

# TABLE OF CONTENTS

	<u>Page</u>
<b><u>I. General Information.</u></b> .....	1
Introduction. ....	1
Mission Statement. ....	1
School Philosophy. ....	1
Student Learning Expectations. ....	2
Administration and Staff List. ....	2-3
<b><u>II. Admission Policies.</u></b> .....	4
Preference for Catholic Students. ....	4
Acceptance to St. Paul’s School. ....	4
Probationary Period. ....	5
Non-Discriminatory Policy. ....	5
Tuition, Financial Policies and Fee Management. ....	5
Financial Assistance. ....	6
Financial Emergencies. ....	6
Late Fees and Return Checks. ....	6
Parental Obligation to the School. ....	6
Parent’s Role in Education .....	7
Parents as Partners .....	7
<b><u>III. Policies, Procedures and Regulations.</u></b> .....	8
Absence and Tardiness. ....	8-9
Child Abuse. ....	9
Field Trip Policies. ....	9
Yard Procedures Recess and Lunch. ....	10
Arrival Procedures. ....	10
Dismissal Procedures. ....	11
Traffic Safety. ....	11
Transferal/Registration of New Students. ....	12
Registration of Continuing Students. ....	12
Emergency Card. ....	13
Parental Access to Records. ....	13
Uniform Policy. ....	13-15

	<u>Page</u>
<b><u>IV. Academic Policies.</u></b> .....	16
Grading Policy. ....	16
Marking Code. ....	16
Conduct/Effort Code. ....	17
Homework Policy. ....	17
Honor Roll and Awards. ....	18
Promotion/Retention. ....	18
Withdrawal/Transfer/Termination. ....	18
<b><u>V. Disciplinary Code.</u></b> .....	19
Care of School Property. ....	19
Respect for Ourselves and Others. ....	19
Cellular Phones and Pagers. ....	20
Discipline Procedures. ....	20
Warning Notices (Disciplinary Referrals). ....	21
Suspension. ....	21
Expulsion. ....	21
Harassment. ....	22
Student Harassment Policy. ....	22
Harassment in General. ....	22
Sexual Harassment. ....	22
<b><u>VI. Office Procedures.</u></b> .....	23
Office Hours. ....	23
Office Telephone. ....	23
Office Fax Number. ....	23
Regular School Hours. ....	23
Early Dismissal. ....	23
Minimum Days. ....	23
Deliveries and Messages. ....	23
<b><u>VII. Home and School Communications.</u></b> .....	24
Wednesday Envelope. ....	24
Contacting the Principal. ....	24
Contacting Teachers. ....	24
Parent-Teacher Cooperation. ....	24
Calendar. ....	25

	<u>Page</u>
<b><u>VIII. Health and Safety Procedures</u></b> . . . . .	25
Health Records. . . . .	25
Medications. . . . .	26
Illness. . . . .	26
Lice Policy. . . . .	26
Counseling Services and Counseling Policy. . . . .	27
Emergency, Fire and Earthquake Procedures. . . . .	27
<b><u>IX. Extended Care Program</u></b> . . . . .	28
Philosophy. . . . .	28
Hours. . . . .	28
Afternoon Schedule. . . . .	28
Fees. . . . .	28
Communication. . . . .	29
Daily Release. . . . .	29
Extended Care Rules. . . . .	29
Discipline Procedures. . . . .	30
Emergency Procedures. . . . .	30
<b><u>X. Other Programs and Activities</u></b> . . . . .	30
Religious Programs and Celebrations. . . . .	30
The Parent Group. . . . .	31
Fundraisers. . . . .	31
Parish Athletic Board. . . . .	31
Classroom Birthday Recognition. . . . .	32
Party Invitation Policy. . . . .	32
Dances and Coed Parties—Middle School Students. . . . .	32
<b><i>Appendix A</i></b>	
Code of Christian Conduct . . . . .	33
Parental Agreement . . . . .	34