

# ST. PAUL THE APOSTLE SCHOOL

JOLIET, IL



Parent Handbook  
2012-2013

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## **I. OVERVIEW**

### **A. MISSION STATEMENT**

**St. Paul the Apostle Catholic School, in conjunction with St. Paul the Apostle Parish, creates a Catholic environment for students that proclaims the Gospel message, fosters community, celebrates the living God through worship and prayer, and encourages all to the service of others, while daily promoting academic excellence in all areas of the school curriculum.**

### **B. SCHOOL PHILOSOPHY**

St. Paul the Apostle School is a parochial school serving preschool through eighth grade students from Joliet and the surrounding communities. We offer a program designed to foster intellectual, spiritual and personal growth. In the Catholic tradition, St. Paul the Apostle respects individuality, promotes community, encourages responsibility and interdependence.

The philosophy of St. Paul the Apostle School is based upon the teachings of Jesus Christ, and in conjunction with St. Paul's parish, the school will endeavor to provide the best possible Catholic education for the total student. In partnership with the family, the parish, and the public, St. Paul the Apostle sees its goal as enabling all students to achieve increasing levels of academic accomplishments with positive growth in social and emotional well-being. We accept the responsibility by providing opportunities for all students to reach their maximum educational potential through a challenging and well-rounded curriculum. Emphasizing mutual respect and trust, St. Paul the Apostle prepares students for life-long learning by empowering each one to develop self-esteem and discover each child's potential in a nurturing atmosphere that celebrates academic excellence and an appreciation for cultural diversity. St. Paul the Apostle School recognizes the value of co-curricular and extra-curricular activities, including athletics, fine arts, journalism, technology, and student government in building Christian character by contributing to a spirit of cooperation and well-rounded personal development.

The staff of St. Paul the Apostle School recognizes the parents/guardian as primary educators, and will work with them for the good of each child. In doing so, we will promote spiritual, moral, physical, mental and social growth; challenge each individual student academically to his or her fullest potential; develop responsible behavior and solid work habits; and promote a sense of self-worth and respect for others.

### **DISCLAIMER**

The school principal and pastor have the authority to amend, revise or delete any section of this handbook during the course of the year as deemed necessary.

## **II. ORGANIZATIONS**

### **A. SCHOOL BOARD**

#### Mission Statement

The mission of the St. Paul the Apostle School Board is to affirm our Catholic Christian values through creating a community of trust and understanding enabling our students to advance into the future both spiritually and academically as witnesses of Christ. As partners in education, we will develop and support policies, provide counsel on fiscal matters, and serve as a public relations source in accordance with St. Paul the Apostle Parish and Diocesan policies.

In the Diocese of Joliet, school boards are consultative in nature. Consultation implies that the administrator(s) (pastor/principal) will listen to the advice of the board in certain designated matters prior to a decision being made. The operating principle is that the administrator(s) will not act contrary to the advice that has been given, especially when there is a consensus, unless the administrator(s) has an overriding reason. It is customary, but not obligatory, for the administrator(s) to communicate this reason to the consultative body.

The St. Paul the Apostle School Board meets on the fourth Wednesday of the month, September-May, with the exceptions of November and December holidays, at 7:00 P.M. All parishioners are cordially invited to attend.

We ask that you note these two points regarding School Board meetings:

The School Board will not discuss personnel or staff questions at the School Board meeting since these matters are not appropriate for an open meeting. There are school procedures that must be followed. All personnel issues must be handled by the principal according to Diocesan policy. We ask that you follow the procedures of the school in regard to any teacher or staff questions and/or problems you may have.

The principal generally makes agendas after consultation with the board president. If a parent/guardian wants to place a topic on the agenda, a written description of the topic should be submitted to the school principal or the president at least ten days before the scheduled board meeting. The decision will then be made as to the placement of the item on the next agenda.

### **B. HOME AND SCHOOL ASSOCIATION**

The objectives of the Home and School Association are:

- To provide a hospitable atmosphere where parents and faculty can come together at meetings and other events.
- To sponsor various fund raising events throughout the year so as to assist in working toward the advancement of Christian education and socialization in homes and school.
- To attempt to enhance the parent's and teacher's role as copartners in the education of the child by increasing their mutual understanding of children and also by providing a structure within which parents and teachers can work together for the good of the child; to grow in mutual respect and concern.
- To coordinate and promote cooperation between all approved diocesan organizations within our parish.

Home and School meetings are usually held on the second Tuesday of each month (September – May) at 1:00 P.M.

### **C. ATHLETIC ASSOCIATION**

The objective of the Athletic Association is to offer as much opportunity as practical and for as many boys and girls as possible in a wide variety of athletic endeavors. Athletic Association meetings are generally held on the second Tuesday of each month (September – May) at 7:00 P.M.

St Paul School Athletic Association follows all the guidelines for athletics that are established by the Diocese of Joliet. Students participating in our sports programs are required to participate in mandatory fundraisers determined by the St. Paul Athletic Board.

### **III. ADMISSIONS**

#### **A. REGISTRATION**

Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights and privileges, programs and activities generally available to students at the school.

Pre-school children are to be three years of age by September 1. Pre-kindergarten children are to be four years of age by September 1. Prospective kindergarten students are to be five years of age by September 1. Prospective first grade students are to be six years of age by September 1.

Registration for the up-coming school year is done in January for the currently enrolled families and during Catholic Schools Week for new families. Waiting lists are then created as needed. After that, enrollment is on an availability basis.

Appropriateness of educational programs and/or availability of space may be legitimate factors affecting admissions. Interviews may be required for placement of new children in grades 1-8. The principal will determine the total number of students in each class, as well as classroom placement.

#### **B. PRIORITIES OF ADMISSION**

If there is a waiting list for a certain grade, then children will be admitted when vacancies occur under the guidelines established by the Joliet Diocesan School Board:

1. Children of Parishioners
  - a. Children from families with children already enrolled.
  - b. Children now reaching school age
  - c. Children from families newly moved into the parish and whose children have been in Catholic schools where such were available, or if such were not available, have regularly attended religious education classes
2. Children of non-parishioners with students already enrolled in the school whose parish does have a Catholic school of its own
3. Transfer students from other Catholic schools
  - a. From schools that are closing
  - b. From schools not offering full programs 1-8

4. Transfer students from public schools
  - a. Parishioners' children who regularly attend religious education classes
  - b. Children of other parishes with no Catholic school
  - c. Children of non-parishioners whose parish has a Catholic school
  - d. Children of non-Catholics

### **C. SUPPORTING DOCUMENTS**

All students must have the following documents on file with the school office prior to the beginning of the school year:

#### **Baptismal Certificates**

All students must present their Baptismal certificates at registration for photocopying and placement in the school files if the student was not baptized at St. Paul the Apostle. All students must present the official copy of their birth certificates, which can be obtained from the county office where they were born, at registration for photocopying and placement in the school files.

#### **School Physical Examinations**

Illinois State Law requires a physical examination for each student. Such examinations will be required upon entrance into pre-school or pre-kindergarten, kindergarten, and sixth grade, or into any grade if a student has not previously been examined as required by the School Code of Illinois.

If physical and dental forms for pre-school and pre-kindergarten, kindergarten, and sixth grade are not submitted to St. Paul the Apostle School by the first day of school, then that child will not be permitted to attend St. Paul's School until the forms are submitted. Vision forms are also required for kindergarten, new and transfer students.

### **E. TRANSFER STUDENTS**

Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and reviewed, the child's admission status is understood to be probationary. Further, the academic progress and behavior of each new student is subject to periodic review by the principal. A student not demonstrating acceptable progress/conduct may be dropped from the enrollment at the end of the trimester.

### **F. STUDENT WITHDRAWAL**

If a student is withdrawing from the school for any reason, the parent/guardian must:

- Notify the school office at least two weeks before withdrawing.
- Take care of unpaid fees or any other business matters. All fees **MUST** be paid before leaving.
- Tuition refund policy information is available upon request.
- Complete a transfer form from the school office. Parents/guardians have the right to inspect their child(ren)'s permanent file(s) before the file(s) is transferred. Please provide 24 hours notice any time an examination of the file is desired.

Because the student's interests are most important and cannot be served if the parents/guardians and education officials cannot work together, the school reserves the right to require a parent/guardian to withdraw from the partnership at any time if a serious impasse exists.

## **IV. FINANCIAL OBLIGATIONS**

### **A. TUITION RATE CATEGORIES**

Financial obligation rates for school families are divided into two categories – 1) a full rate for those who are not active members of a Catholic parish, and 2) a discount rate for those who are active members of a Catholic parish and can provide a statement of such from their pastor, who defines the requirements for “active parishioner” status in his parish.

#### **Discount Rate**

A family from St. Paul the Apostle parish qualifies for the discount tuition rate if they...

- Are registered members of the parish
- Attend Mass at St. Paul’s regularly
- Complete and return the blue parish commitment card annually
- Support the parish through the regular use of offertory envelopes
- Volunteer in parish or school ministries and activities

Those who qualify as members of St. Paul the Apostle parish enjoy priority enrollment privileges over those who do not qualify and are also able to apply for financial assistance, if needed.

Upon the review and discretion of the pastor, if a family is found to not fulfill the requirements for the discount rate, they will become responsible for the full tuition rate.

#### **Full Rate**

Families who do not satisfy the requirements listed above as active members of a Catholic parish are charged the full rate of tuition. Such families are also still responsible for all fundraising obligations as well.

### **B. FUNDRAISING OBLIGATIONS**

As part of the financial obligation, each family is required to participate in all mandatory fundraisers with a minimum dollar level established by the School Board. These include:

- \$400.00 in Raffle tickets,
- \$70.00 for two Festivale tickets,
- \$300 in profit from a mix of any of the additional fundraisers, including the following:
  - \* Magazine and cookie dough sale (40% profit to the school)
  - \* Candy sale (50% profit to the school)
  - \* Manna gift cards (% profit to school depends on vendor)
  - \* Other seasonal fundraisers, credit for the profit to be allocated to participating families.

Raffle tickets may be purchased at registration or paid in monthly installments; Festivale tickets must be purchased at registration. Parents choosing not to participate in the Parent Participation Program may pay \$400 in lieu of working 20 points worth of time at school activities. This fee is due at registration.

### **C. TUITION PAYMENTS**

Enrollment is not officially completed until the family is satisfactorily caught up with any prior year tuition payments, and payment for the current year is made. Payments can be made by one of three methods:

**In full, on or before the first day of school.**

**Three equal installments, due on the first of the month, August, November, and February.**

**Ten equal installments, due on the first of the month, August through May.**

If payments are not current at the end of each trimester, students may not return the next trimester, and registration for the following year will not be accepted. If payments are not current by May 15<sup>th</sup>, registration for the following year is forfeited.

Report cards will not be issued to students whose financial obligation is not current at each trimester. The parent/guardian of any student whose payments are past due, including any fundraising obligations to that point in the year, will be notified that they have two additional weeks to make the necessary payment. If payment is not made within that time, the student will not be permitted to attend school.

Whenever a check fails to clear the bank due to insufficient funds, payment may be requested by money order or cash. If the financial obligation is not fully paid by May 20, students will not be permitted to attend school; report cards will not be issued; transcripts will not be issued; caps and gowns will be withheld, and diplomas will not be presented.

**D. REDUCTION IN FINANCIAL OBLIGATION**

If you are unable to meet the financial commitment to St. Paul the Apostle School, you may secure a Financial Aid Relief form from the Parish Secretary no later than February 1. This request must be formally renewed each spring preceding the school year for which relief is sought.

The family requesting the aid must apply directly to FACTS by March 1st. This service will evaluate the circumstances in confidence, with the results sent to the principal by March 10. Relief will be given in accordance with such evaluation. This financial aid relief shall be available to parishioners only. Families receiving financial relief are not excused from participating to the full extent in fundraisers established by the School Board. Families receiving financial relief are also **required to participate in the MANNA program**, which is described in section F, below.

As always, extenuating circumstances regarding payment may be referred to the pastor for special relief, at which time such relief will be at the sole discretion of the pastor.

**E. REGISTRATION FEE**

**New Families**

All new families and non-parishioners desiring to register their child(ren) at St. Paul the Apostle School will be required to pay a non-refundable fee of \$150.00 at the time of registration that will be applied to next year's financial obligation.

**Continuing Families**

Families currently enrolled at St. Paul the Apostle School will be required to pay a non-refundable registration fee of \$100.00 at the time they register for the next year. This fee will be applied to next year's financial obligation. After the registration deadline, a late registration fee of \$175.00 will be charged, \$100.00 of which will apply to the next year's financial obligation.

**F. MANNA PROGRAM**

All parents/guardians have the opportunity to have their financial obligation reduced by participating in the MANNA gift certificate program during the school year. The first \$300.00 of funds raised from all sources of school fundraising will go toward the family's fundraising commitment. Two (2) percent of each MANNA purchase through March 31<sup>st</sup> beyond that amount shall be set aside as a credit applied to financial obligations due in May. The remaining percentage of profit for MANNA purchases will be applied to the school's Endowment Fund. The Endowment Fund is used to benefit

the school. Profit from MANNA purchases in April and May will go toward the next year's fund-raising obligation.

## V. SCHOOL DAY PROCEDURES

### A. SCHOOL TIMES

#### **Pre-School and Pre-Kindergarten**

7:45 A.M. Students may arrive on school grounds.

8:00 A.M. Students must be in their classroom.

11:00 A.M. Pre-school is dismissed, except half days.

12:00 P.M. Pre-kindergarten class begins.

3:00 P.M. Pre-kindergarten and all-day pre-K is dismissed.

#### **Grades Kindergarten – Grade 8**

7:45 A.M. Students may arrive on school grounds.

8:00 A.M. Students must be in their classroom, or they will be marked tardy.

11:30 A.M. Dismissal for pre-school and pre-kindergarten through eighth grade on all ½ days

3:00 P.M. K-8 students dismissed.

Students are required to leave school grounds promptly. No supervision is provided after 3:15 P.M. Any child that is still on St. Paul premises after dismissal will be placed in the Extended Day program, and a fee will be charged for this supervision.

### B. ATTENDANCE POLICIES

#### **Attendance**

Regularity of attendance and punctuality are of prime importance to the child from the very first day of school. Regular daily attendance is important to a student's success. Absences and tardiness are written on the child's report card for the purposes of records and awards. Exemplary attendance is achieved when a child is neither absent nor tardy throughout the school year, except for three days of illness-related absence.

#### **Absence**

If any child is absent for any cause, the parent/guardian **must call the office each day of the absence.** Please call 815-725-3390, ext. 444, by 8:30 A.M.

#### **Tardy**

A child who is late, must receive a tardy slip from the office before entering the classroom. The child is required to have a note from the parent/guardian explaining the tardiness. Students are responsible for any work missed due to any absence. **Three times tardy in a trimester will result in an early morning detention.**

#### **Doctor's Orders**

Every child who is well enough to be in school is well enough to play outdoors at recess and participate in all gym classes unless a doctor's note is provided. If a child cannot participate in organized play for a day or so, at least they can be out in the fresh air with their class. Students are required to go outside with their class and parents are not able to request indoor recess. During inclement weather or very cold winter days (wind chill of less than 20 degrees), the students will remain indoors.

### C. UNEXCUSED ABSENCES

The school will **NOT** excuse any student during the school year for vacations or “time off”. Teachers are not required to provide assignments for the student before the student leaves for any non-scheduled absence. Written work missed during these days of non-scheduled absence may be requested, by the student, upon the first day of the student’s return to school, for credit. This work must be made up within one week. Any incomplete work will result in a zero. If during this absence, a test is given, the student will be able to make up the test for credit at the convenience of the teacher.

If such an absence is unavoidably necessary, a letter notifying the school of the student’s impending absence must be received at the school office at least 24 hours before the student leaves. **If the student is absent during Standardized Testing periods, the tests will not be made up.**

### D. EXCUSED ABSENCES

**Educational activities out of school, such as Science Fair, Spelling Bee, Math Competition, etc. that are authorized by St. Paul the Apostle School are “excused absences”. These absences are recorded as “EXCUSED”. This excused absence does not affect exemplary attendance awards.**

**Absences to attend the funeral of family or friends are excused absences but are recorded on the student’s attendance record and affect perfect attendance.**

### E. STUDENT APPOINTMENTS (Medical/Dental)

Appointments, including routine medical and dental examinations, are an interruption to the student’s school day. Please make all appointments before or after school hours whenever possible.

### F. MEDICATION

An authorization form and/or doctor’s note must accompany medication that must be provided during the school day. If the child must have any medication, the parent/guardian should come to the school office and dispense such medicine to the child. Parent/guardian is encouraged, if at all possible, to adjust medication times to before and after school hours. School personnel may supervise the taking of required medication only with the written request of the parent / guardian that is not available to dispense the medication to the child. For the sake of safety, all medications **MUST** be kept in the school office.

### G. EMERGENCY FORM /CALLING TREE

In case of emergency, parents/guardians are contacted first. If a parent/guardian cannot be contacted, then a person designated by the parent/guardian on the child’s emergency card will be contacted. Parents/guardians have the responsibility to keep the emergency form up to date.

### H. LEAVING SCHOOL GROUNDS

No child is permitted to leave before or during the school session, including lunchtime. If a child must leave for reason of illness or appointments, a parent/guardian **MUST** come to the office to get the child

and sign out the student.

A written note for early dismissal must accompany the child on the day prior to the day of the appointment and be approved by the principal. The note is then presented to the homeroom teacher.

In the event of a tornado warning, all students and staff must take cover in designated areas for the duration of the warning, in “duck and cover” mode. Students will not be dismissed into the custody of a parent or guardian until the tornado warning is cleared by the weather service, no matter what the time of day. If the warning should occur close to dismissal time, an attempt shall be made to alert parents using the emergency call system. Parents in the vicinity of the school shall be invited to enter through the front door of the school to take cover with the students and staff until the warning is lifted. No other door to the building shall be used for entry during a tornado warning.

In the event of a true disaster, or of an evacuation of the building for any reason, no student shall be dismissed into the custody of a parent or guardian until the parent has signed the student out with the officer in charge.

## **I. LUNCH REGULATIONS**

A hot lunch program is available to all students in **grades K-8**. At the start of each month, full month menus plus order forms are sent home for each child. To participate in this program, parents/guardians must complete an order form for each child. Orders are made for one month at a time. No refunds are given except in the case of absenteeism due to illness. Menu substitutions are sometimes necessary. Milk is included with lunch or may be ordered alone. Lunch from home may not include soda pop or high caffeine beverages.

## **J. VISITORS**

*“All visitors are required to report directly to the principal’s office to identify themselves and state their business. Any visitors found in the building without permission are subject to prosecution as specified in the school code by city ordinance. Parents/guardians will be advised in advance of the occasions when they are encouraged to attend school activities and therefore need not check in with the office.”* (ILLINOIS SCHOOL CODE SECTION 24-25)

**ANY PERSON entering the school building to visit MUST check in at the office immediately. All visitors must wear a “St. Paul Visitor” badge while in the school building.**

No child, who is not a St. Paul the Apostle School student, will be allowed to visit a classroom unless the principal gives permission. Any parent/guardian, who wishes to visit a classroom, **MUST** be given permission by the principal 24 hours in advance. The principal will determine the length and location of the visit.

**Special open house and visitation days will be established throughout the year. Please refer to the monthly calendar for dates and times.**

### **Joliet Diocesan Policy #1360 Visitors**

**Both security and hospitality are values to be promoted. All doors to the school building are**

**locked and every entrance is carefully monitored.**

**All visitors, including parents and volunteers, proceed immediately to the school office. School administrators or designee determine the business of the visitor and what, if any, access to the school building the visitor is allowed. The visitors are welcomed, sign in and, if allowed access, receive a visitor's badge. When visitors leave they return the badge and sign out.**

#### **Joliet Diocesan Policy #1370 Loitering or Causing Disturbance**

**Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without express permission or who causes disturbances may be guilty of loitering. Loiterers may be prosecuted according to law. In such cases the principal determines if and when law enforcement personnel are contacted. Signs may be posted as necessary.**

#### **K. TELEPHONE MESSAGES / USAGE**

A child will generally not be called to the phone during school hours. A message may be given to the teacher in case of emergency. Parents are requested **NOT** to call teachers at home unless the teacher has specifically asked them to do so.

**Students are not permitted to display or use cell phones during school hours.** Cell phones should be stored in a secure location in the school office in the OFF position. The use of cell phones or other electronic devices during school hours shall result in confiscation of the device. Further disciplinary action may be taken, depending on the extent of misuse of the cell phone. Parents shall be contacted to arrange a time to pick up the confiscated item and to be informed of any disciplinary action.

#### **L. EMERGENCY CLOSINGS**

When school must close with no more than the morning notice, it will be announced via the emergency call system and on WJOL - 1340 AM before 7:30 A.M. You can also get school closings on the Internet at [www.thestpaulschool.org](http://www.thestpaulschool.org)

**DO NOT call the convent, rectory, or school. If emergency closings are necessary during the school day, notification will be handled through the established automated emergency calling system. It is most important for you to keep your emergency contact information up-to-date.**

#### **M. DROP OFF & PICK UP PROCEDURES (Cars & Car Pools)**

##### **Drop Off Procedures:**

##### **PreK-3rd grades:**

1. Enter the St. Paul property via the Activity Center driveway off Campbell Street and proceed behind the school, convent, and church. Turn right, alongside the church, to the circle drive. Children are to be dropped off on the circle drive between 7:45 and 8:00 a.m. on the circle drive sidewalk, where they can then walk to the front of the school. **NO LEFT TURNS** are permitted from the circle drive onto Woodlawn during the school day. The students should report to their classrooms.

**Grades 4-8:**

2. Drop off students at the front of the school along Woodlawn Avenue. They may enter either school door that faces Woodlawn. The students should report to their classrooms. Parents should continue north along Woodlawn Avenue after dropping off students.
3. If you have more than one child, use the directions for the younger child. All children are to exit and enter cars on the right side of the vehicle.
4. Parents are NOT to park in the north Activity Center parking lot, along the front of the school, across the street from the school, or along Campbell St.
5. Children are not to be on school grounds before 7:45 A.M., because no supervision is provided until this time.
6. Parents are NOT to park on the west side of Woodlawn and then personally escort their children across the street, as this encourages students to develop unsafe street crossing habits.

**Pick Up Procedure**

**Please refer to the map at the last page of this handbook. Please exercise caution at crossover points, and follow directions of staff and safety patrol guards.**

**N. WALKERS**

Children, who walk to school and must cross Woodlawn are to do so only at the corner intersection of Woodlawn and Campbell Street. They are NOT to cross Woodlawn at Oneida or Richmond, as this is an extreme safety hazard. Students should follow the directions of the school safety crossing guards. Students return home via the same route crossing Woodlawn or Campbell at the Woodlawn/ Campbell intersection. Students are not to be picked up; parents may be required to provide proof that they are within walking distance of school. Students without proof will not be dismissed with the walkers.

**O. BIKERS**

Bike riders are to walk bikes on the parish premises and lock them to the bike racks located off the teachers' parking lot in the rear of the building during school hours.

**P. HOMEWORK PICKUP**

If your child is absent, please make arrangements to have the homework picked up by a classmate, or call the office before 8:30 A.M. to ask the teacher to prepare the homework. Assignments may be picked up at the office after 3:00 P.M.

## **Q. SCHOOL BOOKS & MATERIALS**

To minimize lost or damaged books and materials, textbooks/workbooks are to be kept covered and clearly identified. Students are financially responsible for the replacement cost of any school-owned materials that are damaged or lost. Library books that do not have known exact replacement costs are assessed at the rate of \$5.00 per book. All replacement fees must be paid when required by the principal or report cards will be withheld.

## **R. PRE-SCHOOL/ PRE-KINDERGARTEN CALENDAR / HANDBOOK**

Days of student attendance in the St. Paul early childhood educational programs (PS-PK) will not always be in exact conformance to the school calendar used in grades kindergarten through eight. Parents/guardians will be given advance notice of adjusted times and dates so that alternate arrangements can be made. Additionally, parents/guardians of these young children will be given a special Parent Handbook during a parent/guardian orientation night detailing the pre-school/pre-kindergarten programs.

## **S. EXTENDED DAY PROCEDURES**

Extended Day means before school (7:00 A.M. - 8:00 A.M.) and after school (3:00 P.M. – 6:00 P.M.) Activities will be offered to enhance educational opportunities. Snacks will be provided for students staying late in the afternoon. Drop-offs and pick-ups are done at the glass doors by the circle drive.

The charge for this service is \$4.00 per hour per child or \$2.00 per half hour per child. Therefore, attendance from 1 to 30 minutes will cost \$2.00 and attendance of 31 to 60 minutes will cost \$4.00.

Parent/guardian is asked whenever possible to advise the school a minimum of one week in advance if children will be enrolled at any time in this program so that provisions can be made. A full week is not required for attendance in this extended day program. Parent/guardian may choose as many days a week as they wish, and may also determine the length of time they wish their child(ren) to be here at school. Please call the school office to obtain a special calendar and form that further explains extended day procedures in detail. A bill for the previous week of extended day care will be sent home on Tuesday, with payment due on Wednesday. Any unpaid charges will be added to the next financial obligation.

NOTE: The extended day program ends promptly at 6:00 P.M. Any late pick-ups will be billed at \$1 per minute except in extreme inclement weather. Any family who repeatedly has late pick-up will be denied participation in the Extended Day Program.

## **T. LUNCHROOM PROCEDURES**

1. Treats are handed out at the end of the school day, **NOT** during lunch.
2. Do not send lunches that need to be heated or cooked.
3. No outside (fast food) lunches are to be brought in for students.
4. No student leaves the lunchroom without permission from teacher on duty.
5. No pop or large candy bars are to be brought from home for lunch.

## **VI. STUDENT INFORMATION**

## **A. UNIFORM REGULATIONS**

### **Joliet Diocesan Policy #5350 Student Attire:**

*Students are expected to comply with local school dress codes.*

St. Paul students in grades K - 8 are required to follow uniform regulations in order to attend school. Parent/guardian is asked to reinforce uniform regulations with their child(ren). The uniform policy will be strictly enforced at school. Parent/guardian will be alerted of first violations in a written communication. Second violations will result in an out of uniform notice. Further violations will result in disciplinary action by the principal.

All students are expected to be in complete uniform every day. Any student who is not in complete uniform must have a legitimate reason. In such cases, a written note of explanation from a parent must be brought to the office and approved before the child(ren) is admitted to class. Pre-school and pre-kindergarten students do not wear uniforms. Uniform components are available at Dennis Uniform, Educational Outfitters, and girls' Peter Pan collared blouses only can also be purchased at JC Penney's uniform department.

The acceptable St. Paul uniform is as follows:

### **Girl's Uniform**

**Jumpers - Grades K-3- (Regulation Plaid)**

**Skirts - Grades 4-8 - (Regulation Plaid)**

**Skorts– Grades K-8 (Regulation Plaid)**

**Shorts – Grades K-8 (Navy blue solid color) twill uniform shorts**

**Slacks – Grades K-8 (Navy blue solid color) twill or corduroy uniform slacks**

**Slacks – Grades 6-8 Khaki twill dress slacks, loose fit at waist, no cargo pockets**

**Length** – Length of skirt or jumper is to touch the knee. Shorts and skorts reach two inches above the knee. Shorts may be worn under the skirt. If worn, shorts must not be visible.

**Belt** – A black, brown, or navy blue belt must be worn with slacks.

**Shirt – grades K-8** A plain white polo shirt, cuffed style white polo shirt, plain white uniform blouse (peter pan style or fitted princess style), or white turtleneck may be worn. Shirrtails must be tucked in except for the fitted princess style blouse and the cuffed banded style polo shirt.

**Shirt – grades 6-8** A dark green uniform polo with school logo may be worn with khaki slacks or shorts.

**Sweater or Sweatshirt**– Girls may wear a regulation solid navy blue or hunter-green sweater or sweatshirt with the St. Paul logo. The plain white uniform polo, turtleneck, or blouse is required under the sweater or sweatshirt.

**Socks** –Plain solid crew or cuffed ankle navy blue, green, or white socks, knee-high socks, or tights are required at all times. Athletic in-the-shoe socks without a cuff are not allowed.

**Shoes** – Shoes are to be properly laced, clean, and presentable at all times.

**Color:** solid color black, brown, or navy. **Style:** Soft soled, non-scuffing leather dress shoes with

heel no greater than ½ inch. No moccasins or athletic/tennis/or gym-type shoes are permitted except with the summer uniform as described below.

**Summer Uniform:**

**Grades K-8: Navy uniform shorts with white polo can be worn August - October 31, and April 1 to summer vacation. Plain white tennis shoes are permitted only with the summer uniform.**

**Grades 6-8: Khaki dress shorts with dark green uniform polo with school logo may also be worn.**

**Boy's Uniform**

**Slacks** – K-8: Dark navy blue uniform pants are to be worn at the waist at all times.

6-8: Khaki twill dress slacks, loose fit at waist, no cargo pockets are also allowed.

**Belts** – A black, brown, or navy blue belt must be worn, except for the small boys' elastic waist uniform pants which are sold without belt loops.

**Shirts** – K-8: The plain light blue uniform polo must be tucked in.

6-8: A dark green uniform polo with school logo may be worn with khaki slacks or shorts.

**Sweater or Sweatshirt** - Boys may wear a regulation solid navy blue or hunter-green sweater or sweatshirt with the St. Paul logo. The light blue uniform polo or a plain white turtleneck shirt is required under the sweater or sweatshirt.

**Socks** – Plain solid white or navy crew socks are required at all times. Athletic in-the-shoe socks without a cuff are not allowed.

**Shoes** – Shoes are to properly laced, clean, and presentable at all times.

**Color: solid black, brown, or navy. Style: Soft soled, non-scuffing leather dress shoes with heel no greater than ½ inch. No moccasins or athletic/tennis/ or gym-type shoes are permitted except with the summer uniform described below.**

**Summer Uniform:**

**Grades K-8: Navy uniform shorts with the light blue polo can be worn August - October 31, and April 1 to summer vacation. Plain white tennis shoes are permitted only with the summer uniform.**

**Grades 6-8: Khaki dress shorts with dark green uniform polo with school logo may also be worn.**

**UNIFORM NOTES:**

**Labeling** – Each uniform piece must be labeled with the student's last name.

**Underwear** – Visible underwear garments are NOT acceptable. The only exception to this is a plain white undershirt showing at a boy's neckline.

**Jewelry/Make-Up-** Acceptable jewelry: a watch, a plain chain type necklace with or without a SMALL cross, religious medal, charm or locket, one ring on the hand. Girls may wear one small stud (pierced) earring in each earlobe. Wearing these items is a privilege and this privilege can be revoked

if abused. Make-up, including colored nail polish and artificial nails are not allowed.

**Hair** - Boys' haircuts are to be traditional and tapered, Eyebrows must be visible, and hair must not touch the shirt collar. No shaved heads with full tops, hair on the collar, lop-sided cuts, indentations, or other style variations are acceptable. Girls' hairstyles are to be moderate. FAD hair-dos, unnatural color variations including spray-ons, moussed styles, extensions, feathers, and hair-wraps are NOT allowed. Hair accessories are to be small and the color MUST be black, navy, blue, green, white, or uniform plaid. Good grooming is always required.

**Hats/Sunglasses** – Hats, sunglasses, or hologram contact lenses are not to be worn in the building.

**Tattoos** – No temporary or permanent tattoos are allowed.

## **OTHER CLOTHING:**

### **“Khaki” Days**

**Students who attend Sunday or Saturday vigil Mass may wear khaki slacks on a designated day the following week, provided they have a copy of the weekly church bulletin signed by the priest or a school staff member. Khaki's should be dress-style slacks, worn at the waist with a loose fit and no cargo pockets. A uniform belt should be worn along with uniform shoes and socks.**

### **“Wear Your Best” Days**

On these days students will be asked to dress up in their best attire as deemed modest and appropriate for the occasion. On “Wear Your Best” days, it is understood that blue jeans, sweatshirts, sweat pants, shorts, t-shirts, athletic jerseys, and the like are never acceptable. Skirts or dresses are to be within two inches of the knee. Low cut blouses are not allowed. No open-toe, backless, or high heel shoes or sandals are allowed.

### **“Spirit Wear” Days**

On these days, students will be allowed to wear St. Paul Athletic jerseys, St. Paul the Apostle Spirit wear, or a predominantly green shirt with khaki, black, or navy blue slacks, or Spirit Wear uniform plaid lounge slacks or St. Paul sweat pants are allowed. Cuffed socks must be worn with either the uniform shoe or sneakers.

### **“Dollar Jeans” Days**

On these days, students may bring a \$1 donation to Home & School to earn the privilege of wearing blue jeans. Jeans may not be low-rise, and must be worn with a belt. Shirts must have sleeves and must be tucked in. Clothing must be in good repair with no holes and no words or symbols that are offensive or insulting to others, or make reference to drug or alcohol use. Cuffed socks must be worn with either the uniform shoe or sneakers.

## **P.E. Clothing**

All students in grades K-8 are required to wear a P.E. uniform in order to participate in P.E. class. This uniform consists of a white or gray shirt imprinted with “St. Paul” in green, and green shorts imprinted with “St. Paul” in white. Also required are proper P.E. shoes which have soles that are safe on the gym floor, do NOT leave skid marks and are worn only in gym class. The P.E. teacher will determine if children are properly attired for P.E. class participation. Not having the proper uniform WILL affect P.E. grades. Failure to wear a **complete** gym uniform during a grading period:

- 1<sup>st</sup> Time: Excused
- Consecutive Time: Referral or detention and lowered grade on trimester report card.

ALL students are **required** to take their P.E. uniform home each weekend and return it cleaned to

school the following week in time for P.E. class.

**Labeling** – Each P.E. uniform piece must be labeled with the student’s last name.

### **B. STUDENT INSURANCE**

During the first week of school, each student will be furnished with information concerning accident insurance. For those parents/guardians who have children involved in the athletic program, some kind of coverage is required. It is strongly advised that each child have some type of accident insurance (school or parent/guardian insurance) which covers them during school hours.

### **C. HEALTH PROGRAM**

Yearly vision and hearing tests are administered in the school for students in various grades. Parents/guardians are notified if results indicate the need of a more complete examination.

### **D. PARENT/GUARDIAN NEWSLETTER**

This newsletter shall be sent to parents via e-mail on Thursday. We request that all parents who have e-mail access kindly furnish that information at registration, as we move toward a paperless system of communication. If parents have no e-mail address, a hard copy shall be sent home to the parent/guardian on. Please take notice of the scheduled events for that particular week. Changes from the yearly calendar will be included on the monthly calendar sent at the beginning of each month.

### **E. BEHAVIOR AND ACTIVITIES**

#### **Joliet Diocesan Policy #5310 Conduct**

**Students are expected whether inside or outside of the school to act in a manner befitting a Catholic school student. All students recognize their individual responsibilities and obligations and discharge them in accordance with school policy, rules and regulations. Emphasis is placed on the growth of the student in self-discipline. Each school determines the extent to and the manner in which it will respond to student conduct outside the school.**

**When inappropriate behavior occurs, the corrective response is a logical consequence of the student’s behavior and is appropriate to the nature and degree of the offense.**

**We strongly affirm that all students are treated with respect and free of harassment, sexual or otherwise.**

#### **Joliet Diocesan Policy #5315 Threats and/or Acts of Violence**

**The principal takes every threat and/or act of violence, including violence toward self, seriously. In the case of a threat, the principal determines whether or not it is credible. Students who make credible threats or engage in a violent act may be removed from school and may be required to receive psychological assessment. The principal determines whether the student is suspended or remains at home until re-admitted. Written recommendation by a certified therapist is a requirement for re-admittance. Parents of the offending child are informed in**

writing that further offense may result in expulsion. The Catholic Schools Office and the Pastor are informed of the incident. When the local school board is given information it is in an executive session so that strict confidentiality is maintained. The board is given information in enough detail to assure them that the situation is being handled appropriately by the school. The information shared may include specific facts regarding the situation, who is being consulted and procedures being followed in attempt to remedy. Information shared with parents is of a less detailed nature. Care is taken to protect the privacy of those involved. Information shared may include general facts regarding the situation, consultation procedures and precautions taken to insure the safety of their children. If the media becomes involved, special care is taken to protect the privacy of those involved.

#### **Joliet Diocesan Policy #5330 Vandalism**

Students and their parent(s) guardian(s) are responsible for damage to any school equipment and/or property both on and off site during school-related events.

#### **Joliet Diocesan Policy #5335 Search and Seizure**

The principal has the right and responsibility to conduct searches of lockers and personal property of students and seize items of personal property posing health or safety threats that are illegal or immoral. The principal or designee is present when a search and/or seizure take place. Concern for student privacy is exercised.

### **F. DISCIPLINE CODE**

#### **Joliet Diocesan Policy #5320**

*Each school has a written discipline code developed by the principal and staff and shared with parents.*

*Discipline is developed in a positive manner. This discipline code meets the commonly accepted standards of good faith and fair dealing. The following disciplinary procedures are forbidden:*

- corporal punishment*
- personal indignities*
- use of physical force*
- sarcasm, ridicule or public humiliations*
- indiscriminate punishment of all students in a class for the bad conduct of some*
- imposition of a fine as a means of punishment*
- the requiring of repetitive written exercises*
- excessive academic assignments*

*Acceptable disciplinary procedures include but are not limited to:*

*Conference with the student. The purpose is to build an understanding between the teacher and student. Our commitment to fairness means that the student is told what he or she did that was wrong and is given a chance to be heard.*

Reproof. A reproof may be given privately or in public depending upon the nature of the offense. It is given in a kindly manner but with sincerity, firmness, and directness. The reproof is given only once; then, the offense is forgotten.

Isolation. In this case, the student forfeits her/his right to be with the other students. Students are never placed outside a staff member's range of vision.

Loss of Privileges. This includes but is not limited to; those privileges associated with athletics, band, choir, class officers, members or officers of school clubs, etc. The principal determines the duration of such loss of privileges.

Detention. Detention is a period of time either before, after, during school or on a non-school day, during which a student is detained because of behavior.

Parent(s) /guardian(s) are notified when students are detained outside of school hours.

Suspension. Suspension is the isolation of the student from some or all school activities because of behavior. Suspensible offenses and length of suspension is determined by the local administration.

Personal or written notification of impending suspension, with the reason(s) indicated, is always communicated to the child's parent (s)/guardian(s) before the suspension takes place. If this communication is not direct, assurance must be obtained that the parents received notification.

Suspensions shall be served in school where the student shall be given appropriate supervision while continuing academic assignments during suspension from the classroom. Because school staffing levels do not provide personnel to supervise in-school suspensions, due to their rarity, parents shall be required to pay the current rate per day for a substitute teacher to provide this supervision.

Expulsion. The reasons justifying expulsion from a Catholic school are serious. Even when such reasons exist, or avenues are explored before the decision to expel is reached. There are two general situations which may lead to expulsion:

- When the moral, academic or physical well-being of the student body is endangered.
- When there is prolonged and /or open disregard for school authority. As soon as it becomes evident that expulsion of a particular child is necessary, the principal confers with the pastor of the parish, and has a meeting with the parent(s)/guardian(s) of the child. Every effort is made to enlist the cooperation of the parent(s)/guardian(s) in order to avoid invoking this extreme penalty.

When a child has been expelled, the Catholic schools Office is notified immediately. In the absence of specific discipline code, the principal makes disciplinary decisions.

Joliet Diocesan Policy #5325 Discipline Recourse

*Disciplinary consequences are determined according to Diocesan and Local School Policy. They follow local school administrative regulations, discipline codes, school handbooks, classroom rules etc. The principal is allowed discretion in administering discipline.*

*In the interest of fairness, students are given opportunity to present their view of any serious incident to the person assigning the discipline before discipline is determined. Students are expected to comply with discipline imposed. Parents are expected to cooperate to see that the student does so. If further communication is necessary, the person assigning the discipline is to be contacted. If this does not resolve the situation, that person's supervisor is contacted.*

*Students who do not comply with discipline measures may be denied participation in extra curricular activities, special school or classroom activities i.e. field trips, parties, reward videos, etc. As a last resort, the student may be asked to withdraw or may be expelled.*

**At St. Paul the Apostle school, good discipline is a necessary factor in maximizing the learning process. It is important that all students abide by school policies in order to maintain the outstanding caring and educational atmosphere that is a characteristic of St. Paul school.**

**Students are expected to demonstrate Christian conduct on a daily basis. They are to show respectful and cooperative behavior towards adults and fellow students, and they are always expected to respect the rights of others.**

**Proper behavior includes use of respect, responsibility and self-control. Each student is responsible for his or her own behavior.**

Students who knowingly and willfully disrupt the educational process, break established school and teachers' rules, fail to do homework, and/or violate the rights of others will be subject to (1) conduct referrals, (2) detentions, (3) loss of privileges, (4) in-school suspension, (5) out of school suspension, and/or (6) expulsion, depending upon the severity of the infraction.

The faculty writes all conduct referrals. Conduct referrals are then sent to the parent/guardian to alert them to some problem that occurred at school. These problems are generally very minor in nature, and therefore, are not placed in any permanent file.

Detentions are assigned when established school rules are violated. Parents/guardians will be notified when detentions are warranted, and they are to be served as soon as possible. Detentions will be of the length determined appropriate by the teacher, however, in most cases; the approximate time will be 45 minutes. It is emphasized that detentions are not served at the convenience of the student, but on the date assigned by the teacher.

If needed, teachers may also elect to withhold privileges, with principal approval, as disciplinary techniques. At the discretion of the teacher, disciplinary action may also be taken if the student fails to comply with academic requirements. Additionally, these failures will be reflected at interims, and/or on the next report card.

Students may be placed on a home-study program at the discretion of the principal. Also, students may

be suspended and/or expelled for serious misconduct as defined by the principal, stealing, cheating, violation of the Technology Acceptable Use Policy, possession/use of drugs and/or alcohol, Expulsion procedures will be in accordance with Joliet Diocese Catholic Schools Office policy.

### **G. GENERAL RULES**

1. All materials for class should be taken to class daily. Students are not to return to lockers/classrooms for forgotten items, or call home for these. Supplies are to be replaced as needed. Failure to have proper materials /supplies will result in the use of the disciplinary policy.
2. No student is permitted to enter any classroom before or after regular school hours without the explicit permission and supervision of the classroom teacher or office personnel. If students wish to have extra help from a teacher, they must make arrangements with that teacher.
3. Students are expected to take pride in St. Paul School and assist in maintaining its cleanliness.
4. No unnecessary items or valuables are to be brought to school unless the classroom teacher has given permission. The school reserves the right to search lockers and desks without notice.
5. All fees are to be paid by the date required.
6. Students may be photographed and/or videotaped from time to time. Special activities may be taped for purposes of showing the activity on cable TV. Any parent/guardian who does not wish to have their child(ren) videotaped must notify the school in writing so the child(ren) will not be a participant in the taped activity.
7. Students are not allowed to use the elevator unless they are under the direction of an adult.
8. If birthday treats are sent to the school, please send non-edible items (stickers, pencils, erasers, etc.)

### **G. TECHNOLOGY ACCEPTABLE USE POLICY**

Students are responsible for good behavior on school computer networks, just as they are in the classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Christian and appropriate standards. Further, it is understood that beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Users should also not expect that files stored on school servers will always be private.

The following will not be permitted by anyone with access to the School Computer Network and Internet:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.

- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another person's password.
- Trespassing into another person's folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Violations may result in a loss of access, as well as other disciplinary or legal actions.

Students should also use discretion when emailing a teacher. Such emails must be limited to questions related to homework and assignments.

Students who engage in the use of technology, including phone photography, messages, or texting, computer e-mails, on-line blog sites, social networking sites, and virtual reality sites, whether on or off the school premises, for the purpose of making libelous or defamatory comments or racial or ethnic slurs about other students, or staff, or the school or parish in general, will be subject to disciplinary actions, including possible suspension or expulsion from the school.

Parents who engage in similar activity undermine the parent-school partnership and teach their children to disrespect authority. These families may be required to leave the school community at the discretion of the principal and pastor.

**St. Paul's website is [www.thestpaulschool.org](http://www.thestpaulschool.org).**

## **VII. CATHOLIC FAITH ACTIVITIES**

### **A. MASS AND PRAYER SERVICES**

As a Catholic School, one of the primary objectives of education at St. Paul School is to hand on the Faith and to lead students into a living relationship with Jesus Christ. In order to accomplish this goal, more is required than simply religion class.

Mass – Holy Mass is celebrated with the entire school weekly; each Mass involves planning and participation by a particular homeroom. Parents/guardians are cordially invited and encouraged to attend these liturgies. Pre-school and pre-kindergarten do not attend.

Rosary – The Rosary is prayed several times during the school year in order to lead the children to devotion toward the Blessed Virgin Mary. This rosary is adapted to the children's level through an explanation of the mysteries and a "living rosary" format.

Stations of the Cross – During Lent students share in the Lord's journey to the Cross by praying the Stations of the Cross on the Fridays of Lent. Eighth grade students lead this devotion.

### **B. SACRAMENTAL PROGRAM**

In order to complete the full course of Christian Initiation, students are prepared to receive those sacraments that build upon and complete their baptism. Parents/guardians are required to attend in-service workshops to help prepare their children for the worthy reception of these sacraments.

Reconciliation – This sacrament leads the children to recognize the importance of being sorry for wrongdoing and always trying to be a better follower of Jesus. Second grade students make their “First Confession” at the end of November. Individual homerooms in grades 3-8 receive the Sacrament of Reconciliation at least once in the course of the year; parents are also encouraged to take their children to Confession regularly.

First Eucharist – This sacrament is the “source and summit” of the entire Catholic Faith since it is Jesus himself, truly present in his body and blood. After completing their First Reconciliation, second grade students receive their First Communion in May.

Confirmation – This sacrament “confirms” and strengthens the grace of baptism, empowering a person to witness to the Faith with greater strength and conviction. Preparation for Confirmation begins in seventh grade and the bishop administers the sacrament in the second half of eighth grade. Preparation consists of class work, activities of Christian service, and a retreat.

### **C. ALTAR SERVERS**

Students in grades 5-8 are invited to become altar servers, a liturgical ministry which allows them to enrich the celebration of the Mass through assistance to the priest in the various ritual actions. Information regarding training sessions is usually sent home in the spring. The parish office schedules altar servers and sends home a monthly schedule; students are expected to fulfill this responsibility if they are to continue as altar servers.

### **D. OTHER FAITH ACTIVITIES**

Living out the Catholic Faith involves a number of possible activities which draw the students into a lifestyle of worship, discipleship, and charitable service to neighbor. Some of these activities include:

- Seasonal food collection for the needy
- Seder Meal (Gr. 6-8)
- First Communion Breakfast
- Visits to the elderly at Villa Franciscan
- Patron Saint project / All Saints Day Mass
- May Crowning
- Activities of Christian service for Confirmation
- Eighth Grade Retreat
- Las Posadas
- Living Stations
- 3<sup>rd</sup> Grade Stations
- Palm Sunday Live
- Benediction
- Walk for Diabetes
- Windows – 8<sup>th</sup> grade
- Church Tour 3<sup>rd</sup>
- Christmas Caroling 8<sup>th</sup> grade

## VII. ACADEMIC INFORMATION

### A. CURRICULUM/TESTING/TUTORING

#### 1. Curriculum

St. Paul School is accredited in the State of Illinois. St. Paul School follows the course of study and time allotments prescribed by the Catholic Schools Office of the Diocese of Joliet. Students are required to attend all scheduled classes.

#### 2. Testing

The program generally includes (1) teacher-made tests, (2) Diocesan Standards assessment, (3) publishers' textbook tests, (4) readiness tests, (5) standardized tests (ITBS) for grades 3,5 and 7, (6) RTI Universal testing and ongoing monitoring, and (7) high school placement tests for eighth graders.

#### 3. Tutoring

Parents/guardians may be requested to engage in private tutoring services if their child(ren) demonstrates a difficulty in keeping up with their classmates. Tutoring is not an additional responsibility of the teacher and/or school.

#### 4. Special Needs

Students with IEPs or special needs will be given a modified curriculum as deemed appropriate by the principal and school resources. Requirements and expectations will be adjusted by the faculty and principal for these students.

### B. REPORT CARDS/HONOR ROLL

St. Paul's issues permanent report cards three times a year. These reports offer an opportunity for better understanding of the students' current status. The report card is sent home to the parent/guardian in an official envelope. The envelope has parent/guardian signature lines for the first (2) two trimesters. A parent/guardian is required to sign and return the envelope to the school for the first (2) two trimesters.

#### **Achievement**

Achievement grades are an objective assessment of work done during each of the three trimesters. Teachers are required to follow the grade equivalency code that is specified by the Diocese of Joliet. Code for grades 3 -8 is detailed below:

#### **GRADE SCALE**

##### **St. Paul's Grades (3-8)**

A = 100-93  
B = 92-85  
C = 84-77  
D = 76-70  
F = 69- 0

##### **St. Paul's Grades (K-2)**

E – Exceeds Expectations  
M – Meets Expectations  
NI – Needs Improvement

Grades include tests, quizzes, reports, written assignments, homework, and the like. All grades are computed. Lowest grades are not dropped. Retests do not take the place of the original test grade but can be done for mastery.

Homework is 50% or less of the overall achievement grade.

Effort grades are subjective assessments made by the teacher(s) of the student's ability, and they include consideration of the following criteria:

- Class participation and appropriate behavior
- Completeness and correctness of work
- Attentiveness
- Preparedness in class and timeliness of turning in work
- Independent and diligent work

## **Honor Roll**

Honor Roll status may be achieved by students in grades 5-8 who earn these St. Paul grade point averages:

First Honors: "A's" in five of six core subject courses and no grade lower than a "B".

Second Honors: "B's" in five of six core subject courses and no grade lower than "C".

\*Core subjects are religion, language, mathematics, reading, science, and social studies.

The Honor Roll will be published. Any parent/guardian that does not want his/her child(ren)'s name released for such publication, is to inform the school, in writing, by the end of September of each year.

## **C. INTERIM REPORTS**

Interim reports will be issued to students in grades 3-8 midway through the grading periods. These reports are to be signed and returned within two days of receipt. Teachers will indicate if a conference is necessary at this time or parent/guardian may request such a conference.

## **D. PARENT-TEACHER CONFERENCES**

Parent-teacher conferences or student-led conferences with teacher assistance are held twice within the school year. Dates will be posted in the Parent Newsletter. It should be noted that the first conference of the year is mandatory for every parent/guardian. Parent/guardian or the teacher may schedule additional conferences as needed.

Many problems grow out of simple misunderstandings and are often resolved when parent/guardian and teacher communicate directly. Please use the school email or telephone to contact teachers with concerns. Only when this contact has NOT been effective, is parent/guardian advised to confer with the principal. If the principal cannot resolve the problem, the pastor will be asked to address the issue.

## **E. RETENTION**

Students completing a grade's work will, to the extent of their ability, be promoted to the next grade. When necessary, summer school and/or tutoring may be required for placement in the next grade. To retain a child for another year, the teacher must demonstrate that such retention is warranted and would be of benefit. When it is probable or certain that a student will not be promoted, the parent/guardian will be notified no later than January 15<sup>th</sup>, and a written record of this notification will be kept on file in the school. Where the parent/guardian refuses to have the child retained, the school

may acquiesce if a program that meets the child's needs can be provided at the next grade level.

#### **F. FIELD TRIPS**

Field trips are privileges and are encouraged at each grade level. Field trips are planned by the school and/or individual teacher to provide the opportunity for the student to learn through experience. Field trips are to be educational. They provide a learning situation that otherwise would not exist, therefore all students are expected to participate in field trips: they are not optional. Parents/guardians who are selected to be chaperones are determined by the teacher planning the field trip. All chaperones must have completed the Protecting God's Children requirement.

Before departing, students are required to bring a signed permission slip from their parent/guardian indicating approval of the trip and allowing participation. Uniforms are worn on most field trips unless excused by the principal. Field trips may be withheld as a consequence for poor academic accomplishment or conduct.

The school will not arrange transportation of students on any school-sponsored trips except when a regularly state licensed/certified public carrier transports such students.

If a parent/guardian has any problem with a field trip, the school is to be informed in writing within 72 hours of that trip.

#### **G. SCIENCE FAIR/SOCIAL STUDIES PROJECTS, GEOGRAPHY /SPELLING BEE**

All, seventh, and eighth graders will have the opportunity to do a science fair and social studies project before graduation. The upper-grade teachers and the principal determine procedures for these projects. Students will also be involved in a Geography Bee and Spelling Bee in grades six through eight.

#### **H. PHYSICAL FITNESS FUN DAY**

St. Paul School Physical Fitness Fun Day is held in the spring as an end-of-year event coordinated by the P.E. teacher in cooperation with the Home and School Association.

#### **I. ASSEMBLIES and SCHOOL PROGRAMS**

Throughout the year, various educational, enrichment, and entertainment programs are provided for the St. Paul students.

#### **J. ENRICHMENT CLASSES**

Special enrichment classes may be offered to enhance our school curriculum, including a variety of courses in grades 4-8.

## **IX. EXTRA-CURRICULAR ACTIVITIES**

### **A. SAFETY PATROL**

Eighth grade students compose the Safety Patrol. Their job is to protect children and help them be aware of traffic hazards. Assistance is also provided to pre-school and pre-kindergarten students when they arrive at school.

Duty time is assigned by the Safety Patrol sponsor, on a rotation basis. Patrol member are asked to assume either before school (7:40-8:00) or after school (2:55 - 3:15) responsibilities, or both.

While on patrol, members are to give complete attention to traffic and students crossing the streets. They are expected to act in a mature manner and demonstrate behavior that is a credit to the school. Punctuality is required. Safety Patrol Captain and Co-captain are to make sure patrol members are on duty at the assigned time and are fulfilling their responsibilities correctly. If and when this does not happen, they report the problem to the Patrol Sponsor, who then issues a demerit for each offense. If a patrol member earns three demerits, he/she is dropped from the Safety Patrol. All students participating in the Safety Patrol who are in good standing in May will be treated to a special field trip as a reward for good service.

### **B. STUDENT COUNCIL**

The Student Council consists of an executive committee and homeroom representatives elected by grades 4-8. The executive committee is composed of a president, 1<sup>st</sup> and 2<sup>nd</sup> vice-presidents, secretary, and treasurer who campaign in elections that are held twice a year. Candidates must meet academic standards for eligibility. All members of the Student Council are expected to have a discipline-free record for the previous year prior to their election. Meetings are held under the direction of the Student Council sponsor, and activities are planned after consultation with the principal.

### **C. STUDENT YEARBOOK**

A yearbook is planned and prepared by selected eighth graders and is issued in the spring. Pictures are taken of various activities throughout the year for inclusion in the yearbook.

### **D. ATHLETICS**

St. Paul students are given the opportunity to be a part of a varied sports program provided by the Athletic Director and volunteer coaches:

Boys Baseball	Girls Volleyball	Co-ed Volleyball
Boys Flag Football	Girls Cheerleading	
Boys Basketball	Girls Basketball	

Participating students are expected to comply with all the rules set up by the coaches/Athletic Association, as well as adhering to all the rules of St. Paul School.

Coaching is a privilege, not a right. All coaches should be good role models for children as well as appropriate positive representatives of our school in front of the public. The privilege of coaching shall be extended by the principal, under advisement from the school athletic directors.

## **E. PARTICIPATION REQUIREMENTS (ELIGIBILITY)**

The purpose of extra-curricular activities at St. Paul the Apostle School is to provide an opportunity for the student to participate in activities that are not incorporated into the regular school day. These activities are in addition to regular class work requirements. The purposes of such activities are to:

- Provide opportunity for improvement of skills in areas of athletics, student government, journalism, etc.
- To provide an opportunity for leadership
- To build a spirit of cooperation
- To fulfill individual needs for success in areas not included in regular academic programs
- To build self-discipline

Students should remember that involvement in extra-curricular activities assumes that they can conform to class room and school policies. As participants in such activities, they represent the student body, the school, and the community. Violations of rules indicate that the student cannot exhibit the self-discipline and responsibility necessary to be in such a position of leadership or representation.

## **F. INELIGIBILITY FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES**

Suspension (ineligibility) from extra-curricular activities can be for three reasons:

- Academic – **All students must maintain an overall “C” average with no more than 1 D** in order to participate in extra-curricular activities. Grades are determined at the end of the day each Thursday during a sport season. If a student is failing any subject, or has more than 1 D, parents and athletic directors will be notified on Friday that he/she will be ineligible to participate in all such activities for the following week, beginning on Monday. Grades will be examined weekly. If definite improvement is shown, a student may resume activities with the understanding that if grades drop, suspension of activity due to academic ineligibility will again resume. Athletes who are ineligible three times during a sport season will not be allowed to play a sport for the remainder of the season.
- Conduct - Students who violate rules regarding acceptable conduct may be suspended from participation in above-mentioned activities in which they participate. The principal will make this decision.
- Absence - It is understood that the health and physical well being of students affects their performance in school. Therefore, if a student is absent from school on a given day due to illness, he/she is therefore not eligible to participate in any other extra-curricular activity during the remainder of that day. Absences from school due to attendance at school-approved educational activities or funerals do not affect extra -curricular activity eligibility.

## NON-INSTRUCTIONAL OPERATIONS

### **Joliet Diocesan Policy #3510 Operation and Maintenance of Plant**

*The parish is expected to provide a school that is safe and sanitary. The school is to be properly equipped, lighted, ventilated and aesthetically suited to promoting the goals of quality education. The principal of each school is responsible for (1) the care and maintenance of the buildings and (2) the supervision of the custodial staff of the school in maintaining an adequate program for such care and maintenance.*

*Recommendations by building inspectors, fire safety engineers, sanitation experts, etc., are given prompt and serious attention. These recommendations are implemented as soon as possible.*

### **Joliet Diocesan Policy #3515 Schools as a Smoke Free Campus**

*School campuses are designated as smoke free facilities*

### **Joliet Diocesan Policy #3520 Cleaning**

*Annual programs of renewal, replacement and refurbishing are conducted in all schools. A daily program of housekeeping to insure proper cleanliness is implemented.*

### **Joliet Diocesan Policy #3530 Property Damage**

*Parents/guardians of students are held responsible for the replacement of property damaged and materials damaged or lost through the negligence of their children.*

## APPENDIX A

### ***Student Agreement for Internet Access and Related Technology Use***

The Catholic Schools Office of the Diocese of Joliet and the Parish School (St. Paul the Apostle) support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school owned hand held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and Schools goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

#### Terms and Conditions

##### 1. Acceptable Use

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

## 2. Responsibility

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what is inappropriate use and his/her decision is final.

## 3. Code of Conduct

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law. These include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise or services, copying of copyrighted material or to send material or communication likely objectionable to recipients.

No user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.

No student will install any software, games, files or other electronic media.

## 4. Safety

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receives threatening or unwelcome communication shall immediately bring this to the attention of a teacher or administrator.

Students who engage in the use of technology, including phone photography, messages, or texting,

computer e-mails, on-line blog sites, social networking sites, and virtual reality sites, whether on or off the school premises, for the purpose of making libelous or defamatory comments or racial or ethnic slurs about other students, or staff, or the school or parish in general, will be subject to disciplinary actions, including possible suspension or expulsion from the school.

Parents who engage in similar activity undermine the parent-school partnership and teach their children to disrespect authority. These families may be required to leave the school community at the discretion of the principal and pastor.

#### 5. Electronic Mail

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designee, pastor, superintendent) may remove any material stored by the users, which violate the terms of this Agreement.

#### 6. Consequences For Inappropriate Use

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files of data belonging others, copyrighting violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

#### 7. Publishing Web Pages

The school may choose to publish a Web Page for purposes of providing school, parish information and teacher, class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or her designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and approved by the principal or her designee. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

8. Hand-held Devices (Visors. Palm Pilots)

The use of hand held devices for educational purposes is limited solely to those devices purchased and distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. Indemnification

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach, of or the enforcement of, this Agreement.

10. Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

11. Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.

Allergy Plan for St. Paul the Apostle School

**I. Rationale for an allergy plan**

A. While only public schools are required to have an allergy plan by law, we are developing a plan because we have **students who are allergic to certain foods**:

1. ingested: include peanuts, tree nuts, bananas, and strawberries, eggs, dairy, wheat;
2. contact: include peanuts and all peanut products.
3. air-born food particles: none known.

B. We have many **students who have non-food related allergies**, including allergies to latex, insect stings, pollens, animal dander, and specific prescription medications.

C. We also have **parents and siblings of students** with severe food allergies who could have a reaction when emptying the lunch box or when visiting school for day time events, holiday parties, and after school meetings, games, and other evening events of all kinds.

Note: It is not true that children will outgrow all allergies or that they can take medicine to cure their allergies. **Prevention** by eliminating allergens as much as possible is the best method of ensuring the safety of all.

## II. Possible reaction

- A. itching from a rash or hives
- B. watering eyes and runny nose;
- C. swelling of the mouth, tongue, or throat
- D. life-threatening shock, requiring a prescription epi-pen injection and an ER visit via ambulance.

## III. Communication

- A. Parents must inform the school of allergies; Parents must provide prescription epi-pens if needed.
- B. Administration must provide each teacher with a list of their students with known allergies and a copy of the Allergy Action Plan for those students.
- C. Administration must inform staff, parents, coaches, room parents, other volunteers, and students of the policy.
- D. Administration must provide lunch room volunteers with a special lunchroom procedures training;
- E. Administration must alert individual parents immediately in the event of an adverse reaction to an allergen.
- F. All staff and parents must sign-off that they have been given a copy of the allergy policy.
- G. All school staff must be trained in emergency procedures in section XII below.

## IV. Classroom Issues

- A. Bullying or teasing food-allergic students will not be tolerated; violators will be disciplined accordingly.
- B. Individual classroom snacks from home may not include any item that is a known allergen to any child in the school.
- C. Only Home & School may provide Holiday party snacks must be store-bought, individually wrapped by the manufacturer, and may not include peanut or tree-nut products, or made in a facility that produces peanut or tree nut items.
- D. Only non-food birthday treats are allowed.
- E. Students may not share snacks or touch another student's snack food.

## V. Cafeteria Issues

- A. The school will establish a multi-age **allergy-free table** where peanut or tree nut products and other known allergens to the group are not allowed.

B. Post rules for students including:

1. **no sharing of food** or touching another child's food.
2. **clean up your own food** and papers when lunch is over.
3. **wash hands and face** with soap and water or face/ hand wipes before leaving the cafeteria. (Hand sanitizer does not wash away allergens.)

C. Cafeteria Aide must maintain an allergen free workspace in the kitchen with separate utensils.

D. Cafeteria Aide must wash allergen free table with Lysol or other approved cleanser after lunch.

## VI. Playground and Other Outdoor Activities

Parents may request that a student with **insect allergies** be allowed to remain indoors during "bee season." Alternative activities should be available for these students when possible.

## VII. Extended Day Care Issues

A. Administration must provide each day care worker with a list of known allergens among the class members.

B. **Only snacks provided by the school** shall be allowed during morning or afternoon extended day care, as approved by administration.

## VIII. Field Trips

A. No food or snacking is allowed on any bus.

B. School cafeteria rules apply to students during lunch time while on a field trip:

1. Maintain a separate peanut-free table for a lunch group. An adult must wipe down this table before students sit down to eat. Teachers shall supervise students with food allergies if the parents are not on the trip.

2. No sharing of food or touching another child's food.

3. Clean up your own food and papers when lunch is over.

4. Wash hands and face with soap and water or face/ hand wipes before leaving the cafeteria if a child in your grade level has a peanut allergy. (Hand sanitizer does not wash away allergens.)

C. Teachers shall carry medications for all students as needed, carry a cell phone for emergencies, and have a transfer plan to the nearest hospital.

## IX. Projects

A. Class projects should never contain materials with known allergens within the class.

B. Special activities (holiday cookie decorating, etc.) should never contain products with any known allergies among the members of the classes that take part.

## X. Substitute Teachers

Substitute information must include **a list of students** in the class who have allergies, and **a copy of the allergy plan**. Sub plans should also include instructions for **use of the emergency call system** in the classroom.

## XI. Staff Information

A. All employees who work in the school shall be **informed** of this allergy plan, and **trained** in both preventive and emergency procedures.

B. Staff must **maintain confidentiality**, treating allergies as any other health issues. There can be no open discussion about the health of specific students, nor can there be references to children by allergy ("the peanut kid" or "the bee kid").

**XII. Emergency Procedure**

- A. Do not leave a child having a suspected allergic reaction alone.
- B. Provide first aid if needed.
- C. Provide an epi-pen injection, using the parent-provided prescription epi-pen, if needed.
- D. Call 911 for an ambulance to the nearest ER if an epi-pen has been used. Keep the used epi-pen for the paramedics.
- E. Alert administration immediately, who will alert the parents and accompany the student to the ER until the parents can arrive there.