith Christian Center, or

others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) day, plus full restitution, including labor and cost of repairs.

16. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.

**17. Repeated violation of minor infractions will be considered a major infraction.**

**Discipline Method**

This process will normally follow specific steps as described below:

- ☐ The teacher is the first line of authority on addressing behavior requiring discipline.

If the behavior continues, a parent will be contacted.

- ☐ If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.

**Detention & Saturday School**

Detentions may be given when students fail to comply with school regulations and may be given on Friday mornings, Friday afternoons, or Saturday mornings. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses a detention, **he/she will need to serve two. Parents will be notified of a student's detention. Saturday School will be from 7:00 to 10:00 a.m. Students attending Saturday School must:**

- ☐ Arrive in school uniform at 6:55 a.m.
- ☐ Pay \$25 upon arrival
- ☐ Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment will not be permitted to stay for Saturday School.

**Suspension**

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to St. Paul's. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator. There are two types of suspensions:

**In-School Suspension:**

Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work for which they will receive zeros.

**Out-of-School Suspension:**

This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration for which they will receive zeros.

**Restoration**

It is always St. Paul's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students:

At the beginning of the suspension period, St. Paul's staff and administration will:

- ☐ Clearly identify the offense at both the beginning and end of the suspension.
- ☐ Assist the student in verbalizing why the offense was inappropriate and/or harmful.

- ❑ Notify the student's teachers of the suspension term.

At the end of the suspension period, St. Paul's administration will:

- ❑ Conduct a re-entry interview with the student and at least one parent.
- ❑ Assist the student in identifying a plan to ensure improvement.
- ❑ Remind the student of their importance in the St. Paul's community.
- ❑ Explain that the student is on disciplinary probation and its ramifications, if applicable.
- ❑ Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- ❑ Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

#### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation (See listing of infractions). While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined **under the section titled "Expulsion" below.**

#### **Expulsion**

Attendance at St. Paul's is a privilege, not a right. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of St. Paul's will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is

preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

### **Attendance**

#### **Arrival & Dismissal**

Following are the school day times for grades 6-8:

- ❑ Monday through Friday  
8:00 a.m. – 3:30 p.m.

All students may only be picked up immediately upon dismissal on the north side of the school. Any student in grades 6-8 not picked up by 3:45 p.m. will be sent to After School Study Hall and charged the appropriate fees. *(Students will not be allowed to go to the Café or the gymnasium. Doing so will result in disciplinary action by the administration.)*

#### **Absences**

When your child is absent from school, please call or e-mail the school secretary. The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness through the STI Information Systems. The attendance record will appear on report cards.
2. Please call (817-561-3501) or e-mail the school secretary ([Irishards@stpaulsprep.com](mailto:Irishards@stpaulsprep.com)) by 9:00 a.m. on the day of the absence.
3. Attendance is recorded daily.
4. Students who are not present for two full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student or parent should check STI Information Now or e-mail the teacher requesting the assignments. Teachers do not always check their e-mails

during the school day, resulting in some responses to e-mails late in the afternoon or the next day.

6. Students will have one class period for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they may be required to repeat the grade level. A letter will be sent to parents after a student reaches ten absences. An attendance committee will review absences over 10 per semester to determine the educational progress of the student.

#### **Excused & Unexcused Absences**

**Release from Class.** An absence, which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card. We would ask that you please refrain from picking your child up early as it affects our instruction time.

**Excused Absences.** The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.

- ❑ **Pre-Approved Absences.** For the following absences to be excused, they must be cleared at least one week in advance with principal. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.
- ❑ **Make-up Work.** Students must make up all work missed due to approved absences. Students or parents are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal in order to participate in any extra-curricular activities that day. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
- ❑ **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- ❑ **Unexcused Absences.** All other absences are unexcused and counted with student's total absences recorded on the student's report card

#### **Tardies to School**

Students are expected to be in their classrooms and ready for the start of the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Three tardies count as one unexcused absence for the purpose of perfect attendance awards.

In the event of excessive tardies, an administrator will notify the parents.

Students are expected to be in their seats when the bell rings. Students who are tardy up to 5 minutes will receive the following:

- ❑ 1<sup>st</sup> Tardy – Warning to student and posted on STI
- ❑ 2<sup>nd</sup> Tardy – Parents notified by teacher
- ❑ 3<sup>rd</sup> Tardy – 1 detention; parents notified
- ❑ 4<sup>th</sup> Tardy – 2 detentions; parents notified
- ❑ 5<sup>th</sup> Tardy – Saturday School
- ❑ 6<sup>th</sup> Tardy – Two Saturday Schools
- ❑ 7<sup>th</sup> Tardy – Parent conference and possible suspension

Arriving more than 5 minutes late to a class after first period is considered excessive tardiness and will result in additional consequences:

- ❑ 1<sup>st</sup> Late to Class – Detention
- ❑ 2<sup>nd</sup> Late to Class – 2 Detentions
- ❑ 3<sup>rd</sup> Late to Class – Saturday School
- ❑ 4<sup>th</sup> Late to Class – 2 Saturday Schools
- ❑ 5<sup>th</sup> Late to Class – And beyond may result in suspension

Students will begin each semester with zero Lates and Tardies in each class.

### ***Athletics***

In order for students to participate in grades 6-8 athletics, a physical by a physician will be required. The appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating. Middle School athletic wear, consisting of the same St. Paul's shorts and t-shirt worn during P.E., must be worn by all athletes during practices unless otherwise specified by the coaches. Competitive sports and other extra-curricular activities can contribute to a well-rounded education; however, such activities are extra-curricular and require some basis for eligibility in order to insure that these activities support rather than hinder a student's overall education. Students in grades 6-8 must have a passing

grade of 70% or higher in all classes in order to be eligible for sports or extra-curricular activities. A student who receives a grade of 69% or below in one or more classes will be ineligible for three weeks. If a student has a passing grade in the class after three weeks, the student will regain eligibility. Ineligible students may also be subject to academic probation. The third week will begin the Tuesday morning after the grades have been posted on Monday and end at the completion of the school day on the third Monday.

After three weeks of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved. If after three weeks, the student is still failing a class, grades will be checked weekly, and when ALL grades are above 70%, the student may return to extracurricular activities.

### **Middle School Activity Period**

Student-Athletes who participate in a sport for St. Paul's will report to their sport/coach every day during the fall, winter, and/or spring season during activity period. During their "Off-Season" students who participate in team sports will report to Physical Education. Students who are not involved with athletics will participate in a physical education class. Students are required to be in Activity Period until dismissal at 3:30 p.m. Monday, Tuesday, Wednesday, and Thursday.

### **Sportsmanship Code of Conduct**

Competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent St. Paul's in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friend. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

### **Athletic Fees**

All fees are billed by the Business Office if not paid through the Athletic Office. Access



to grades will be withheld for unpaid fees or items that are not returned.

### ***Birthdays & Special Occasions***

A child's birthday is very special. If you want to have birthday refreshments at the school, this must be done during the lunchtime. School birthday celebrations are not an occasion to exchange gifts. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. **For birthday parties outside of school, please adhere to these guidelines: Invitations may not be distributed in school unless the entire class is invited and only at a designated time approved by the teacher.**

### **Classroom Visits**

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

### ***Closed Campus***

St. Paul's Preparatory Academy maintains a closed campus. All visitors to the school must enter the building at the front entrance by the Café. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Students are not permitted to remain on campus after school hours unless enrolled in the After School Study Hall for grades 6-8. All students must be accounted for at all times.

### **Dress Code**

St. Paul's Preparatory Academy has chosen to implement the dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through Mills Uniform Company. Mills can assist you with the

required components for each grade level. There are clear biblical principles that ought to govern choice for dress:

1. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:19).
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6: 19-20)

### **General Dress Code Guidelines**

- ☐ Only St. Paul's sweaters, jackets, sweatshirts, windbreakers and fleeces may be worn during the school day.
- ☐ Belts must be worn with pants.
- ☐ Hats or hoods may not be worn inside the school building.
- ☐ Abnormal hairstyles are not permitted.
- ☐ Tattoos and/or body piercing are not permitted.
- ☐ It is important for every uniform item to be identified with the owner's name. St. Paul's is not responsible for misplaced items.
- ☐ Pants must be worn above the hips.
- ☐ Shoes must have a closed toe and heel.
- ☐ Students are not permitted to wear sunglasses in the building.

At all before hour and after hour St. Paul's events (sporting events, fine arts events, etc.), students do not need to be in uniform but must be dressed modestly.

### **Dress Code Guidelines for Girls**

- ☐ Modesty shorts in school colors are to be worn under jumpers and skirts at all times.
- ☐ No undershirts or t-shirts of any kind may be visible below the uniform shirts and blouses or visible at the neckline. Camis in school

colors with no lace may be worn under the uniform shirts and blouses.

- ❑ Shoes must have a closed toe and heel and heel height less than 2". No flip flops, clogs, sandals, slippers, moccasin type footwear, cloth bottom shoes, mules, wedges, backless shoes, slingbacks, open toed shoes.
- ❑ No boots of any type.
- ❑ Opaque tights and leggings in solid uniform colors are acceptable. No glitter or patterns. Aerobic tights are unacceptable.
- ❑ Jewelry should be modest. One earring per ear only. No cuff earrings, gages in ears, nose piercings, or other facial piercings.
- ❑ Hair accessories should be modest in school colors.
- ❑ Hair pieces that are not distracting are permitted.
- ❑ Ties must be tied in a Windsor knot no lower than the second button of an oxford shirt.
- ❑ No tattoos.

#### **Dress Code Guidelines for Boys**

- ❑ Shirts are to be tucked in at all times.
- ❑ Uniform color t-shirts without writing may be worn under uniform shirts.
- ❑ Belts with no embellishments must be worn with pants.
- ❑ Hair should be styled conservatively with no design shaved into hair.
- ❑ Hair needs to be cut above the collar in the back and above the eyebrows in the front.
- ❑ Students are not permitted to wear pants with the hems torn or ripped or pants with holes in knees.
- ❑ No earrings or facial piercings of any kind.
- ❑ All shoes must be tied and stay tied throughout the day.

- ❑ Ties must be tied in a Windsor knot no lower than the second button of the oxford shirt.
- ❑ Jewelry should be modest and not oversized.
- ❑ No tattoos.

### ***Dress Code for All Students***

#### **Field Trip Attire**

Casual Attire: The field trip shirt (polo type or spirit shirt) will be worn with uniform slacks and skirts. Sweatshirts and jackets are appropriate to wear with field trip shirt. This collared shirt may also be worn with uniform pants on any school day, with the exception of chapel day when the chapel shirt should be worn. Belts must be worn and shirts must be tucked in at all times.

#### ***Dress/Chapel Attire***

- ❑ Girls: Plaid skirt with white oxford shirt, red tie, navy sports coat, white socks and dark leather shoes.
- ❑ Boys: Khaki slacks, dark belt, white oxford shirt, red tie, navy sports coat, khaki socks and dark leather shoes.

#### **Spirit Day Attire**

Items purchased through the school, which include St. Paul's branded t-shirts (not general t-shirts) or sweatshirts are acceptable to wear with uniform slacks. Belts are to be worn in adherence with the general dress code guidelines for boys.

#### **Physical Education**

All students in grades 6-8 will be required to dress out for their P.E. classes. The required shorts and shirts may be purchased through the Athletic Department or Mills Uniforms.

#### **After School Study Hall**

Attending After School Study Hall is considered a privilege. Students participating in this program should adhere to the St. Paul's Code of Conduct. An administrator at all times has the authority to remove a student from After School Study Hall. Students not picked up by 3:45 p.m. must go to After School Study Hall until parents arrive. Students may not walk

unattended to the Café, Gymnasium, or Club Rock.

### **Field Trips**

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of St. Paul's. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license. Any parent wishing to chaperone a field trip must have the completed background check on file.

1. St. Paul's activities are for current St. Paul's students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to attend. Parents deciding to attend a field trip at the last minute will require approval from the St. Paul's administrative office.

### **Guidelines for Field Trips**

- ☐ Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, St. Paul's Preparatory Academy, our families, ourselves and Overcoming Faith Christian Center.
- ☐ Staff sponsors and chaperones are responsible for the behavior of all

students while under their care and have the authority.

- ☐ Students are expected to follow the directions of the adult leaders.
- ☐ Girls and boys are to be in separate seats and opposite sides of the bus, if possible. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys will be separated while traveling.
- ☐ Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- ☐ Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in case of an emergency.
- ☐ Students are not allowed to leave early.

### **Homework Assistance**

The Homework Assistance Program is offered to students in grades 6-8. Qualified teachers assist students in similar grade levels for a period of time after the teacher's scheduled day is over. The teachers are available to answer questions, clarify instructions, and monitor progress, but not individually tutor students.

The program days are Monday, Tuesday and Thursday from 3:45 to 4:45 p.m. You may choose to enroll your student two or three days a week.

The students are taken to a central place and given the time to have a snack brought from home and relax before the Homework Assistance Program time begins. The teachers take the students to their rooms starting at 3:45 p.m. The students may be picked up in the Front Foyer at 4:45 p.m. Students have this time to complete the daily homework, read for reading minutes, work on math memorization and study for tests.

Because teachers and a Homework Assistance Program Coordinator are paid for assisting the students, fees are assessed on a monthly basis.

Fees are charged on a monthly basis even if there is an uneven number of attendance days or

if students do not attend each session for the month. However, the fees for the months of December, January and March when there is one week less of school are three-fourths the fee.

**LATE PICK-UP FEE:** Students will be taken to After School Study Hall ten minutes after the scheduled pick-up time and charged a dollar per minute late fee.

### ***Searches of Students***

Students and their lockers shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that St. Paul's shall have the right to monitor or examine any electronic device at the school or any St. Paul's activity. Additionally, St. Paul's may monitor or examine any postings on the Internet or other messages and postings on personal web sites, social networking sites, for example "MySpace" and "FaceBook", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the St. Paul's campus.

### **Volunteers**

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have a completed background check on file and complete a Volunteer Application.

***St. Paul's Preparatory Academy***

***High School***

***Parent/Student Handbook***

***Grade 9 – Grade 12***

***2011-2012***

## **Academics**

### **Academic Policies**

1. Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be repeated.
2. Report cards will be mailed home following each quarter. See the school calendar for these dates.
3. Progress reports may be obtained online. Online grades are updated every Monday.
4. Semester Exams: Semester exam grades count 20% of the semester average.
5. GPA calculations are multiplied by the earned credits, summed and then divided by attempted credits.
6. Exemption policy for fall and spring semester finals:
  - ☐ Seniors will be exempt from finals in all classes in which a 93% or above average is obtained.
  - ☐ Juniors will be exempt from finals in three classes in which a 93% or above average is obtained.
  - ☐ Sophomores will be exempt from finals in two classes in which a 93% or above average is obtained.
  - ☐ Freshmen will be exempt from a final in one class in which a 93% or above average is obtained.
  - ☐ Students can be absent no more than two times in a particular class during the semester in order to be eligible to be exempt from the final. This includes excused absences, but this does not include absences due to school activities. Students suspended during a semester will not be allowed to exempt any finals.

### **Grading Scale**

Please refer to the syllabus for each class your student is taking to review the percentages used for grade calculations.

### **Repeating Failed Courses**

If a student fails the first semester of any full credit class, the student may proceed to the second semester of the class with permission of the instructor. If the first semester grade and the second semester grade then average a 70% or higher the student will receive credit for the entire class. However, if the student receives a passing grade for the first semester of a full credit class but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will therefore repeat the second semester.

### **Report Cards and STI Systems**

Parents with students in grades 9 – 12 have the ability to check their student's progress as well as view the school calendar on a weekly basis by utilizing the on-line grade system through STI Information Systems. A user name and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Students' progress is reported through STI Systems. Online grades are updated every Monday. Report cards are issued every nine weeks, or each quarter. At the end of each quarter, report cards will be mailed home for High School Students.

### **Summer School**

If the desired summer course is being offered at St. Paul's, students must enroll in this course at St. Paul's. Grades must be turned in to the Guidance Office upon completion of the course. Credit will be granted to the student, but the numeric grade will not be included in the student's High School GPA.

### **Academic Probation**

Students are placed on academic probation if they receive two F's at the end of a nine-week grading period. Parents will be informed of the probationary status. Once a student is notified of their probationary status, they will remain on the list for the remainder of the school year.

During this time, St. Paul's faculty will make every effort to ensure student success with regards to academic improvement. A

student may not receive one F for a semester average in any subject during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave St. Paul's for academic reasons may reapply after one calendar year. If they choose to return to St. Paul's after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### **Honor Roll**

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- ❑ Principal's Honor Roll – An average of quarter grades that equals 4.0 and higher.
- ❑ Academic Excellence Honor Roll – An average of quarter grades that equals 3.50 to 3.99.
- ❑ Academic Achievement Honor Roll – An average of quarter grades that equals 3.00 to 3.49.

### **Class Scheduling**

In the spring of each year, students are required to fill out the courses desired for the following year. The course request is the purpose of setting the school's master schedule of classes. Students may not request specific teachers or sections of a course. All schedules will be completed by August 15, and no changes will be made to schedules after this date unless justifiable.

#### **Justifiable changes include:**

1. Administrative request.
2. Student was scheduled for a course in which the student has inadequate background.
3. Student was scheduled for a course without completing the required prerequisite(s).
4. Student was recommended for a course but was not scheduled into it.
5. Student was scheduled into a course but he/she already received credit for course.

6. A senior requires a specific course as a graduation requirement.

### **Dropping Courses**

Students will have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the two week period to amend the student schedule has passed, if a student drops a class, the grade will be listed as a W/F (withdraw/failing) on the transcript.

### **Upper School Courses in Seventh or Eighth Grade**

Algebra I, Spanish I, Health and Computer Keyboard courses taken in grades 7-8 are included on the High School transcript. The numeric grade is not included in the student's High School GPA.

### **Credit Transfer Guidelines**

St. Paul's will accept credits from accredited high school programs. Transfer credits will not be included in the student's High School GPA.

1. Specific transfer courses that meet St. Paul's requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. Home-schooled students will be evaluated through credit by exam.

### **Graduation Requirements**

St. Paul's offers one program of study for High School students. The Distinguished Achievement Program consists of courses students must take to graduate from St. Paul's. The Distinguished Achievement Program also offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

### **Distinguished Achievement**

**4 Bible**  
**4 English**  
**4 Math**  
**4 Science**  
**4 History (Social Science)**  
**3 Foreign Language (Same)**  
**1/2 Health**  
**1/2 Speech**  
**1 Physical Education**  
**1 Fine Arts**  
**1 Technology**

**27 Credits**

## **Valedictorian/Salutatorian**

Senior class valedictorian and salutatorian are determined based upon the cumulative eight semester grade point averages (GPA) and will be finalized at a designated cut-off date in May. Students must have attended St. Paul's Preparatory Academy for their junior and senior years to be eligible for this honor. The eighth semester final grades for class rank will conclude on the Friday prior to senior final exams.

### **Honor Graduates**

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Cum Laude GPA 3.25 to 3.49

Magna Cum Laude GPA 3.5 to 3.749

Summa Cum Laude GPA 3.75 to 4.0 and above

## **Homework Policy**

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study.. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment and other factors. If a student does not complete a homework assignment on time, 50 percent per will be deducted from the assignment. After two periods a zero will be recorded. Students who have delinquent homework will be assigned detention hall for Friday of that week in lieu of the scheduled elective.

Unless prior arrangements have been established with the teacher, late projects will receive a deduction of 30 percent per class period.

### **Testing**

#### **PSAT and PLAN**

The PSAT is administered in October to students in grades 9-11. This test is a practice test for the College Board's Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. All students in grades 9-11 are automatically enrolled for this test. The PLAN is administered to students in grades 9-11. This test is a practice test for the ACT exam. There is a charge of about \$20 for each exam.

Scores will be returned in December and January.

### **High School Incentive Program**

To be recognized in the incentive program, students must achieve A's in all classes and have zero disciplinary referrals for the quarter. Students will be rewarded by lunch off campus paid by the principal and a week of spirit dress.

### **Textbooks**

St. Paul's assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any school-assigned textbook.
2. Students will pay for damages done to a textbook because of abuse or misuse.
  - ❑ If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the replacement price of the book will be charged.
  - ❑ If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged.
3. Students will pay for lost textbooks.
4. Report cards will be held until such fines are paid.

### **Technology Acceptable Use Policy**

St. Paul's Preparatory Academy has a commitment to the integration of technology into the academic programs of the school. The St. Paul's network and computer equipment are available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information.

Access to St. Paul's technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission. The following



guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to or used at school. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

#### **St. Paul's Computing Devices, Network and Printers**

- ❑ Students will have access to the St. Paul's network through school-owned devices only, including computers in the technology labs, the Library/Media Center and in classrooms equipped with computers.
- ❑ Students are prohibited from connecting any device directly to St. Paul's wired network. This includes personally-owned laptops and unapproved wireless routers.
- ❑ Students are prohibited from accessing faculty, administration, and staff computers as well as restricted file servers for any reason without explicit permission from the user or administrator of that computer.
- ❑ Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- ❑ Students are not to use another person's user name or password to gain access to the St. Paul's network or Internet or trespass into another user's files.
- ❑ Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Students should not provide their network password to any other person. If there is ever any concern about a password being compromised, the student will need to contact the IT Department Chairman in order to have the password changed.
- ❑ Do not intentionally waste limited resources such as paper and

printer cartridges that are provided by St. Paul's. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.

- ❑ Do not use the network in such a way that you would disrupt the use of the network by other users. For example, students may not download large files over the Internet during school hours.
- ❑ No food or beverages should be in the vicinity of St. Paul's owned computing devices, including laptop and desktop computers.

#### **Internet**

- ❑ Students will have filtered Internet access through school-owned devices connected to St. Paul's wired network.
- ❑ Students' use of the Internet at school must be in support of education and research and be consistent with the educational objectives of St. Paul's, whether that use is on a St. Paul's computer or a student-owned device. Misuse of the Internet is prohibited, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secret.
- ❑ St. Paul's reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the Internet through St. Paul's Internet connection. Students are not allowed to access inappropriate sites.
- ❑ Students may not use any social networking, instant messaging, blogging, chatting, or other collaboration method to communicate with others during class, unless a teacher or administrator expressly authorizes them to do so.

- ❑ The use of the Internet is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges. St. Paul's reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate.
- ❑ If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access within the St. Paul's firewall. This is not merely a request; it is a responsibility.
- ❑ The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- ❑ These policies and procedures apply to all computing devices used at St. Paul's, including devices owned by the school, privately purchased devices (irrespective of ownership), and any device considered by the Director of Technology to fall under this policy. Teachers may set additional requirements for computer use in their classroom.

#### **Computing Device Security**

- ❑ Students must receive express, prior permission from the owner before borrowing devices, power cords, or any accessories. To act otherwise will be considered theft and the student will be referred to an administrator to face disciplinary action. If a student brings a computing device to school and then loans it to another student who uses it inappropriately, the first student may also bear some

responsibility for the inappropriate use.

- ❑ Students are responsible for taking care of their computing device and accessories such as batteries and chargers.
  - Student computing devices must not be left unattended at any time. computing devices that are not being monitored by the student would be secured in a locked classroom or locker at all times with the lock securely fastened.
  - All devices and cases should have a name tag attached to the outside of them that clearly identifies the owner.
  - Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for not submitting work.
  - Students are expected to take their computing devices home every day after school, regardless of whether or not they are needed. If students are participating in an afternoon activity, they must make prior arrangements to store their devices in a secure place. The following options may be used:
    - Devices may be left locked in lockers and picked up when the after-school activity is completed. Supervising adults will be responsible for allowing students into the buildings.
    - Students may make prior arrangements with a parent to pick up devices immediately following school.

- Under no circumstances should computing devices be left in unsupervised areas, including the school grounds and campus, the Café, the library, the computer lab, unlocked classrooms, dressing rooms and hallways of buildings. Unsupervised computing devices will be confiscated by staff and taken to the appropriate division office.

#### **Software, Communications and Multimedia**

- ❑ No computer programs (executables), pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail as well as setting up “servers” on a student’s device or by any other physical or electronic means.
- ❑ Students are responsible for ensuring that only software that is properly licensed is loaded on their computing device. Any personally-owned software that is used at school must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- ❑ Unauthorized duplication of data or software is prohibited.
- ❑ Students are not to use electronic devices to send messages (emails or text messages or to access social networking sites or join chat rooms) during class periods without permission of a teacher.
- ❑ The volume setting on computing devices should be muted when using the device in a setting that would be distracting to others unless required for the activity being conducted.
- ❑ Any audio or video recording may be conducted only with prior permission of all parties being recorded. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

- ❑ Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- ❑ Downloading music, videos, or software from the Internet at St. Paul’s is prohibited unless specifically approved by a faculty or staff member.
- ❑ Using a computing device to play games during class time is strictly prohibited.
- ❑ Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. This includes music with vulgar lyrics or titles, pictures, text documents, PowerPoints, etc. Any file found on a student’s device that is considered violent, obscene, vulgar or pornographic will result in immediate disciplinary action.
- ❑ Students are prohibited from disabling or attempting to disable any Internet filtering device, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- ❑ Downloading or using copyrighted information without permission from the copyright holder is a possible copyright infringement. Appropriate disciplinary action will be taken if it is discovered that a student has infringed a copyright holder’s rights and/or plagiarized material.
- ❑ Students are responsible for providing their own storage media, such as CDs, DVDs, video, tapes and flash drives. All removable devices must be scanned for viruses before use in a computing device connected to St. Paul’s wired network.

#### **File Sharing**

- ❑ File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the

purpose of sharing data is considered file sharing.

- ❑ File sharing of any kind is prohibited on campus. the only exception to this is when it is a specific assignment given by a faculty member.
- ❑ No file sharing software of any kind is to be used on school grounds. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

### **Computing Device Privacy**

- ❑ The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
- ❑ Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.
- ❑ A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, it will be necessary for a parent or guardian to reclaim the device from school administration.

### **Protocol for Damaged or Missing Devices**

- ❑ Students are responsible for all maintenance on personal laptops and other personally-owned devices.
- ❑ It is the responsibility of each owner to be sure that all equipment is insured.
- ❑ Students must notify the school immediately if a device is discovered missing while on school grounds. If a device is reported stolen and cannot be located within a reasonable period of time, the

school may require a police report to be filed.

### **Consequences**

- ❑ Conference with an administrator.
- ❑ Loss or restriction of technology privileges, including the privilege to use personally-owned devices at school.
- ❑ Detention or suspension.
- ❑ Parental notification.
- ❑ A very serious infraction could result in expulsion from the school.
- ❑ Students are subject to a random check of the history and activity on school-owned devices that they have used. Decisions of the St. Paul's administration regarding unacceptable computer use are final.
- ❑ St. Paul's may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the AUP.
- ❑ Students are to report any known violations of this AUP to appropriate administrative staff members.

### **Discipline**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. St. Paul's Preparatory Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teachers verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT ST. PAUL'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the

school campus or in school activities will be subject to disciplinary action.

### **Code of Conduct: 24/7**

Students are expected to represent St. Paul's Preparatory Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to St. Paul's in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### **Minor Infractions**

The following is a non-comprehensive list of minor infractions:

1. Minor classroom disruption.
2. Failure to comply with the St. Paul's dress code.
3. Failure to participate in class.
4. Loud or disorderly conduct while in hallways and restrooms.
5. Unauthorized elevator use.

Repeated minor offenses may result in disciplinary probation.

Although not all-inclusive, the following may result in suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

### **Major Infractions**

The following is a non-comprehensive list of major infractions:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Non-directed profanity will result in a minimum of one Saturday School. Directed profanity will result in a minimum of a two-day suspension.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will

not be tolerated and will result in disciplinary action.

3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti Harassment Policy in General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students will receive a "0" on the assignment in question. Minimum Suspension: Two (2) Days.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, or alcohol, and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. St. Paul's is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or controlled substances on its campus. Minimum Suspension: Five (5) Days with possible expulsion.
6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. Minimum suspension: three (3) days. St. Paul's is considered a tobacco-free zone.
7. Electronic Device or Medium: A misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. These items including cell phones are not allowed to be on or used during the

- school day. Any cell phones seen or heard during the school day by an administrator or staff member in any location on campus will be confiscated. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of St. Paul's administration. On the first offense, the student will be assigned a detention and the electronic item will be confiscated. Parents will be contacted regarding the infraction and required to pick up the device from the Vice Principal – devices will not be returned to the student or siblings. There will be a \$20 pick-up fee. The second offense will result in two detentions and the student will not be allowed to have the item at school for the remainder of the year. The third offense will result in a one-day suspension and a parent conference.
8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense. Minimum Suspension: Three (3) days.
  9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension: One (1) day.
  10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.
  11. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum Suspension: Five (5) Days.
  12. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic Saturday School, with possible suspension. Major classroom disruptions, repeated failure to complete assignments, sleeping and eating in class will be classified as disrespect.
  13. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) Days.
  14. Tattoos and/or body piercing: Tattoos and/or body piercing are not permitted while a student is at St. Paul's. Any student who obtains a tattoo or body piercing will receive a minimum Saturday School with possible suspension. Corrective action must also be taken to address the issue.
  15. Truancy: Missing school without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom or the campus. Minimum Suspension: One (1) Day.
  16. Vandalism: Destruction or defacing of property belonging to the school, Overcoming Faith Christian Center, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.
  17. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.

**18. Repeated violation of minor infraction will be considered a major infraction.**

**1<sup>st</sup> Period Tardies**

Students are expected to be in their seat when the bell rings. Students who are late (tardy) unexcused up to 10 minutes will receive the following:

- ☐ 2<sup>nd</sup> Tardy – Parents notified by teacher.
- ☐ 3<sup>rd</sup> Tardy - One detention; parents notified.
- ☐ 4<sup>th</sup> Tardy – Two detentions; parents notified.
- ☐ 5<sup>th</sup> Tardy – Saturday School.
- ☐ 6<sup>th</sup> Tardy – Two Saturday Schools.
- ☐ 7<sup>th</sup> Tardy – Parent conference and possible suspension.

**Excessive Tardies**

Arriving more than five minutes late to class unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered excessive tardiness and will result in additional consequences.

- ☐ 1<sup>st</sup> Tardy – One detention
- ☐ 2<sup>nd</sup> Tardy – Two detentions
- ☐ 3<sup>rd</sup> Tardy – Saturday School
- ☐ 4<sup>th</sup> Tardy – Two Saturday Schools
- ☐ 5<sup>th</sup> Tardy and beyond may result in suspension.

**Discipline Method**

This process will normally follow specific steps as described below:

- ☐ The teacher is the first line of authority on addressing behavior requiring discipline.
- ☐ If the behavior continues, a parent will be contacted.
- ☐ If there is still no resolution of the problem and parents have been notified of a discipline problem, a school

administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.

- ☐ Discipline referrals will be given to the student and a copy will be sent to the parent.

**Detention & Saturday School**

Detentions may be given when students fail to comply with school regulations and may be given before or after school, during lunch or Saturday mornings. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses a detention, he/she will need to serve two. **Parents will be notified of a student's detention. Saturday School will be from 7:00 to 10:00 a.m. Students attending Saturday School must:**

- ☐ Arrive in school uniform at 6:55 a.m.
- ☐ Pay \$25 upon arrival
- ☐ Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment will not be permitted to stay for Saturday School.

**Missed Detention**

- ☐ First Missed Detention: The student will be assigned a double detention and any other missed detentions may result in Saturday School. Extenuating circumstances must be discussed with the High School Administration prior to the detention or Saturday School.
- ☐ A student will receive a one-day suspension if Saturday School is missed. Extenuating circumstances must be discussed with the High School Administration prior to the detention or Saturday School.

**Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the St. Paul's Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to

be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Students suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

### **Restoration**

It is always St. Paul's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students:

At the beginning of the suspension period, St. Paul's staff and administration will:

- ❑ Clearly identify the offense at both the beginning and end of the suspension.
- ❑ Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- ❑ Notify the student's teachers of the suspension term.

At the end of the suspension period, St. Paul's administration will:

- ❑ Conduct a re-entry interview with the student and at least one parent.
- ❑ Assist the student in identifying a plan to ensure improvement.
- ❑ Remind the student of their importance in the St. Paul's community.
- ❑ Explain that the student is on disciplinary probation and its ramifications, if applicable.
- ❑ Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any who they have offended as well as themselves.
- ❑ Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction

may be subject to disciplinary probation (see listing of infractions). While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined **under the section titled "Expulsion" below.**

### **Expulsion**

Attendance at St. Paul's is a privilege, not a right. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of St. Paul's will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

### **Attendance**

#### **Arrival & Dismissal**

The following procedures will be in place to ensure the safety of your student on the High School campus:

1. High School students may not be dropped off prior to 7:15 a.m. unless they are meeting a teacher for tutorials.
2. Students who are not picked up by 4:00 p.m. will be taken to the After School Study Hall and a parent/guardian will be contacted. This excludes students participating in athletics or other school activities. St. Paul's is not liable for students who remain on campus after the above stated times and locations. Students may not wait for parents after 4:00 p.m. in the Café, front foyer, gymnasium, locker area, Club Rock, or outside.



3. When a student needs to depart from school early for an appointment, the parent must send a note, e-mail or call the secretary as early in the day as possible. Students will need to sign out at the front foyer counter. Students are responsible for missed work when leaving early.
4. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
5. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse will contact the parent to determine if it is necessary for the student to go home early.
6. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students leaving town for any reason. Pre-approved absence request forms are available at the secretary's desk.

### **Absences**

When your child is absent from school, please call or e-mail the school secretary. The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness through the STI Information Systems. The attendance record will appear on report cards.
2. Please call (817-561-3501) or e-mail the secretary by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by class period. To be counted as present, the student must be in

class for more than half the period.

4. Students who are not present for two full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student or parent should check STI Information Now or e-mail the teacher requesting the assignments. Teachers do not always check their e-mails during the school day, resulting in some responses to e-mails late in the afternoon or the next day.
6. Students will have one class period for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test, he/she will be required to take the test the day of return.
8. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% (approximately 5 days) of the school year or they will be required to repeat the grade level. A letter will be sent to parents after a student reaches three absences. An attendance review committee

will review any absences over 5 units per semester to determine the educational process of the student. Saturday School may be assigned for credit recovery.

#### **Academically Excused & Unexcused Absences**

**Excused Absences:** The following absences will be considered academically excused if the school receives a note, phone call or e-mail from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. These absences DO count in the total for exam exemptions absences. Examples of academically excused absences include:

- a. Illness of student/doctor appointment
  - b. Death in immediate family
  - c. Unavoidable family emergency
  - d. Court appearance
  - e. Pre-approved absences
- ❑ **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- ❑ **Pre-Approved Absences:** For pre-approved absences to be excused, they must be cleared with the administration at least five days in advance. With advance notice these will still be counted on the report card, but without academic penalty. Students are permitted five pre-approved absences if in good academic standing. Of these five pre-approved absences, juniors and seniors may use three of them for college visits. Pre-approved college visits do not count against the student in terms of exam exemptions or total absences. If

the student does not get pre-approval for a college visit, the date will count as an absence. Pre-approved absences exceeding the five allowed are at the discretion of administration. Students may obtain a pre-approved absence form from the school secretary. Students who do not obtain pre-approval absence forms will receive a warning the first time. Any repeat violations after the warning the absence will count as unexcused.

- ❑ **Unexcused Absences:** All absences not meeting the criteria listed in items #1 and #2 above are unexcused and are also counted with the student's total absences and recorded on the student's report card. The student's absence will be counted as unexcused if the parent does not report the absence by phone, e-mail, or written note explaining the reason for the absence. Students are responsible for the material missed due to an unexcused absence. Repeated unexcused absences will result in a Saturday School.
- ❑ A student cannot miss more than five of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than five absences in any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester.

#### **Athletics**

In order for students to participate in grades 6-8 athletics, a physical by a physician will be required. The appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating. Middle School athletic wear, consisting of the same St. Paul's shorts and t-shirt worn during P.E., must be worn by all athletes during practices unless otherwise specified by the coaches. Competitive sports and other extra-curricular activities can contribute to a well-rounded education; however, such activities are extracurricular

and require some basis for eligibility in order to insure that these activities support rather than hinder a student's overall education. Students in grades 6-8 must have a passing grade of 70% or higher in all classes in order to be eligible for sports or extra-curricular activities. A student who receives a grade of 69% or below in one or more classes will be ineligible for three weeks. If a student has a passing grade in the class after three weeks, the student will regain eligibility. Ineligible students may also be subject to academic probation. The third week will begin the Tuesday morning after the grades have been posted on Monday and end at the completion of the school day on the third Monday.

After three weeks of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved. If after three weeks, the student is still failing a class, grades will be checked weekly, and when ALL grades are above 70%, the student may return to extracurricular activities.

### **Sportsmanship Code of Conduct**

Competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent St. Paul's in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a St. Paul's-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

### **Athletic Fees**

All fees are billed by the Business Office if not paid through the Athletic Office. Access to grades will be withheld for unpaid fees or items that are not returned.

## **Campus Visitation**

Parents are welcome on our campus. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

3. Contact the administrator in advance to schedule your visit to coincide with the class you wish to observe.
4. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.
5. Students are not allowed to have friends visit during lunch or during the school day.

### ***Closed Campus***

St. Paul's Preparatory Academy maintains a closed campus. All visitors to the school must enter the building at the front entrance by the Café. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Students are not permitted to remain on campus after school hours unless enrolled in the After School Study Hall. All students must be accounted for at all times.

## **Dress Code**

The administration reserves the right to determine if a student is dressed and groomed appropriately. St. Paul's has chosen to implement the dress code policy by the adoption of a uniform program. It is required that all uniforms be purchased from Mills Uniforms. There are clear biblical principles that ought to govern choice for dress:

4. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:19).
5. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
6. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6: 19-20).

**General Dress Code Guidelines**

- ☐ Only St. Paul's sweaters, jackets, sweatshirts, windbreakers and fleeces may be worn during the school day.
- ☐ Belts must be worn with pants.
- ☐ Hats or hoods may not be worn inside the school building.
- ☐ Abnormal hairstyles are not permitted.
- ☐ Tattoos and/or body piercing are not permitted.
- ☐ It is important for every uniform item to be identified with the owner's name. St. Paul's is not responsible for misplaced items.
- ☐ Pants must be worn above the hips.
- ☐ Shoes must have a closed toe and heel.
- ☐ Students are not permitted to wear sunglasses in the building.

At all before hour and after hour St. Paul's events (sporting events, fine arts events, etc.), students do not need to be in uniform but must be dressed modestly.

**Dress Code Guidelines for Girls**

- ☐ Modesty shorts in school colors are to be worn under jumpers and skirts at all times.
- ☐ No undershirts or t-shirts of any kind may be visible below the uniform shirts and blouses or visible at the neckline. Camis in school colors with no lace may be worn under the uniform shirts and blouses.
- ☐ Shoes must have a closed toe and heel and heel height less than 2". No flip flops, clogs, sandals, slippers, moccasin type footwear, cloth bottom shoes, mules, wedges, backless shoes, slingbacks, open toed shoes.
- ☐ No boots of any type.
- ☐ Opaque tights and leggings in solid uniform colors are acceptable. No glitter or patterns. Aerobic tights are unacceptable.

- ☐ Jewelry should be modest. One earring per ear only. No cuff earrings, gages in ears, nose piercings, or other facial piercings.
- ☐ Hair accessories should be modest in school colors.
- ☐ Hair pieces that are not distracting are permitted.
- ☐ Ties must be tied in a Windsor knot no lower than the second button of an oxford shirt.
- ☐ No tattoos.

**Dress Code Guidelines for Boys**

- ☐ Shirts are to be tucked in at all times.
- ☐ Uniform color t-shirts without writing may be worn under uniform shirts.
- ☐ Belts with no embellishments must be worn with pants.
- ☐ Hair should be styled conservatively with no design shaved into hair.
- ☐ Hair needs to be cut above the collar in the back and above the eyebrows in the front.
- ☐ Students are not permitted to wear pants with the hems torn or ripped or pants with holes in knees.
- ☐ No earrings or facial piercings of any kind.
- ☐ All shoes must be tied and stay tied throughout the day.
- ☐ Ties must be tied in a Windsor knot no lower than the second button of the oxford shirt.
- ☐ Jewelry should be modest and not oversized.
- ☐ No tattoos.

**Dress Code for All Students****Field Trip Attire**

Casual Attire: The field trip shirt (polo type or spirit shirt) will be worn with uniform slacks and skirts. Sweatshirts and jackets are appropriate to wear with field trip shirt. This collared shirt may also be worn with

uniform pants on any school day, with the exception of chapel day when the chapel shirt should be worn. Belts must be worn and shirts must be tucked in at all times.

#### ***Dress/Chapel Attire***

- ❑ Girls: Plaid skirt with white oxford shirt, red tie, navy sports coat, white socks and dark leather shoes.
- ❑ Boys: Khaki slacks, dark belt, white oxford shirt, red tie, navy sports coat, khaki socks and dark leather shoes.

#### ***Spirit Day Attire***

Items purchased through the school, which include St. Paul's branded t-shirts (not general t-shirts) or sweatshirts are acceptable to wear with uniform slacks. Belts are to be worn in adherence with the general dress code guidelines for boys.

#### ***After School Study Hall***

Attending After School Study Hall is considered a privilege. Students participating in this program should adhere to the St. Paul's Code of Conduct. An administrator at all times has the authority to remove a student from After School Study Hall. Students not picked up by 3:45 p.m. must go to After School Study Hall until parents arrive. Students may not walk unattended to the Café, Gymnasium, or Club Rock.

#### ***Field Trips***

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of St. Paul's. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license. Any parent wishing to chaperone a field trip must have the completed background check on file.

7. St. Paul's activities are for current St. Paul's students only. No other students are allowed to attend. Siblings are not allowed to attend.
8. Any student on disciplinary or academic probation may be excluded from the field trip.

9. School rules, regulations and policies are in effect on all field trips on or off campus.
10. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
11. Students are responsible for any academic material missed while on a school field trip or school activity.
12. If a student misses a scheduled test because of a field trip or school activity, the student will be responsible to take the test the next day.
13. The sponsoring teacher will communicate the dress code.
14. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
15. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to attend. Parents deciding to attend a field trip at the last minute will require approval from the St. Paul's administrative office.

#### ***Guidelines for Field Trips***

- ❑ Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, St. Paul's Preparatory Academy, our families, ourselves and Overcoming Faith Christian Center.
- ❑ Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority.
- ❑ Students are expected to follow the directions of the adult leaders.

Girls and boys are to be in separate seats and opposite sides of the bus, if possible. This rule may not apply in personal vehicles being used for transportation, but

- ❑ possible, girls and guys will be separated while traveling.
- ❑ Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- ❑ Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in case of an emergency.
- ❑ Students are not allowed to leave early.
- ❑ All chaperones supervising students must have a background check on file.

## **Volunteers**

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have a completed background check on file and complete a Volunteer Application.

## ***Searches of Students***

Students and their lockers shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that St. Paul's shall have the right to monitor or examine any electronic device at the school or any St. Paul's activity. Additionally, St. Paul's may monitor or examine any postings on the Internet or other messages and postings on personal web sites, social networking sites, for example "MySpace" and "FaceBook", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

## **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the St. Paul's campus.