



love. learn. live. launch.

Parent and Student Handbook

Revised Summer of 2025

St. Paul the Apostle Parent Student Handbook 2025-2026

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Chapter 1: About St. Paul the Apostle School

Catholic Values

By teaching Catholic Values, St. Paul the Apostle Catholic School teaches the fundamental precepts of the Roman Catholic faith and through the support of the entire parish, helps each student apply this knowledge and understanding in their daily actions.

Academic Excellence

St. Paul the Apostle Catholic School works with each student as an individual and strives to advance the student as far as they are willing and able to go. The needs of each student drive an instructional plan that allows for individual learning styles and places responsibility for learning on students.

Family

St. Paul the Apostle Catholic School recognizes the family as the primary educator of children in academics and faith. Therefore, the School enjoys family involvement in the ongoing success of school achievement and activities, emulating relationships that honor Jesus, Mary and Joseph, the original Holy Family.

Stewardship

At St. Paul the Apostle Catholic School, students learn that each person is called to give back to God and His people by using the talents and gifts bestowed by God. Along with the entire St. Paul the Apostle parish, the staff and students share, role model and grow into their faith.

Goals

The Catholic Education of our youth is the combined responsibility of family, the school and the Parish Community. Our education goals are:

- To impart to our young the Christian message of the Gospel learned and lived in a faith-permeated community.
- To place primary emphasis on the teaching of reading, writing, speaking and listening.
- To develop reading, composition and arithmetic skills in a sequential manner.
- To provide a quiet, orderly atmosphere for learning.
- To emphasize control, discipline and respect.
- To build within each child a sense of responsibility, confidence, and pride that each, by using his or her God-given talents, can make a positive contribution to the school, home and community.

History

In September 2011, St. Paul the Apostle Catholic School was designated as a National Blue Ribbon School based on our academic achievement. Students, teachers, staff and parents all worked very hard for this prestigious award! This level of academic excellence is a community accomplishment. It

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is the partnership between parents, students, teachers and parish community that helps our students to learn by supporting high expectations and providing a quality Catholic learning environment.

St. Paul the Apostle Catholic School has a strong history of providing quality Catholic Education for over 80 years. Beginning in 1926, the St. Paul Parish Community realized and supported the spiritual development of the community's youth by providing an institution that gives spiritual guidance and academic excellence. Starting with the Sisters of Charity of the Blessed Virgin Mary in 1926 through today with our lay staff, students learn about the path prepared for us by Jesus Christ.

The original school housed approximately 260 students shortly after its creation in 1926. Following two editions in the late 1950's and early 1960's, the number of students greatly increased to 500 students where it remains today. Most recently, in 1996, a new media center, science lab, and band/music room were added allowing the school to continue to meet the needs of today's education setting.

Today's St. Paul the Apostle School is viewed as a leader in Catholic education through its work in the Deanery and Diocese. The school maintains the original mission of providing strong moral guidance, spiritual development, and academic achievement through the use of innovative teaching methods, use of technology and regular development of Catholic values.

Mission Statement

St. Paul the Apostle Parish builds a community of disciples, strengthened by word and Sacrament, to celebrate, live and share the Good News of Jesus Christ.

In furthering the Parish mission, St. Paul the Apostle School provides a Christ-centered academic environment designed to promote the total development of the child by instilling the values of our Catholic faith, family, and life-long learning.

Vision Statement

St. Paul the Apostle Catholic School will be a leader in excellence and innovation in Preschool through 8th grade Catholic education.

Philosophy

St. Paul the Apostle Catholic School emphasizes four main components in the education of our youth; Catholic Values, Family, Academic Excellence, and Stewardship.

"Go and make disciples of all nations. . ."
Matthew 28:19

*We at St. Paul the Apostle are all about **FORMING INTENTIONAL DISCIPLES**.* The diamond of discipleship is our game plan for accomplishing this mission. We believe that every disciple is called to encounter Christ personally, to follow Him passionately, to discover their unique calling, and to serve

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the world accordingly. We do this by being intentional with every person, process and program. Why? Because we love God and honor the Great Commission He gave us. As we focus on our mission of forming intentional disciples, we also work to develop the whole child in the areas of academics, and social/emotional development.

LOVE...*Jesus.*

The spiritual journey begins with a personal encounter with Jesus Christ. These encounters change our hearts, set us ablaze for Christ and reorient our lives to Him. What we do on this “baseline” creates opportunities for the Holy Spirit to work as people encounter Jesus and open their eyes to the LOVE of God that transforms their lives, helping them to “fall in love” with the Risen Savior. Through continual encounter and conversion, our hearts are set ablaze and our relationship with God is renewed.

LEARN...*to be a disciple.*

After the initial encounter with the Lord, the LEARN stage of spiritual development helps people develop the habits of the heart and head that ensures growth in their relationship with Jesus. People in this stage learn to pray, to read the Scriptures, to receive the Sacraments with heart fully opened, to fellowship with other disciples, to listen to the still small voice of God and draw the courage to follow Jesus daily. Our goal in this stage is to form vibrant, mature and disciplined followers of Christ.

LIVE...*your calling.*

This stage in the spiritual journey is all about discernment. It assumes that the individual is a mature disciple and poses the questions, “What is my unique calling in this community? How do my own gifts and affinities apply to the world at large? What unique role is God calling me to?” The Church’s work in this stage provides a process of discernment whereby each disciple can discover how their deepest passions intersect with the world’s greatest needs to give glory to God.

LAUNCH...*into the world.*

Once a disciple discovers his/her calling, it is now time to get to work! They are ready to be LAUNCHED into the world to serve others according to their gifts and passions. They are sent into the world to intentionally engage others, building authentic relationships, and sharing the gospel in the organic context of their daily lives. The Church’s work in this stage is to provide intentional disciples an opportunity to live out their calling, to press into the true self, the person God created us to be.

As St. Paul the Apostle Catholic School helps our students to develop a relationship with Jesus, we strive to work with families and develop student's academic potential.

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A Commitment to All

Along with other Catholic Schools of Davenport and Bettendorf, St. Paul the Apostle Catholic School is committed to equal opportunities and does not discriminate on the basis of race, color, national or ethnic origin, or sex in the educational programs or activities it operates.

Saint Paul the Apostle Catholic School is...

- Governed by the Scott County School Board of Directors and the St. Paul the Apostle School Advisory Board
- Member of the National Catholic Education Association
- Accredited by The Diocese of Davenport
- Accredited by The State of Iowa
- A National Blue Ribbon School since 2011

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Portrait of a St. Paul the Apostle Catholic School Graduate

Catholic Values - The hallmark of St. Paul the Apostle Catholic School is its commitment to the Catholic faith and strengthening that faith in our students and teachers.

Our graduates:

- Possess knowledge and understanding of Catholic teachings and gospel values as well as their implications for action in service to others.
- Understand the origin, mission, and structure of the Church.
- Recognize and engage in Catholic forms of personal and communal prayer and worship to deepen their spiritual lives.
- Understand and experience the sacraments as signs and sources of grace.
- Exhibit a Catholic Christian attitude through compassion and respect toward self, others, and God's creation.

Academic Excellence - St. Paul the Apostle Catholic School is a Catholic school because it is committed to educational excellence infused with Catholic religious principles.

Our graduates:

- Exhibit critical thinking skills and good study habits.
- Communicate with and listen effectively to younger students, peers, and adults.
- Demonstrate problem-solving both academically and personally.
- Possess time management skills to create a balance of academics and extracurricular activities.
- Utilize technology in the learning process.
- Speak effectively in public and articulate well through written and spoken words.
- Recognize and respect their own talents and those of others.
- Realize learning is a lifelong formation process and key to academic and professional success.

Stewardship and Family - students learn that each person is called to give back to God and His people by using the talents and gifts bestowed by God. St. Paul the Apostle Catholic School is dedicated to family involvement in the ongoing success of school achievement and activities, emulating relationships that honor Jesus, Mary and Joseph, the original Holy Family.

- Understand the principles of Catholic social and moral teachings, including securing justice for others, respecting the rights of others, upholding human dignity, and accepting ownership of their actions.
- Experience and build community in the classrooms, the school, the Parish and in society.
- Demonstrate cooperative, respectful, and supportive attitudes toward others through courtesy and outreach.
- Accepts and respects each member of the community while appreciating differences in academic ability, age, culture, economic status, gender, physical ability, race, religion and sexual orientation.
- Works ethically to balance individual rights and responsibilities with the rights of the community and the greater good.

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- Follows rules established by the community, takes responsibility for personal actions, and accepts the outcomes of those actions.
- Uses individual strengths and talents in the service of others.
- Understand components of a healthy lifestyle.

Admissions Procedure

St. Paul the Apostle parish builds a community of disciples, strengthened by Word and Sacrament, to celebrate, live and share the Good News of Jesus Christ.

The children in our school come from homes in which parents consider the religious and intellectual areas of education as the most important reasons for sending them to our school. As Catholic educators, we believe that the intellectual development of the child should take place in an atmosphere which inspires the child to truly accept the Christian principles, namely, love of God, neighbor, and self, and to use the means of growing in the Christian life - prayer and the sacraments.

We believe that children have a right to every opportunity for maximum development of their potential ability. By acknowledging the child's individuality, we can attempt to provide for the difference among individuals. We must assist each one in forming a vision of their future, a realistic vision that promises fulfillment. It is our responsibility to communicate this promise of ultimate success to children, leading them to see that they have a vital role to play in the world, that they have something to contribute to the world around them.

It is the policy of the St. Paul the Apostle School Advisory Board and the Diocese of Davenport that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

It is the belief of the School Advisory Board that every Catholic youth in our parish who desires a Catholic education should have the opportunity to attend St. Paul's School. In cases of special need, efforts will be made by the Pastor and the President of the School Advisory Board to provide financial assistance to make this possible.

In order to facilitate a student's smooth transition to St. Paul the Apostle School and help us in meeting a student's needs, the St. Paul the Apostle Catholic School enrollment process is as follows for children transferring to St. Paul's in grades 1-8.

- Parent meeting with the principal.
- Student to shadow at St. Paul's for a half-day minimum.
- A reference letter from the current school principal, guidance counselor or teacher must be obtained.
- Copies of state or standardized assessment information for each child.
- Copies of the most recent report card.

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- Copies of Accommodation Plans, IEP's or 504 plans (academic or behavioral).
- Completed enrollment forms and \$150 fee (non-refundable) for each child.

Probationary Procedure

Scott County Catholic Schools are committed to quality education within a Catholic environment. Students and parents are expected to support the philosophy, educational and administrative policies of Scott County Catholic Schools.

All new 1st - 8th grade students are on probation behaviorally and academically for the first year in the school.

All new students entering the 1st through 8th grade must be carrying a 'C-' average or "Developing" in the core subject areas of Faith Formation, ELA Reading, ELA English-Communication, Math, Science-Health, and Social Studies.

Parents and/or students who do not abide by or are disruptive in their actions toward school policies or instructional programs may be asked to withdraw from the school.

Parent Agreement

For the student, parent and school's protection, all parties must read and agree to abide by the processes and procedures in the St. Paul the Apostle Catholic School Parent and Student Handbook. Parents sign off during the online registration process, and a copy of this handbook is emailed to parents as well as is available on the school website. This is seen by the courts as a legally binding contract.

Principal's Right to Amend the Handbook

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made. In general changes are made during the summer prior to the start of the new school year, or as the School Advisory Board makes amendments during the school year.

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Chapter 2: Administrative Matters

Absence

Parents/guardians are required to leave a voicemail (563-322-2923), OR email leigh.thompson@st-paul.pvt.k12.ia.us as well as the child's teacher) by 8:30 a.m. if a child will be absent/tardy. Please inform the school of the **reason** for the absence/tardy (trip, sick, appointment, etc.) **AND** if your child is ill, please include two symptoms, as we are required to report daily to the health department. If we don't hear from you by 8:30AM, your child will be considered unexcused.

If a student will be absent for an extended time due to illness, parents/guardians should inform the principal.

Ideally, doctor/dentist appointments should be scheduled after school hours or on free days. If your child must be excused for an appointment please email his/her teacher **AND** the school office ahead of time. Last minute pickups should be few, but a phone call to the office will be accepted in an emergency. If you come to school to pick up your child(ren) early, you can either come into the office, OR call the office when you arrive to pick them up.

When sending a child back to school following an illness, upon the recommendation of the Scott County Health Department, St. Paul the Apostle School requires that your child is **free of fever, vomiting, and/or diarrhea for 24 hours without medication** to prevent further spread of illness in the school.

Attendance

Regular and on-time attendance is not only important, but also essential. The value of the work missed is difficult to make up for by out-of-class work. Even being tardy two minutes causes disruption in the classroom as the teachers do begin teaching **PROMPTLY** at 7:55 AM when the tardy bell rings.

Regular attendance is a key factor in the student's success. Parents will be notified if a student's absences become a concern. Once a child reaches 10 absences in a semester, parents will receive a letter in the mail, and a doctor's note will be required for all subsequent absences the remainder of the school year.

Before & After School Care: St. Paul's Aftercare

The St. Paul's Aftercare is a quality, school-age program that provides before and after school experiences that are fun, creative, and safe. This program meets all guidelines of the Department of Education and the State of Iowa.

Hours of Operation:

Before care is available from 7:00 AM to 7:45 AM and Aftercare is available from 2:55 PM – 5:30 PM on all days that school is in session except for the Friday of Women's CEW, the Friday

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of Men's CEW, and Holy Thursday (aftercare will be closed). In the event Denning Hall is not available, Aftercare will be in the school gym. Call the phone number on the sign on the main office door to pick up your child from Aftercare in the gym. The East Playground will also be used as often as possible during good weather.

Fees and payment options:

There is a \$50 per family deposit due to utilize the Before & After Care Program. Denning Hall is locked for student safety during program time. Parents should ring the doorbell on the Tremont Circle side of Denning Hall for admission. The rate for Before Care is \$5.00 per morning. Aftercare is \$5.00 for the first hour, then \$2.50 in ½ hour increments. A late fee of \$1 per every minute past 5:30 PM will be charged each time you arrive later than closing time. Families will be billed and remit payments through Procure.

Students in grades K-5 who are not picked up by 3:00 will automatically be sent to After Care and charged for the service. After 3:00, students may be picked up at Denning Hall.

Birthday/Party Invitations

Students will not be allowed to pass out birthday or party invitations at school unless the party includes the entire class and then only when permission is given by the teacher well in advance. Locker and hallway decorations for birthdays and special events are not acceptable. **Please do not send balloons, flowers, or gifts to school. We do not accept outside deliveries for students.**

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Paul the Apostle Catholic School will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with an up-to-date court-certified copy of the court order. This also stands with the ability of the child to be released to the non-custodial parent. It is best in the cases of divorce, separated or never married parents to have custody documents on file at the school.

Class Size

The primary and middle grades average from 20 - 26 students in each class. St. Paul the Apostle currently has two sections for each grade, K through 8. There is one section of Transitional Kindergarten, two sections of 4 year-old preschool, and two sections of 3 year-old preschool.

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Daily Schedule

7:30 a.m.	School Office opens
7:35 a.m.	K-5 Students may arrive on the West Playground. 6th, 7th and 8th in the courtyard. Supervision begins
7:45 a.m.	First bell rings. Students enter the building.
7:55 a.m.	Tardy bell - Students who are not in their seats are tardy.
11:00-12:30 p.m.	Lunch & Recess (approximate)
12:30-2:55 p.m.	Afternoon classes
2:52 p.m.	Dismissal for Grades K-1
2:54 p.m.	Dismissal for 2, 3, 4, 5 Grades
2:55 p.m.	Dismissal for Grades 5-8
3:15 p.m.	Closing for Teachers/School Office

Discipline

Since each child is special, the use of praise and reinforcement of positive behavior is stressed. However, constructive disciplinary measures are needed and shall be used with consistency. Communication among administrator, teacher, and parent is essential. Detentions are given for serious infractions of the rules or the failure to respond in a positive manner after repeated warnings. Our goal at St. Paul the Apostle is to help our children be self-disciplined. In grades 3-5, behavior slips are sent home to notify parents of concerns. In grades 6-8, detentions are given out for disciplinary infractions. **Detentions are served after school on Tuesdays until 3:30 PM.**

Automatic out-of-school suspensions

The length will be determined by the administrator.

The guardian will be notified, and they must remove the student from the school immediately. The student and their guardian must meet with the administrator prior to their admittance back into school.

Care of School Property

The cost of misused and damaged books, desks and other school property must be paid to the school. Library fines should be paid promptly. The use of gum and candy are not allowed during class time.

Cell Phone & Electronic Devices

There is a potential need for students to communicate with their families under certain circumstances while attending school. St. Paul's offers the use of school phones as a first means of communication if need arises during and after the school day.

Cell phones and other electronic devices should not interfere with classroom instruction or cause any other problems for students or staff while on school property.

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School property includes the parish and school campuses (This includes property on both sides of Rusholme Street between Carey and Arlington, from the north to south it includes the alley behind the church to the alley behind the school.) During the school day (7:30 AM - 3:30 PM) and during school functions (band and vocal concerts, field trips, dances, etc) students may not use cell phones or electronic devices for personal use unless given permission from a teacher or principal. Also included is while on the school bus. **Cell phones and personal electronic devices may not be used to take photographs of any kind.**

Smart Watches (For example Apple, Fitbit, Garmin)

Since these types of watches can be used as cell phones, and while in School Mode they can still receive messages with haptic notifications, the cell phone and electronic policy applies to these devices as well.

Cell phones and electronic devices must be kept in students' backpacks and turned off. If a student is seen with a cell phone or personal electronic device, whether it is in use or just in their possession, the following consequences will apply:

1st offense: Cell phone is taken and returned to student at the end of the next school day to the parent; a copy of the cell phone policy will be provided to student upon return of cell phone.

2nd offense: Cell phone is taken, kept for 5 school days and returned to the parent; A copy of the cell phone policy will be provided to students upon return of cell phone.

3rd offense: Cell phone is taken and kept until a parent meeting is scheduled, the student will no longer be allowed to bring said device to school for the rest of the school year.

Protection of Pupil's Property

It is the responsibility of the school to provide reasonable and adequate safeguards for all of the pupil's belongings, but once having done this the school cannot be held responsible for loss. Parents should cooperate by clearly marking articles children bring or wear to school. Encourage children to put their names on lunch sacks, gym shoes, sweaters, jackets, notebooks, anything they are likely to put down and forget to pick up again. They should be discouraged from bringing any valuable items to school. Bikes must be padlocked.

Suspension and Expulsion

The School Advisory Board may, by a majority vote, suspend or expel any student from school for immorality or for a violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

The principal may suspend a student for a period of time not to exceed five days. Notice of suspension shall be in writing, issued immediately by the administrator, and copies of the

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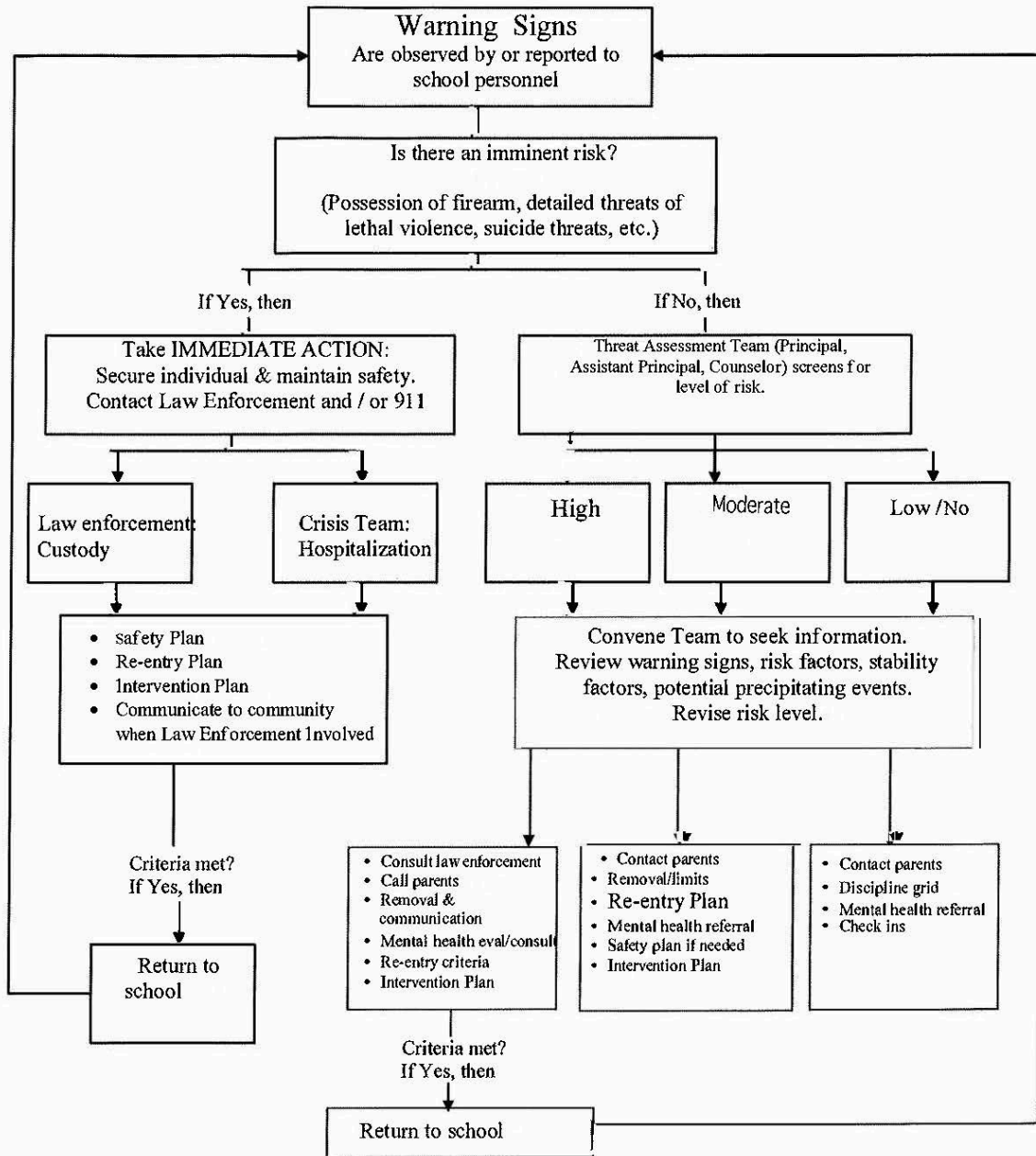
action sent to the President of the Board of Education. The student will have the right to a private hearing regarding suspension or expulsion with the Board of Education.

A student who acquires five detentions/quarter will serve a one day in-school suspension. The student's guardian will be notified of the fifth detention, and they will also be informed of the student's in-school suspension to be served as soon as possible. After the 4th detention a parent meeting will be scheduled to set up a behavior plan.

The student will receive full credit for all homework assignments, quizzes, and tests given the day(s) of their in-school suspension.

The student will not be allowed to participate in extra-curricular school related activities the day of their suspension. The student and their guardian must meet with the administrator and the involved teachers prior to their admittance back into school.

St. Paul the Apostle Threat Assessment Decision Tree



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Telephone / Voice Mail / E-mail

School phones are for school business. **Pupils and teachers are not to be called from class except for emergencies.** Phone messages can be left and a call returned later. Students are to make necessary phone calls only with the teacher's permission. **Forgotten homework is the responsibility of the student and usually does not warrant the use of the telephone to request a parent bring it to school. Forgotten gym clothes and lunches are also the responsibility of the student and usually does not warrant the use of the telephone to request a parent bring them to school.**

Parents who wish to speak to a teacher should leave a voicemail message. Most voicemail is returned at the end of the day or during teacher prep time. Teachers do check their voice mail regularly. However, urgent messages, such as changes in after school transportation, should be relayed to the school office to ensure that they will be relayed to the student and teacher before dismissal.

Teachers also may be contacted through email. For teachers' email addresses check the St. Paul website www.stpaulcatholicschool.org or the school directory.

Tobacco, liquor, and other controlled substances

The use, possession, or distribution of tobacco, e-cigarettes/vaping, alcohol, or any controlled substance that is Controlled Substances Act, by any student on school property or while attending a school function of the school is prohibited. In cases of use or possession by students of alcohol or drugs, police will be notified and students will be required to go to the Council for Alcohol and Drug Services (CADS) or another comparable agency to complete a treatment program. In general students committing a first offense may be suspended and removed from co-curricular activities for any violation of this rule by the school administration. Depending on the circumstances, further steps such as expulsion may be considered by the administration and the board of education. If additional offenses occur the case may be taken to the Board of Education for consideration of expulsion.

Use of the Internet and personal information

In order for students to use the Internet at school, appropriate permission forms must be signed and on file with the school Media Center.

School

Student use of the Internet at school is monitored and protected by a substantial firewall, however no system is perfect. If you become aware of inappropriate activity by students at school please notify the principal immediately.

Home

Student access to the Internet at home also needs to be monitored. In particular parents need to be aware of sites that allow students to meet other people. Sharing

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personal information such as the home address, school name, friend's names, etc can lead to unintended consequences. Unfortunately, some individuals use these sites as a means to contact children, please always be aware of what your children view and whom they talk to on the Internet.

Dressing for Winter Weather

Recess will be held outdoors unless temperatures/wind chill are 10 degrees Fahrenheit or below.

Students are expected to wear winter coats, boots, and winter accessories during winter weather. If wearing boots to school, boots must be removed when entering the building and appropriate shoes worn. Students are encouraged to wear hats, gloves, and warm coats throughout winter. Please put your child(ren)'s name on all items of clothing that may be removed at school.

Field Trips

Field trips are a privilege and students can be denied participation if they fail to meet behavioral and academic requirements. Parents/Guardians will be asked to give/deny consent during the online enrollment process for child(ren) to attend all field trips. Information and notification about field trips throughout the year will be communicated to parents by the homeroom/responsible teacher via email and/or a written note from the teacher.

First Aid

Many accidents are of the "skinned knee" variety and can be easily taken care of by the teacher. If the injury requires more than a bandaid, the child will be sent to the office for first aid. The child's parents will be contacted if we feel he/she needs to receive medical attention at a clinic/hospital. Any serious accident to a pupil or teacher should be reported to the principal's office, and an accident report completed for insurance purposes.

Fundraising

Corporate Point and Redemption Programs

This committee works with the opportunities provided by the outside community to benefit the school. Community programs include Campbell's Soup Label redemption program and the General Mills box top redemption program, as well as a milk cap program.

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Healthy Snacks

Offering healthy snack choices in the classroom is an important part of creating a healthy school environment.

Snacks are important for providing children with nutrients to support growth and learning. All classrooms provide time for students to eat a healthy snack each day around mid-morning. Students provide their own healthy snack. Celebrations and special events during the school year provide an opportunity to have food as a special treat in the classroom.

Healthy snacks enhance children's academic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Nutrient rich snacks can help fill nutrition gaps faced by today's overweight and undernourished school aged children. In planning classroom parties, snacks and school wide events, we encourage children and families to make healthy food choices. With a little imagination, snacks and parties can be fun and still provide healthy, nutrient-rich foods. The internet is full of fun healthy snack alternatives.

All parents and school staff who supply snacks for classroom celebrations are **encouraged (not required)** to provide healthy food choices. By doing this, you are reinforcing the importance of healthy eating and contributing to the improved eating habits of students.

Following are guidelines that can help you and your child pick out a healthy snack for their celebration.

Nutrient	Snack
Calories	200 calories or less
Sodium	200 mg or less
Total Fat	35% of calories or less
Saturated Fat	Less than 10% of calories
Trans Fat	0 g
Total Sugars	35% by weight or less

Try these healthy snack ideas for the classroom:

- Fruit
- Fruit kabobs
- Single serve packages of trail mix
- Single serve bags of pretzels
- Single serve bags of animal crackers
- Single serve bags of baked chips/crackers
- Single serve bags of low fat popcorn
- Single serve low fat string cheese

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- Single serve low fat granola bars
- Single serve bag of rice cakes
- Single serve bag of Chex Mix

Water Bottles

All water bottles must fully close and have a pop-up spout.

The water bottles with straws only have been leaking as students carry them down the hallway, which creates a safety problem for slips and falls. Water bottles that are knocked over or fall create water spills. With students using technology devices at their desks, this causes a problem, along with the messes they create and the need for clean-up.

Only plain water is allowed at school in water bottles. Please do not put flavor or energy powders in your child's water.

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Homework

Homework is encouraged in all grades throughout the year. A rule of thumb for time is about 15 minutes for grades 1-2, 15-30 minutes for grades 3-5, and 30-60 minutes for grades 6-8.

Homework is an extension of work begun in the classroom. Assignments are given to reinforce skills, to evaluate the student's understanding of the concepts studied, to enrich the lessons presented in the classroom, and to further the student's knowledge in areas of personal interest. Students who use their time well often complete their assignments during the school day.

If students fail to have required work completed on time, it will be necessary for them to complete this work outside of class time. Students are responsible to make up any missing assignments due to their absence from school. Even if students do not have any homework on a given evening, we strongly encourage that "prime time" be set aside for reading, reviewing vocabulary flash cards and math facts, and studying spelling words. Individual teachers will have a late policy posted.

Homework Protocol for Absent Students

Absence Due to Illness: Grades 6-8

Due to departmentalization, please contact your child's homeroom teacher via email for homework. Teachers don't always have a chance to check emails during the day, so please understand you may not get homework on the first day of illness.

Absence Due to Illness: Grades 3-5

The class will collect homework assignments for students in grades 3-5. Please call /email the homeroom teacher to request homework. Homework assignments will be delivered to a sibling or neighbor, or it may be picked up after 3:00 PM in the office. Please do not interrupt the classroom teacher.

Absence Due to Illness: Grades K-2

Students will make up missed work when they return to school, unless in the case of an extended absence (one week or more). Homework may be returned when the student returns.

Advanced Assignments for Anticipated Absence

Advanced assignments will **not** be given for students on family trips or vacations. When a child is ill or excused for personal reasons such as extended illness or death in the family, every effort will be made to accommodate the situation. Work will be completed upon return from absence. The general rule is one day to make up assignments will be allowed for each day absent.

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Illness at School

When a child becomes ill at school, the front office or the teacher will notify the parents/guardians, and they, or a person designated by them, are called to pick up the child as soon as possible. Parents/guardians must call when they arrive at school, or come into the front office to pick up a child who is going home sick.

Leaving School during School Hours

All entrances to the school remain locked at all times. No child may leave the school grounds during school hours unless the parent/guardian communicates with the school office. Teachers prefer notification first thing in the morning (or the night prior to the early dismissal), as they don't always have time in their schedule to check their email once the school day has started. When it is time for the child to leave, the parent/guardian must call or come into the office to collect them.

If a student leaves for an appointment and plans to return to school the same day, they must check into the office when they return from their appointment.

If someone other than the parent/guardian will be picking up the student (sibling, friend, etc), the school office and teacher must be notified via email/phone, and permission to release your child must be given. The parent-designee must also follow the aforementioned protocol to pull a student out early.

Lunches

Lunches are available to purchase by the semester through the school's lunch program. Students may also bring a sack lunch from home. **Lunch deliveries from fast food and other restaurants are not allowed.** Please help us with this rule as meals from Fast Food restaurants cause a certain amount of envy from other students and are a disruption to the school day. Allowing delivery drivers access to the school is also a safety concern, so minimizing this is best practice.

Medications

If a child needs to take prescription or over the counter medication during school hours, we need paperwork filled out and on file in the school office. Students who take a prescription medication must have a completed form **signed by a parent and the physician.** You may also have the physician fax an order to 563-322-2530. We will ask that you stop in the office and sign off on any faxed paperwork, giving us permission to administer the prescribed medication to your child.

All medication (including epipens and inhalers) must be in the **original** prescription container labeled with the student's name, name of medication, directions for use, name of physician, name and address of pharmacy, and date of prescription. They also must not have expired. If a medication is brought in that will expire during the school year, we will reach out to you a few weeks before the expiration date for a replacement, as we are not allowed to give medication that is expired. Most medications will be kept in and administered from the school office, but certain meds (such as inhalers) may be carried by a student or kept in the child's classroom if the teacher has a locked space to put it in, and if proper paperwork is on file.

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The office stocks Acetaminophen and Ibuprofen for minor aches and pains, headaches, and cramps. If you anticipate your child needing a pain reliever during school hours, please give permission through the online enrollment process by logging into your Powerschool account. We will call for verbal permission if nothing is on file and your child comes to the office requesting medication. We also stock Benadryl and Zyrtec, as most food allergy action plans list one of these to be given for minor reactions and/or prior to epi pen administration.

Parent Organizations

St. Paul the Apostle Future Fund

The St. Paul the Apostle Future Fund was chartered by a group of concerned parents who set out to ensure the highest standards of Catholic education for the children of St. Paul the Apostle by providing for long-term financial stability of St. Paul the Apostle School by establishing an endowment.

Home & School Association

The Home & School Association is set up as a parent organization to enrich our children's education through our volunteer and fundraising activities. The Home & School Board is a working organization of 20-30 members including an executive board and 10 committees. All parents are invited to participate in the Home & School Board or be actively involved in one or more activities. We count on ALL parents to help make St. Paul the Apostle all we want it to be for our children.

The Home & School Association meets monthly. This is a committee meeting where we review each committee's activities, upcoming events, old and new business. All parents are welcome to attend. A program may be presented after some of these meetings. At other times during the year we sponsor parent programs, open houses, and events to provide open discussion of school issues.

The best way to become familiar with Home & School is to review its committees and calendar of events. There is an executive board, consisting of a president, first vice president (who will be president the following year), second vice president (who is the president from the previous year), secretary and treasurer. This type of executive board allows for experienced board members to provide guidance for newer members.

All other board members are assigned committee responsibilities and are expected to attend each meeting to report on their activities. Below is a listing of the committees for Home & School Board along with a description of the duties and activities. The Home & School Board meets once a month throughout the school year.

Home & School Association Activities and Events

The philosophy of Home and School is to get parents involved in community building events and focus all efforts on two major fundraisers. These programs include the Panther Perks program and the Best Day Ever. In order to fund and support the many projects the Home & School sponsors, **parents are expected to participate in one of the following ways each year:**

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1. The purchase of Panther Perks which generates \$200 in profit for the school,
2. A buy-out of Panther Perk and volunteer obligations at \$200 per family, or
3. 20 hours of volunteer hours at either the parish or school.

The Home & School Association uses funds it raises for regularly funded items in the school budget and to provide enrichment to our children's education. Examples of items we have purchased included textbooks, stage curtain, art room furniture, expanded computer lab equipment, and much more. Through the support of parents, families and friends, Home & School has helped to fund major projects as well. These include the playground structure and many items to furnish and supply the media center.

There are many ways to volunteer through the Home & School Association. One event we sponsor is an all school cleaning day in January to get the school spruced up for Catholic Schools Week.

Your support of this organization and its activities benefits all of our children and your involvement is welcomed. If you have any questions about this organization or are interested in being more involved, please contact any board member.

Hospitality Committee

The duties include helping with refreshments for coffees, sending greeting cards to families and teachers, arranging for gifts and acknowledgments throughout the school year. The committee also helps with the spring Kindergarten round-up and preschool registration.

Panther Perks

This committee provides an ongoing fundraising opportunity for the school. Panther Perk certificates are purchased at a discount rate from merchants and sold for face value. The responsibilities of this committee include managing Scrip inventory from week to week, reconciling sales from week to week, arranging for sales volunteers and reporting to the Home & School Board on a monthly basis.

Volunteer Committee

Solicits volunteer sign-up throughout the school year and provides lists to the school office and Home & School Board. During the year, they also arrange for volunteers for annual health screenings. (Please note, volunteers working directly with students need to be compliant with the Diocesan Safe Environment Program. Please contact the school office for more information).

Parking

Playgrounds must be kept clear for recess and physical education periods. During school hours, there is no parking on playgrounds or in front of school. Please observe the "no parking" areas on Rusholme for the safety of students using buses. Parking is available on the streets West and North of the school. As a parish school, we respect those who have passed and in honoring them, we may need to use the parking lots for funeral parking instead of recess on any given day.

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Personal Grooming and Dress Code

At the core of our dress code and personal grooming policy is the belief that a student's sense of identity should be grounded in faith, character, and Christian dignity rather than outward appearance. Our goal is to support parents in choosing styles for their children that promote the virtue of modesty. This policy aims to manifest a visible expression of self-respect, rooted in dignity and reverence for God. By doing so, it seeks to eliminate the distractions of dress competition and fashion, fostering an atmosphere that encourages students to embrace the individuals God has created them to be.

- Students are expected to arrive at school in clean uniform and well groomed. See dress code from SCCS Board of Directors Policy Manual in Chapter 5: Policies & Procedures.
- Parents are responsible to see to it that this happens. Shirts should be tucked in, undershirts should be plain white, if worn, socks must be worn and only solid colors are allowed, small logos are appropriate.
- Hair color should be natural colors only. Haircuts/styles and accessories should not distract from learning.
- Students will not be allowed to apply make-up, color hair, cut hair or leave school for hair appointments.
- Fingernails should be natural length (no more than ¼ inch above the tip of the finger), clean and in good condition. Only solid color polish may be worn. No artificial or acrylic nails are allowed.
- Make up - No make up is allowed in grades K-5. In grades 6-8 make up must be inconspicuous and worn in a neat and tasteful manner.
- No facial piercings.
- No more than 2 ear piercings. Earrings should be post only, no gauges, spikes, hoops or earrings that hang lower than the bottom of the earlobe, or any other unsafe design.

Out of Uniform Day Dress

- Leggings and/or bike shorts **may only be worn under a dress or skirt**. Dresses and skirts must be 2 inches above the knee or longer.
- Boys and girls shorts must be 2 inches above the knee or longer.
- Spaghetti straps are not allowed. If a sleeveless shirt is worn, the shoulder seams must be 1½ to 2 inches wide.
- No bare midriffs.
- Logos and slogans must be appropriate.

Physical Education Uniforms - Grades 4-8 Only

On designated Physical Education (PE) days, St. Paul School students in grades 4 - 8 wear the PE uniform for the entire school day. Parents and students will be notified of designated PE days for each child's class at the start of the year. The PE uniform is the same for both boys and girls. The uniform will be available via a website hosted by Empowering Abilities, our uniform provider

<https://www.empoweringabilities.org/stores/st-paul-the-apostle-school/>.

Orders will be filled and labeled for families to be picked up at school.

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SHIRT: Short sleeve and long sleeve shirts allowed year round.

- Plain royal blue, with St. Paul logo
- Must be loose fitting
- Does not need to be tucked in, but should not be too short

PANTS: Plain navy blue sweatpants with St. Paul logo

- Must be worn at natural waistline, not rolled or pulled down
- Must be loose fitting
- Straight leg or elastic cuff

SHORTS: Plain navy blue mesh material with St. Paul logo

- No more than 2" above the knee
- Must be worn at natural waistline, not rolled or pulled down
- Must be loose fitting
- Must be in good condition

SOCKS: Required at all times.

- Solid white, black or navy blue
- Any brand logo must be minimal in size
- All lengths permitted

SHOES: Athletic/gym shoes required on PE days.

- Shoes must have a sole height of under 1 ½". (no wedge)
- Shoes must have a non-marking/scuffing sole
- No open-toe or open-heeled shoes (clogs, sandals or mules)
- No shoes that contain wheels and/or roller blades
- No boots, slippers, and/or moccasin type shoes

SWEATSHIRTS: Grade level uniform approved sweatshirts, in good condition, may be worn on PE days

- Kindergarten - 5th grade students wear the gray Panther head sweatshirt
- 6-8 grade students wear the Navy SPS sweatshirt
- 6th, 7th and 8th grade have the following additional option: Assumption High School sweatshirt as determined by St. Paul administration. Grey AHS Knights available from Empowering Abilities) and Red or Black AHS crewneck available at AHS office.
- Hooded sweatshirts containing pockets or other logos are permitted to be worn, as jackets, at recess and to and from school. They are not permitted to be worn inside the school or church as a uniform sweatshirt.

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PLAYGROUND & RECESS RULES:

- Students are to abide by our 4 core playground rules at all times: We recite this on the playground everyday.
 - Be Respectful
 - Be Responsible
 - Be Safe
 - Have Fun
- Playground monitors will be on site during recess for any assistance, this includes any minor medical assistance (ex. Bandages, tissues, ect.)
- Cones will be up to block off playground area from vehicles during recess and aftercare for student safety
- Concerns must be communicated to the playground supervisor Jescie Pullinger jescie.pullinger@st-paul.pvt.k12.ia.us
- The office will notify the teacher and parent if a student is seriously injured.

Be Respectful:

- ALL playground equipment should be treated with respect.
- Students should always treat others with respect.
 - No name-calling
 - No antagonizing or exclusionary behavior
 - No rough-housing - keep your hands to yourself
 - No vulgar language
 - No spitting
 - No throwing rocks
- Any physical fighting will result in students involved being sent to an administrator.

Be Responsible:

- Students should have clean, dry feet – so please avoid puddles and snow piles. Throwing snow is not permitted. Students may not use the play area if it is snow-covered or wet.
- Jump ropes and balls are to be used on the blacktop playground area only. Jump ropes may not be used to tie up other students.
- Students must stay off of the grates
- No climbing/hanging on the fence.
- No food or drink on the playground.
- Imagination play is fine, but imaginary weapons will not be tolerated.
- Students are not allowed to be on top of the large rock or surrounding dirt planters.

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- Sidewalk chalk allowed on concrete only. No vulgar images or wording should be drawn.

Be Safe:

- Students may not leave the playground area without permission. For 1st through 5th grades,. For all others, verbal permission must be received. Students must check back in with the playground supervisor on return to the playground. Please let the child in at the elevator door. Students will not be allowed into the building for equipment, equipment is provided outside each day.
- If a student is let in the building to use the bathroom, a pass should be given. If a student is found in the building without permission, one of the supervisors needs to be contacted right away. The student may receive disciplinary action for leaving the playground without permission.
- We will encourage students to bring out coats and take them off when needed.
- If a ball goes into the street or the alley, 5th and 6th grades should ask permission to go and get it. Supervisors will retrieve the balls for 1st through 4th grades.
- Slides should be used properly. Please do not climb up the slides. No hanging on sides of slides or jumping off sides of slides.
- No jumping from slides to bars or bars to slides. No sitting on top of monkey bars or other bars.
- No laying down on the playground

General Indoor Recess Expectations

- Keep Noise level at a respectful level (no louder than 3), no screaming.
- Students are to remain in their homeroom class, no switching classes unless the recess supervisor is managing an indoor game.
- No running or horseplay
- Be respectful to the recess supervisors, the classroom toys, games and other property.
- Do not write on the boards
- No Electronics during indoor recess, no exceptions!
- Clean up and put everything away when recess is over, the students should be sitting back in their seats ready to learn.

Progress Reports/Midterms for Grades 6 through 8

Parents of students in 6-8th grades will be notified via a Progress Report when the teacher notices a significant slipping in a child's class work or conduct. If needed, Progress Reports are sent home four times during the year, mid-way between quarters.

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Registration/Enrollment Qualifications

A child must be 5 years old before September 15 in order to enroll in kindergarten.

Transitional Kindergarten children must turn 5 years old by January 1 of the next year to enroll.

Students enrolling in 4 Year Old Preschool must be 4 by September 15, and

Students enrolling in 3 Year Old Preschool must be 3 by September 15.

Health Records - **REQUIRED health records must be provided prior to the first day of school.**

Preschool

- Physical (dated within the past 12 months)
- Immunization Record or exemption

Kindergarten

- Updated immunization record with KGN boosters
- Vision Screening (Vision notation on annual physical that eyes were checked is sufficient - must have a number - 20/20 for example)
- Dental Screening
- Lead Screening (we don't need a form for this, but it should have been done and on file with the state of Iowa)

1, 2, 3, 4, 5, 6, 8 Grades - We should have your immunization record on file.

Third Grade - Vision Screening

Seventh Grade - Updated immunization record with Tdap and meningitis booster. Must have prior to the first day of 7th grade.

Students in 6-8 Grade participating in Catholic League sports - Sports physical

*When registering students in St. Paul the Apostle School for the first time, Catholic students should provide a Baptismal Certificate for sacramental records if the child was not baptized at St. Paul the Apostle Parish.

Report Cards and Conferences

Report cards are sent home quarterly for grades K - 8. Conferences with parents of students in grades K-8 are scheduled in the fall. Conferences can be requested by the parent or teacher in January.

Additionally, either parents or teachers may request a conference at any time. Parents may call the school to make an appointment or send a note to the teacher or principal.

Report Card and Conference Schedule

GRADE	K-8
1st Quarter	Report Card

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(October/November)	Conference
2nd Quarter/Semester (January)	Report Card Optional Conference
3rd Quarter (March)	Report Card
4th Quarter (May)	Report Card

School Advisory Board

The School Advisory Board for St. Paul the Apostle School is composed of no more than seven parishioners who are eighteen years of age or over and the Pastor. The Principal of the School and the Home and School representative are non-voting members of the Board.

The School Advisory Board's responsibilities include policy-making decisions and evaluation and appraisal of programs for St. Paul the Apostle School. Elected members serve three staggered terms with elections occurring in May. Board meetings are generally on the second Monday of the month. The dates are published in the school calendar. Board minutes are posted in the vestibule of the church and on the school website. Parents and parishioners are always welcome.

School Cancellations Due to Inclement Weather

Due to the busing of children, we abide by the decision of the Davenport School System concerning "Snow Days." Please watch Channel 6 KWQC for any directives. A text message will be sent to primary contacts when there are school cancellations, as well as an email and it will be posted on the school's Facebook page. When the Davenport Public Schools close for bad weather, so will St. Paul the Apostle School. Should you fear for the safety of your children in the event of poor local conditions, we will abide by your decision to keep your children at home.

School Pictures

School pictures of every student are taken in the fall, and are used for the yearbook and a copy is placed in each student's file. Students may be out of uniform on the day their pictures are taken.

School Visits

We invite parents and other interested adults to visit St. Paul the Apostle School by appointment. During school hours, enter the school building at the Main Entrance. The Main Entrance is located on Rusholme on the west side of the school. All entrances are locked during the day. For our students' safety, we ask all visitors to check in at the school office before going into the classroom. Visitors will receive Visitor Passes when they sign in. These are to be worn so they are easily seen. Passes should be returned when the visitor signs out. When visitors are present during instructional hours, teachers must conduct class as usual. Teachers are available for conferences outside class time, and they would be happy to make an appointment with any parent.

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Special Services

The Mississippi Bend Area Educational Agency provides many services to St. Paul the Apostle including psychological evaluations, teacher consultation, parent consultation, audiology evaluation, speech, occupational and physical therapy, all of which require written permission from parents.

Standardized Testing

ISASP

Tests are administered to grades third through eighth in April/May. They are used for diagnostic purposes and can be a great help to both the teachers and students in indicating areas of need in the mastery of basic skills. Scores are not to be considered in a competitive manner, but as one of several useful means to help plan for the educational development of the child. Students are encouraged to approach the testing situation as a normal course of events, which contributes to a total and broader process of growth and development. Test results should be discussed with the child privately and in relation to past performance and current progress.

Screening/Diagnostic Testing

St. Paul the Apostle School gives a reading and math screening test three times a year. These are the *FAST* and *IReady* tests. As screening tests, they aid teachers in tracking student growth and differentiating instruction according to student needs. Letters with results will be sent home at the conclusion of the testing window by your child's homeroom teacher.

MTSS

Students who are having difficulty with learning or discipline will be referred to the MTSS academic or behavioral team.. Any faculty member working with the child may initiate an MTSS meeting. During the meeting, interventions, goals, objectives and solutions should be discussed regarding the student. Following up and progress monitoring with a student is the responsibility of the homeroom teacher. Subsequent MTSS meetings will be coordinated through the Assistant Principal's office.

Student Records

As a parent, you have access to your child's school records. School staff respects the privacy of student records and also recognizes that only important, factual information should be in the permanent records. In addition, St. Paul the Apostle policies on access to student records and other parent and student rights comply with the Family Educational Rights and Privacy Act of 1974.

Tardiness

Students from grades K-6 may arrive at the West playground of the school at 7:35 a.m. Students in grades 7-8 may arrive at the courtyard at 7:35 a.m. We ask that they not arrive earlier as there is no playground supervision prior to 7:35 a.m. Students enter the school at 7:45 a.m. They must be in their classrooms at 7:55 a.m. Students who are not in their classrooms by 7:55 a.m. are tardy and must obtain a late slip from the office to be admitted to class. Please make every effort to have your child in the classroom before 7:55AM.

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Transportation To and From School

Bicyclists

The National Safety Council advises that children are usually not mature enough to make traffic decisions necessary for riding bicycles to school until they are in the fourth grade. Please encourage your child to wear a helmet. Bikes must be locked in the bicycle racks located in the courtyard.

Bus Riders

Davenport Community Schools, under the directive of State Legislation, provide bus transportation to students who live more than 1.5 miles from St. Paul the Apostle School for grades K-5; and two miles for grades 6-8. If busing is impossible because of difficulty in routing, the State will provide a reimbursement.

New families to St. Paul the Apostle School, those with a kindergarten student, or with a change of address during the summer, need to contact the school office for a transportation request card. This should be completed as early as possible to ensure that the child is placed on the route before school starts. The bus barn is located at 3640 Davenport Avenue (just west of Old Towne Mall), phone 563-306-2040.

Students who are not registered to ride the bus are not allowed to ride to friends or neighbors via the school district buses. Notes for permission are only acceptable for bus students and then only if the driver has adequate room and has permission from the bus office.

Please emphasize to your child that **riding the school bus is a privilege, not a right**. Good behavior will help ensure safe transport for all our students. The following policies and rules apply to students riding Alltown buses.

Students riding the bus must observe the following rules and regulations or forfeit the privilege.

- Follow the directions of the driver (teacher) the first time they are given. The driver is the authority on the bus. Students must respond promptly to the driver's instructions and obey any rules the driver feels necessary for the safety of the students. The driver has the authority to assign seats to any or all students. Use of a personal electronic device, with headphones, must meet the driver's approval.
- Pets/animals are not allowed on the bus.
- Sit in your assigned seat at all times. Students will arrive at their assigned bus stop five minutes prior to the arrival of the bus and wait quietly off the roadway. Students must board the bus in a single file, go directly to a seat, remain seated and face forward at all times. Students may talk quietly with others seated near them. Keep the noise to a minimum so as not to distract the driver while the bus is in motion.
- Respect others. This means: no hitting, pushing, fighting, swearing or using rude gestures or gang signs on the school bus or at the bus stop. Students should remember they are still on school time and should use school manners. Throwing objects, horseplay, fighting, bothering

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others and any other activity that is distracting to the driver and others is considered disruptive behavior.

- Keep all objects and body parts (head, arms, legs) inside the bus and in your seat. Talk quietly only with students nearby and be sure to avoid unnecessary, disturbing noises such as singing and yelling. Do not yell out windows at passing persons or vehicles.
- Food, drinks, drugs, alcohol, tobacco, gang signs and weapons are not allowed. For the student's safety, they are asked not to eat or drink on the bus. Tobacco, drugs, alcohol and weapons are prohibited by state law. This law should be obeyed at all times. Any damage to a bus by a student or students will be billed to the parent or guardian who will be responsible for payment and the student(s) will have bus riding privileges suspended.
- Keep the aisle clear at all times. Keep feet out of the aisle to allow other students to walk up or down the aisle quickly and safely and, most importantly, so students can evacuate the bus quickly in the event of an emergency.

We expect all students will behave appropriately and safely while riding on a school bus. Poor student behavior impacting the safety of others will not be tolerated.

If a student chooses to break a rule, the following consequences are applied:

- | | |
|---------------------------------|--|
| 1 st written report: | Principal conference with student: Warning & parent notified |
| 2 nd written report: | Principal conference with student: 1 day bus suspension & parent notified |
| 3 rd written report: | Principal conference with student: 3 day bus suspension and parent notified |
| 4 th written report: | Principal conference with student & parent: 5 day bus suspension and parent notified |

Five or more written reports will result in the loss of bus privileges for one year.

Severe misbehavior: Student loses bus privileges for 1 week or longer.

As deemed appropriate by the principal, other school consequences may be issued as they relate to the school discipline policy and procedures.

Parental Transport: K-8 Grade Pick Up and Drop Off Procedures

MORNING DROP OFF

Parents dropping off students at school between 7:35-7:55 am should use the following procedure:

- Enter the alley behind the school from **Carey Street** and head **West**.
- Parents have two options:
 1. Enter the East parking lot from the alley and drop off at the corner before exiting onto Rusholme Street
 2. Continue straight down the alley and drop off at the entrance to the West parking lot before exiting onto Arlington Street.

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- Kindergarten through fifth grade students will line up on the West parking lot in the morning from 7:35 until 7:55. Sixth through eighth grade students will line up in the front courtyard from 7:35 until 7:55.
- **The alley will be one way heading West from 7:35AM - 7:55AM.**
- Buses will continue to unload in the front of the school.
- **Parents may not drop off students on either side of Rusholme Street due to bus drop off and the heavy traffic on Rusholme Street.**

AFTERNOON PICK UP PROCEDURES

Students in K-3rd grade will be released at 2:52 and should go to the bus or car immediately. Students in grades 5-8 will be released at the second bell at 2:55. The reason for this change is to decrease the congestion of cars and foot traffic after school.

*Families whose last name begins with the letter **A-J** must use the **East** parking lot for afternoon pick up. Families whose last name begins with the letters **K-Z** must pick up students in the **West** parking lot.*

Please do not make arrangements to pick your children up anywhere but these two locations, especially on Rusholme Street, and also refrain from leaving your car to meet your children because it slows down the pick up procedure and creates traffic congestion. **If parents wish to meet their children, park in the church parking lot and cross at the crosswalk.**

Our neighbors that live behind the school along the alley are very patient with us during our pick up and drop off times. We cause a huge inconvenience for them. Please be considerate of them and allow them to get in and out of their driveways and garages during these busy times. The school appreciates your help in keeping our relationship with them positive. They all make a sacrifice so our children can be safe during those busy times of the day.

Walkers

Students walking to school are encouraged to walk with a friend. Younger students and those new to St. Paul the Apostle should contact the office for a list of students from their neighborhood. Walkers should plan to arrive at 7:45 a.m.

Tuition

Parish members of St. Paul the Apostle Church are committed to continuing its educational program. Families whose children attend St. Paul the Apostle School are responsible for approximately 48% of the total school costs. In addition, parishioners whose children attend St. Paul the Apostle School are expected to contribute regularly to the parish through the use of envelopes. By resolution of the St. Paul the Apostle Board of Education (June 1981): "In addition to tuition, families are expected to make regular envelope contributions to the parish. One hour's pay per week or a minimum of \$5.00 per week is required. Persons who neglect this obligation will be assessed full per pupil costs." Tuition is paid through Blackbaud directly to SCCS. Questions regarding tuition should be addressed to SCCS Finance Office, (563) 326-5313.

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Educational Savings Accounts (ESAs)

Iowa families may use state-provided education funding (around \$7,983 per student in 2025-26) toward tuition, fees, and other approved educational needs at accredited Catholic schools. Managed by the Odyssey portal, these funds are parent-controlled and roll over annually. ESAs may be combined with additional tuition-assistance programs like STOs. Any questions regarding the use of ESAs should be directed to the SCCS office at 563-326-5313 ext 2269.

Unpack Your Backpack Day

Unpack your backpack days are scheduled each school year prior to the beginning of school for parents to visit each child's classroom and meet with the teacher. Families will make an appointment for a one on one time to meet the teachers for Unpack Your Backpack. Open House is held during Catholic Schools Week.

Vacations

Taking vacations during school time is not encouraged. Parents/guardians are requested to contact the principal and homeroom teacher before planning to take their child/children out of school for trips or vacations. **School work will not be given in advance.** Be mindful of the required state testing windows in September, January, April and May. See school calendar at <https://www.stpaulcatholicschool.org/> under the "parents" tab.

Visiting Students

As a general rule, visiting relatives, etc. should not come to school with enrolled students. Questions should be referred to the Principal.

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Chapter 3: Instructional Program

STREAM Initiative

What is STREAM?

STREAM is an expansion of STEM. It is an acronym for Science, Technology, Religion, Engineering, the Arts and Math. As Catholic schools, our mission is to educate the whole child; therefore, STREAM education has taken the principles of STEM infused religion across all subjects and added the arts to provide students the creative thinking skills necessary to communicate and advance STEM in the real world.

STREAM is also a visual description of flowing water. In the classroom STREAM is the flow of ideas over and across several subject areas. Equally important is the fact that the success of the STREAM program at any school will require a constant flow of communication, collaboration and planning among parish, school, administration, staff, parents and students.

STREAM is not a new curriculum, but a framework for creative instruction. STREAM uses technology to advance the experience. Not only will students will use traditional text, but will also use iPads, interactive applications to explore, process and learn.

How does STREAM work?

STREAM is a creative method of teaching a concept across a variety of subjects. For example, the sixth grade might study ancient Greece; in advance of the segment, teachers will meet and collaborate. Then, students might learn about the history and architecture of Greece in Social Studies, discuss and make models of Greek columns in Art class, or discuss and plan a mini-Olympics in gym class. For students this means the concepts are learned and reinforced across the curriculum rather than in just one subject..

How does STREAM work with the Iowa Core?

The Iowa Core provides a set of benchmarks and skills that students need to attain at a given grade level. How that is done is through the curriculum – that is what really happens in the classroom. In a Catholic school, our curriculum is of our making, unlike public schools, we control the curriculum. It is rigorous, measurable and above all Catholic. STREAM is the process by which the information is taught in the classroom.

STREAM Goals

- To incorporate Catholic identity into every aspect of the curriculum through student directed, project-based experiential instruction.
- To be forward thinking, faith-based institutions that place high priority on faculty training, learning, leadership, and 21st century skill applications.
- To provide a challenging learning environment that is focused on the integration of religion into science, technology, engineering, the arts and mathematics.

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- To increase the content literacy of all students in every aspect of the curriculum, while maintaining a classical Catholic educational foundation.
- To operate with the premise that math and science competencies can be developed, and that every student needs access to a STREAM curriculum to be fully engaged 21st century learners.
- To promote a climate of innovation in all areas of instruction.
- To inspire the participation of student populations who are traditionally underrepresented in the sciences and the arts.
- To foster a climate that encourages problem solving, group collaboration, student-directed learning, and independent research.
- To understand that success is defined in multiple ways and can-and does-occurring many different types of schools and learning environments.
- To utilize strategic planning as a blueprint to guide the development and implementation of the STREAM curriculum.

STREAM Fair

The St. Paul the Apostle Science Fair is held each year in February or March. All St. Paul the Apostle students are given the option of participating. The top entries in each of the middle school grades qualify to compete in the Assumption Science Fair. St. Paul the Apostle Science Fair is an excellent example of the dedication of the students and teachers to outstanding science education. A K-5 Science Share Fair is held in March.

ACADEMIC HONESTY

Middle School Policy

Students need to be aware of the importance of academic honesty in all of their classes. The following information is intended to help students understand what academic dishonesty is, and the consequences of academic dishonesty.

PART I: What are the most common forms of academic dishonesty?

A. PLAGIARISM

Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own.

I. Copying verbatim – This is the most common form and happens when an individual copies words, expressions or ideas directly from another source (such as a book or article, the Internet, or another person) without giving proper credit to the author.

II. Paraphrasing – This is when an individual borrows written ideas from a source and rewrites them in his/her own words, without giving proper credit to the author.

III. Use of an idea – This is when an individual adapts an idea from another source without giving proper credit to the author or creators. This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article or classmate without acknowledging the original source.

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NOTE: You can use other people's ideas. Just give credit where it is due. That is to say, acknowledge your source.

B. CHEATING ON TESTS AND QUIZZES

- bringing answers into the test room
- copying from another student
- sharing answers with another student
- using unauthorized notes or technology

C. ASKING/TELLING OTHER STUDENTS WHAT IS ON A TEST OR QUIZ

D. COPYING/SHARING HOMEWORK

E. TAKING CREDIT FOR WORK THAT YOU DIDN'T DO (e.g. not acknowledging the assistance of a parent, friend, or tutor)

PART II: What happens when a student is involved in academic dishonesty?

The teachers and administrators of St. Paul the Apostle Catholic School expect all students to do their own work and not submit as their own ideas copied or borrowed from another source. This expectation refers to ALL assignments (homework, in-class assignments, essays, tests, projects, presentations, etc.).

All cases of academic dishonesty will be reported to the principal and properly documented in your file.

- A. Consequences: parents are informed of the incident; student receives a detention; student loses credit for the assignment or test; the incident is recorded in the student's file.
- B. Possible Consequences for repeat offenses: parental conference; short or long-term suspension; Failure of the course; expulsion from school

[1] This Academic Honesty explanation and Policy Statement has been modified by SPS from the *Academic Honesty Statement for Mont'Kiara International School* in Malaysia.

Academic Support Services

Academic Support Services are available to students needing extra assistance, particularly in the areas of reading and mathematics. Students may be placed in this program using the MTSS (Multi Tiered System of Supports) which uses assessment data, interventions and progress monitoring to determine eligibility. Teachers or parents may initiate an MTSS meeting to determine eligibility.

Accommodations

Academic accommodation, behavioral accommodation and 504 plans are written for students who have academic, behavioral and medical needs which require specific accommodations in the classroom for the student to learn and be successful. These plans are written in collaboration with the school team and the parents. The goal of these plans is to ensure the appropriate measures are taken by the teacher, counselor, parents and student in order to be a successful learner.

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Band

The St. Paul the Apostle Band consists of students from 5th through 8th grades. We have a 5th grade band, 6th grade band, and a combined 7th and 8th grade band. 5th and 6th grade bands each rehearse twice a week, while the 7th and 8th grade band rehearses every day. Each band member receives a weekly private lesson.

Jazz Band is available to interested band students before and after school. Student placement in jazz band is done at the director's discretion. All the bands perform several times during the school year.

Fourth grade students are introduced to the band instruments in the spring. They will have the opportunity to try-out all band instruments to find out which is the best for them. They may then begin participating in band during summer lessons, or when school starts in the fall. Summer lessons are typically available in June and August. There is an extra fee for these lessons.

Curriculum - Instructional Program

St. Paul the Apostle School has mainly self-contained classrooms for grades K-5 with some grades switching for specific classes such as Science and Social Studies. The grades 6-8 are departmentalized. Classroom activities are teacher initiated, directed and supervised. Academic mastery is sought for each student according to his/her own ability. The curriculum follows the Iowa Core which builds on skills and abilities at each grade level.

TV, Video and Media Usage in the Classroom

St. Paul the Apostle Catholic School believes that media technology such as videos, movies, television and "YouTube" clips can have significant educational value and can enhance instructional delivery and learning, but limits must be set to maintain appropriate usage. The use of media technology must take into account the appropriateness of the content, the connection of the content to the curriculum and lesson, the length of the video media, and the appropriate use of instructional time.

The following are general policy guidelines:

1. Instructional time is precious and limited. Thus, showing videos, movies, television programs or "YouTube" clips when the content is not directly connected to a lesson plan is discouraged. The exception would be school-wide or grade-level activities or seasonal celebrations, in which case the content should be tied to the activity or celebration.
2. Videos, movies, television programs and "YouTube" clips shown in the classroom setting at St. Paul the Apostle School will be age appropriate, using the Motion Picture Association of America ("MPAA") ratings and the USCCB rating (<https://www.catholicherald.com/article/arts/movies/film-ratings/> , <https://www.thefloridacatholic.org/entertainment/movies/>), if applicable. Staff should avoid showing video, movie, television programs or "YouTube" clips that would be unacceptable by St. Paul the Apostle Catholic School standards. All media must also fall within our Christian video licensing standards. If you have questions contact the Teacher Librarian (Katee Bates).

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3. The staff member presenting the video, movie, television program or “YouTube” clip must preview it prior to its presentation to students. If the staff member has any concerns about the content of the video, movie, television program or “YouTube” clip, it is recommended he/she not show it or seek specific advice from the Principal or other colleagues about appropriateness.

4. TV should not be used daily during lunch or rest times on a regular basis, as children need lunch time to learn to socialize appropriately and during rest time need to learn how to have quiet time without distraction. Media can be used as an occasional reward or incentive.

In attempting to resolve disputes around appropriate usage of media technology and this policy, a parent should first go to the relevant staff member, and, if not resolved with the staff member, then to the administration.

Diocesan Video Selection Policy

All videos must be previewed in their entirety by a classroom teacher prior to showing the video, either in part or in its entirety, to students. If there are concerns regarding the video, the building principal shall be consulted.

The teacher should determine the curriculum objective that the video supports.

Parents may request a list of videos that may be shown during the school year from an individual teacher.

If the video contains an element that is potentially offensive, use this three-fold test in determining whether the video should be shown. Nudity and sexual scenes or connotations would not be allowed. Violence is considered potentially objectionable.

- Gratuitousness- does the objectionable material in question serve a purpose, or does it exist for its own sake.
- Explicitness- Is the material, even if not gratuitous, more detailed than the purpose requires?
- Moral Tone- does the entire work approve or disapprove of the evil presented? Is the viewer attracted or repulsed by the objectionable element?

Catholic sources (e.g. Catholic News Service or USCCB) rate videos and those reviews/ratings should be followed in the schools in the Diocese of Davenport.

Generally, follow these ratings when selecting videos:

- PK through 5th grades – G rated videos only.
- 6th through 8th grades – G or PG rated videos only.

Library Media Center Program & Services

The purpose of the Library Media Center at St. Paul the Apostle is to support the curriculum and the education process. This is done by providing teachers and students with the necessary resources and skills to access information in a variety of formats. These resources include print and electronic materials, provided at age-appropriate applications. Computer technology includes software programs and educational software. Students in grades 3 to 8 use technology in a 1:1 program with iPads being provided to each student.

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Religion

Religious Education plays a major role in the curriculum, but also in the culture of the school and the development of intentional discipleship at St. Paul the Apostle School at all grade levels. Religion classes are taught daily along with being integrated in all subjects. While mastery of Catholic Doctrine, memorization of prayers and participation in school religious activities is fundamental, it is the goal of the religious education program that the tenants of faith become internalized for each student so their personal commitment will give witness to faith through their own life of service.

During the year students prepare and participate in Holy Day and Tuesday All School Masses, retreats and many prayer services. At other times, appropriate prayer celebrations are planned by classes. We urge parents to participate whenever possible to help us impress the children with the importance of prayer. All students are encouraged to perform service projects. It is the goal of the religious education program that students internalize and make a personal commitment to their faith.

Sacramental Preparation

First Communion/Reconciliation

Preparation for these two sacraments occurs throughout the second grade year during classroom religion instruction as well as during one Saturday morning workshop for each sacrament. Parents are asked to attend an evening workshop as well. All students are asked to provide their teacher with a copy of their baptismal certificate prior to receiving these sacraments.

The Sacrament of Reconciliation is usually offered to the second graders as a class during December of their second grade. Parents are encouraged to participate in their child's progression through his/her preparation and have the option of deciding whether their child is ready to participate in the sacrament at the time.

Preparation for First Holy Communion continues through spring. Specific information is provided to parents at that time.

Staff

The students of St. Paul the Apostle are served by full-time and part-time lay teachers (who are certified by the State Department of Education) and by teacher's aides. We are proud of the interest our teachers possess toward advancing their educational degrees. The numerous volunteers and teacher's aides all add up to an exciting and helpful group of dedicated educators working together with parents, teachers, and Pastor.

Talented and Gifted Program

St. Paul the Apostle Catholic School defines Gifted and Talented Children as the following:

Gifted and talented children are those who by virtue of outstanding abilities are capable of high performance. These children require differentiated educational programs and/or

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services beyond those normally provided by the regular school program in order to realize their (potential) contribution to self and society.

Children capable of high performance include those who have demonstrated any of the following abilities or aptitudes, singly or in combination:

- 1) general intellectual ability,
- 2) specific academic aptitude,
- 3) creative or productive thinking,
- 4) leadership ability,
- 5) visual and performing arts aptitude,
- 6) psychomotor ability.

Criteria

Criteria for identifying the talented and gifted student include standardized achievement tests, standardized tests of student potential, classroom performance, teacher nomination, peer nomination, and student's interest in a specific area.

St. Paul's program shall include the following option upon agreement of teachers, administration, and parents.

- A continuous progress approach allows students to progress at their own rate with flexible groupings according to achievement, interest, and need levels;
- A student-centered environment as evident is methodology and techniques;
- Teachers know and use strategies to promote higher level thinking processes;
- Students are given choices in learning options;
- Teachers use a variety of learning techniques to meet the range of student learning styles;
- Differentiated assignments are used.

Additional provisions for talented and gifted students include programs such as math contests, interscholastic sports, STREAM Fair, STEM Club, band and choir opportunities, 5-8 Musical and media resource center activities.

Vocal Music/Art

St. Paul the Apostle School is committed to providing instruction in music and art. The goals of the program include an appreciation for and the enjoyment of these fine arts. St. Paul the Apostle School music department consists of general music classes for all students in grades K through 6. Students in grades 7 and 8 have the option of chorus or band. The 5th - 8th grades perform in fall and spring music programs while all students in grades K-4 perform in the annual Christmas Programs and grades 5, 6, and 7/8th choir perform in the Nativity Pageant led by the 8th grade students.

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Chapter 4: Extracurricular Activities

Participation in extracurricular activities is an important part of the total personal development of each student and is encouraged. Some of the activities are listed below.

Academic Eligibility

All students at St. Paul the Apostle Catholic School are responsible for their own choices and actions. Students are encouraged to take responsibility for their own choices. This also applies to eligibility for all extracurricular activities.

As stated in our school mission at the beginning of the student handbook, we strive to develop the whole child within a Catholic value centered atmosphere. To this end, extracurricular eligibility is established based on academics, attendance, and behavior.

The first week of a new grading period is a grace period.

1. The total responsibility of participation eligibility lies with the student
2. The core subject areas to which these rules apply are Language Arts, Social Studies, Math, Science, Reading/ELA, and Religion/Faith Formation
3. Attendance and Behavior are also important parts to determine eligibility.

Students' grades will be checked every Wednesday by 3PM to determine if they are eligible to participate in games/events for the coming week. The procedures described below do not apply to Davenport Parks and Rec, AAU, Rising Knights, Future Lady Knights, or other non-St. Paul's teams.

ELIGIBILITY REQUIREMENTS:

Missing Assignments - 2 missing assignments (except for absences that are in that time frame) means the students are ineligible for 1 week- Wednesday through Wednesday. Teachers will notify the Athletic Director/program director who will inform the students, parents, and coaches. Students will miss an athletic game or non-athletic extracurricular activity/practice.

Behavior - Any detention that occurs in a week (Wednesday through Wednesday) will result in sitting 1/2 a game or 30 minutes of extracurricular activity. Another detention within that week (Wednesday-Wednesday) results in a full game or hour of an extracurricular activity/practice. Teachers will notify the Athletic Director/program director who will inform the students, parents, and coaches.

Attendance - Students need to attend school at least ½ of the day of practice or competition to participate.

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Altar Servers

St. Paul the Apostle Altar Server program is a way for the parish's young people to begin participating more actively in the celebration of the Mass. The program is offered to boys and girls in fourth grade, though many sign up in the higher grades. The children are trained in small groups, then do a period of "on the job training" where they serve with more experienced servers.

Serving assignments are made according to the children's family preferences for Saturday and Sunday Masses. Servers are also assigned to serve daily Masses at 8:30AM.

Scouts

St. Paul the Apostle is one of the oldest charters in the Illowa District. The Scout program at St. Paul the Apostle is open to boys and girls from Tiger Cub (first grade) to Eagle Scout (12th grade).

Registration and open house is in the fall. For more information, call the Parish Office.

Fun in the Sun

In the summer of 1984, St. Paul the Apostle initiated a summer enrichment program called "Fun in the Sun". Classes run for one week. Anyone in preschool through fourth grade (public or non public), is invited to register and is encouraged to take advantage of the wide course selections. Information regarding the summer program is available in the spring of each year.

Girl Scouts

The Girl Scouts of America are very active at St. Paul's. Each grade has a troop with the girls participating from kindergarten (Daisies) to middle school (Cadettes). Troops are organized each fall by troop leaders and the Eastern Iowa Western Illinois Girl Scout Council Service Unit Director. For more information, call the school office.

Community Sport Opportunities

Students at St. Paul the Apostle School have the opportunity to participate in a variety of sports both through our school and in the community.

AAU

Amateur Athletic Union opportunities have occurred when parents in a particular grade organize a team and join various tournaments and leagues in the area.

Davenport Parks and Recreation

Davenport Parks and Rec is another organization that is active at St. Paul the Apostle in soccer, basketball, football and softball. Davenport Parks and Rec sports are also non-competitive in nature and teams are composed of families from St. Paul's School. When there are not enough players to make a team two or more schools will combine to form a team. These teams play at local parks and school grounds. For more information, contacts Davenport Parks and Recreation.

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Competitive Swimming and Diving

Competitive Swimming and diving are available through two organizations locally. The Bettendorf Swim Team is organized through the Bettendorf Park Board. The teams practice at the Bettendorf High School or Pleasant Valley High School pools. The Davenport Metro group practices at West High School. Both programs operate an October to March program and a May to August program. There are usually five or six meets locally and four or five out of town per season.

Future Lady Knights Basketball, Softball, and Volleyball

The Future Lady Knights is a competitive program that solicits youth, ages 8 years old through 8th grade.

Little League

Little League program for youth interested in playing hard ball. This is a competitive program for boys and girls with levels ranging from T-Ball to Pony League. The teams are formed within geographical areas in Davenport.

Other Programs

In addition to Davenport Family Y and Davenport Parks and Rec, soccer is also offered through Strikers, Davenport Soccer Association, and Bettendorf Soccer Association. They play at a variety of fields and play in the spring and fall, with a winter indoor league.

Rising Knights Football and Wrestling

The Rising Knights is a competitive youth football program that solicits youth, ages 8 years old through 8th grade, interested in preparing for high school football in Scott County. A Youth Wrestling Program for children in second through eighth grades is offered by Assumption High School. Practice is at the high school.

YMCA

There are softball, soccer, and basketball programs through the Davenport Family Y. These are noncompetitive programs and involve children from a similar geographical area and generally a number of different schools. Requests are generally honored for a child who wants to be on a particular team to be with friends or to have a coach the family would prefer. The games are held at various public school grounds or buildings or at the Y.

Student Council

St. Paul the Apostle Student Council consists of a group of middle school students who work throughout the year in areas of service, fundraising, school improvement, community involvement, and social activities. They are involved with the middle school Fall Fling and Spring Fling, and other community activities.

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Yearbook

The St. Paul Yearbook committee is a year-long extracurricular activity open to all 6th to 8th-grade students. The committee works to capture and create a publication that shares the school's history and students' memories from the years. Members of the committee will learn photography, graphic design, marketing, and planning skills. The yearbook committee encourages school spirit, creativity, unity, and leadership. The committee works to capture, design, and create a yearbook the school can be proud of.

St. Paul the Apostle Athletic Programs

All athletic programs are part of the Catholic League and are sponsored by the parish in accordance with state guidelines for athletic programs. As a comprehensive organization, school eligibility guidelines, policies and procedures apply to the parish athletic program.

Athletic Policy

The Catholic League consists of teams sponsored by each parish and provides sporting teams that provide excellent opportunities for our students to play basketball or volleyball as a parish sponsored team. This will also allow the student athlete to meet and interact with students from our other local Catholic Schools. The goals for the Catholic League are to promote a fun environment, while being physically active, and to introduce team development to the students. The main goal for all sports here at St. Pauls is teaching the students about sportsmanship. The following items are provided in an attempt to promote fair and sportsmanlike opportunities for all students.

Participation: This is a participation league where all students should be allowed to participate as long as they follow the guidelines set by the parish and school. Students should be present at all practices and games during the season. If a student is missing practices or games unexcused, the student will not be allowed to participate in any sporting activities until the coach has decided they are ready to return to action. Students should not get rewarded for missing practices. If there is a reason behind their absence such as an illness or something out of their control, then the student should get an excused absence and should not be punished. Students are required to have a current physical on file in the school office.

Uniforms: Students will wear the program-approved uniform for athletic events. There is to be no altering of the uniform, and no special additions to the uniform. Warm-ups are not allowed for any team. Students will wear only approved uniforms when they are representing the school. This includes arrival at the venue, during, and after the event. Students must also follow the guidelines set by the Iowa High School Athletic Association in regards to wristbands, socks, headbands, jewelry etc.

Certification: Coaches, assistant coaches and anyone who helps with the team must be certified through the Diocese. The Davenport Diocese requires participating in Safe Environment Training, which is available for first time participants online. This training must be renewed every 5 years. In addition, a background check must be completed prior to your first practice and renewed every five years. Please contact the school office for more information.

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The Diocesan requirements must be completed before practices begin. If there is someone helping who is not certified, then that coach will not be allowed to coach in the future.

Coaches: There may only be 1 head coach and 1 assistant coach. A team can have people take stats, but they are not allowed to sit on the bench. They can sit behind the bench and keep stats. If there are people who help out, they can also sit behind the bench, next to the people keeping stats. This is mainly because of confusion as to who is the head coach and who are the assistants. Therefore there can only be 2 coaches per team on the bench.

Awards & Banquets: It is natural for coaches to want to reward players for their hard work and dedication throughout the season. The only awards banquets that will be allowed are one that is sponsored by the school. As a PARISH sanctioned sport, all awards and recognition will be made through the school and not individual coaches. Awards should not be given out to any players unless approved by school administration.

Transportation: With buses unavailable to transport students to events, parents need to drive students. If transporting students, other than their own child, to and from an Athletic Event there is to be no specialized transportation (i.e. limo, helicopter or any other unapproved vehicle to be determined by the Athletic Director).

Teams: Teams will be assigned by the A.D. The teams will be divided evenly as seen by the Athletic Director. There will be no car-pool, living in the same neighborhood, best friends on one team taken into account. The A.D. rates the players from top to bottom according to talent level and divides them accordingly. If there is a situation regarding coaching, the A.D. will make sure that the student is on the same team as their parent who is coaching.

Sportsmanship: We expect great sportsmanship out of players, coaches, and fans. It is very important that we at all times show good sportsmanship to players and officials out on the court. Please remember your attendance at our athletic events is always welcomed, also it is a privilege and not a right. Any player, coach, or fan not showing good sportsmanship will be asked to leave the premises immediately.

Coaching and Volunteering requirements

In order to be eligible to coach one of the 6th – 8th grade Catholic League parish sports, coaches must complete the required Diocesan requirements which includes a background check and CMG. This applies to the head coach as well as any assistant coaches or helpers. These must be completed ten days prior to the first scheduled practice to allow for processing, and must be renewed every 5 years. Gym time will not be given until the office is notified that you passed the background check and completed PGC. You may request a key card to have gym access by a) completing CMG/Background check, b) signing a key card agreement, and c) leaving a \$60 deposit with the school office. The deposit will be held until the key is returned at the end of the season, and then shredded. If you fail to return the key card within one week of the season end, your check will be cashed and the key card

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will be inactivated. For information on the required Diocesan CMG training and background check, please contact the school office.

Drop off and pick up of students

All students on a team must enter and exit the gym through the West outside gym doors. Coaches are responsible to arrive before the beginning of practice and supervise students at all times during the practice including while using the bathrooms and getting drinks. No students are to enter or use the teacher's lounge (kitchen) at any time. Coaches must make sure all students are picked up before they leave the school. Coaches are also responsible to make sure the gym doors are locked, lights are off, and equipment put away before they leave the gym. If another team is practicing the lights should be left on, but only if they are in the gym.

Parent Conduct

Parent conduct serves as a role model for our students. Therefore, the expectations for parents are as high as those set for our students. Parents and spectators will not curse, insult or yell at referees, opponents, opponents' parents or coaches. Parents who cannot follow these rules of sportsmanship will be contacted by either the principal or athletic director to discuss the behavior. Continued violation of these principles will result in the temporary or permanent removal of the spectator from activities in the Catholic League.

Parent Responsibilities

To support the organization and help with its operation (work admission table/concession stand)
Do not drop players off unsupervised

Practices

St. Paul's teams have priority when scheduling practices in the school gym. Practice times that remain may be selected by teams that have a majority of St. Paul's players on their rosters. Cooperation is very important in the scheduling of these facilities, games are often rescheduled forcing the cancellation of practices.

The schedule of available times for the school gym is posted on the wall outside of the Gym. School personnel will not check the schedule or reserve times for coaches. Each individual coach is responsible for reserving their own times. No more than one slot can be reserved per night.

Sportsmanship

St. Paul the Apostle players and coaches are expected to demonstrate the values taught daily in our school when playing for our parish teams. Examples of conduct unbecoming an athlete or team include, but are not limited to arguing with referees, opponents, opponents' parents or coaches and cursing. Players who receive a technical foul during the course of an athletic event will face a one game suspension and meet with the AD to discuss the infraction. Coaches who receive a technical foul will meet with the principal and athletic director to discuss the situation. If additional technical fouls are received by a coach or player during the season a suspension of longer duration may be imposed by the principal and the offender may possibly be removed from the team.

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Sportsmanship/Behavior Guidelines at Athletic Events

Parents:

- Remember that athletics are a learning experience and mistakes are made. Praise athletes as they attempt to improve themselves.
- Learn the rules so you may understand and appreciate why certain situations take place.
- Show respect for opposing players, coaches and spectators.
- Respect the integrity and judgment of game officials.

Players:

- Treat game officials with respect, even if you disagree with their judgment.
- Learn the rules thoroughly and discuss them with parents. This will help promote better understanding and appreciation.
- Wish opponents good luck before a game and congratulate them in a sincere manner after the game, win or lose.

Tobacco, Alcohol and Illegal Drug Procedure

If a student is caught possessing or using tobacco, e-cigarettes, vaping, alcohol, and or illegal drugs on parish/school grounds or at a parish/school sponsored event the administration may remove the student from participation on any school team or club for up to one calendar year.

Wednesday Evenings and Sunday Events

No practices or games are permitted on Wednesday evenings to allow families to attend Adoration, Mass and Households of Faith and other Wednesday Faith formation events.

Athletic events and practices on Sunday cannot begin before noon. Exceptions to this rule can only be granted by the Pastor.

Programs Available

The following programs are available for grades 6 – 8:

Girls' Volleyball: September - October

Girls' Basketball: November – December

Boys' Basketball: January - March

Cheerleading: January - March

St. Paul the Apostle Athletic Booster Club

Students in Grades 6 - 8 have the opportunity to participate in Catholic League Sports, and their parents are members of the Booster Club.

Booster Club parents are needed to help schedule workers for concessions and admissions at home games.

The goals and objectives of the St. Paul's Booster Club are to:

1. Support the established athletic programs.

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2. Help develop and improve athletic programs.
3. Foster communication between the athletic director, parents and students about athletic opportunities.
4. Promote parish and school spirit and pride.

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Chapter 5: Procedures

Harassment/Abuse

Harassment/Abuse: Harassment is an abuse of power, forcing attention upon someone who does not want it. Harassment is one sided, and the recipient does not invite or enjoy the attention.

Sexual harassment can take many forms, including....

- Comments about a person's body
- touching, grabbing, staring or leering
- whistling, catcalls or offensive noises
- obscene gestures or dirty jokes
- sexual gossip, innuendos, remarks or suggestions
- pressure for dates or sexual activity
- blocking a person's movement
- sexual assault, including rape

The U.S. Supreme Court has ruled that schools may be held financially liable if sexual harassment is allowed to persist. More importantly, we in the St. Paul family have a moral obligation to treat each other with dignity and respect as children of God. Therefore, any student who feels that he or she has been harassed would report that harassment immediately to any member of the faculty or administration. Members of the faculty are required to report these instances immediately to the principal.

The first step will be to interview the victim to ascertain the circumstances and persons involved. Next, the parents of the victim and alleged perpetrators will be contacted and a conference scheduled. Finally, depending on the circumstances of the case, follow-up action will be pursued, either through legal channels or through administrative procedures. All steps will be taken to ensure that the victim's concerns are addressed.

Retaliation against anyone who has filed a harassment complaint or participated in such an investigation is strictly forbidden.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act, in admission or access to or treatment or employment in, its programs and activities. Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact the Human Resource Coordinator who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

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Human Resource Coordinator
2706 N. Gaines Street
Davenport, IA 52804-1998
Phone: (319) 324-1911
FAX: (319) 324-5811

Operational Plan: Safety/Security Intruder Drill

See the school Emergency Management Plan

Board Policies

DIOCESE OF DAVENPORT BOARD POLICIES
SERIES 200: BOARD OF EDUCATION

POLICY 213

CHAIN OF COMMAND/COMPLAINTS OR CONCERNS

Members of the local board of education will from time to time be approached by parents or members of the faithful with concerns or complaints about individuals or programs in the school. The diocesan staff adheres to the principle of subsidiarity. Problems and issues will be solved best at the local level, starting with the parties involved and moving up the chain of command defined by the local board of education policies.

If a decision has been made with which there is a disagreement, the individual may ask the individual making the decision to reconsider. If not satisfied they may appeal to the next level following the chain of command.

The chain of command for the schools in the Diocese of Davenport is as follows:

- Teacher/Coach
- Principal/Athletic Director
- Board of Discipline (If Applicable)
- Local board of education

An appeal could be made to the diocesan Superintendent of Schools after the above steps have been followed. The appeal should be communicated in writing and with sufficient evidence to cause or launch an appeal. If there is sufficient evidence, the parties shall be heard by the superintendent. The superintendent will consider adherence to local policies and procedures and assurance of due process. The superintendent can affirm the decision, overturn it, or send it back

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to the local board of education for further review. The decision of the Superintendent of Schools is final and may not be appealed.

Policy 430 addresses issues of bullying and harassment which are assigned to a Level I investigator. Such issues indicating criminal activity will immediately be referred to local law enforcement and a Level 2 investigator.

Policy Adopted: November 15, 2001

Policy Reviewed: October 15, 2009

Policy Reviewed:

May 17, 2010 Policy

Reviewed:

December 2015

Policy Amended:

October 25, 2018

Policy Reviewed: February 28, 2019

Policy Promulgated: July 29, 2019

DIOCESE OF DAVENPORT BOARD POLICIES

Policy 213

PARENT CODE OF CONDUCT

This Code of Conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is an expectation of support for the Mission, Vision, and Values of the Catholic schools of the Diocese of Davenport. Catholic schools of the Diocese of Davenport are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between educators and parents.

Parents/guardians play a formative role in the development of their child's understanding of justice, equity, and worth. The parent/guardian is the primary educator for their child and an influential role model. It is the responsibility of all adults to strive to build a harmonious community where students can flourish. This Code of Conduct is designed to guide parents/guardians in their dealings with staff, other parents, students, and the entire faith community.

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Adults connected with the Catholic school are committed to resolving difficulties in a constructive manner, through open and positive dialogue. We understand that misunderstandings can cause frustrations and have a negative impact on relationships. The Diocese adheres to the principle of subsidiarity; problems and issues are best resolved at the level in which the problem occurs. When issues arise or misconceptions take place, contact your child's teacher or coach who will be able to meet with you to hopefully resolve the area of concern. Where issues remain unresolved, please follow the complaint procedure outlined in Diocesan Policy 213 of the Diocese of Davenport (Chain of Command/Complaints for Concerns).

Your Rights as a Parent/Guardian:

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in regards to your child
- To have confidentiality over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised

Your Responsibilities as a Parent/Guardian:

- Value and champion your Catholic school and its reputation. Be mindful of the hurt and damage gossip and social media may cause to staff members, students, and other parents
- Respect the rights of staff members, students, and other parents
- Respect the reputation of teachers and coaches and be mindful of communications, especially social media and the tone of emails
- Follow the correct procedures to resolve a complaint
- Respect staff members' time and make an appointment for discussions at a mutually convenient time. Do not expect a staff member to be available to meet unless a meeting is pre-arranged
- To protect our children, do not discuss any concerns or perceived failings in front of them regarding the school
- Participate appropriately in school sponsored events

What the Diocese and the Catholic School Asks of You as a Parent/Guardian:

- To work courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral expectations of the school
- Adhere to the school's policies outlined in the Parent Student Handbook
- Model resilience and encourage healthy problem solving
- Help your child to understand that giving your best effort is what matters rather than always comparing yourself against the capabilities or achievements of others

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- Listen to your child, but remember that the event may be interpreted differently by others
- Understand the importance of a healthy parent-student-teacher/coach relationship and communicate any concerns in a constructive and appropriate manner, not in a manner that is discourteous, scandalous, rumor- driven, disruptive, threatening, hostile, or divisive
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school
- Maintain a positive, cooperative attitude and interact positively with other parents and members of the school community

Behavior That Will Not Be Tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the normal operations or activities at the school.
- Any inappropriate behavior on school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, staff members, visitors, students, or other parents.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text messages, voicemails, or other written communication (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, Board members, or staff members on Facebook, Twitter, Instagram, or any other sites or apps.
- The use of physical, verbal, or written aggression toward another adult or child. This includes physical or verbal punishment of your own child on school grounds.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward your own child.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises. (Alcohol may only be consumed at authorized events.)

If any of the above actions take place at school or a school-related event the school may take action by contacting the appropriate authorities and/or consider banning the offending adult from entering school premises.

Actions to be Taken for Code Violations:

The Diocese and the school reserve the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the diocese and the school. Failure to follow these

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principles will normally result in a verbal or written warning to the student and/or parent/guardian. If the inappropriate actions are repeated or in cases of severe nature, immediate action without a warning and/or without an intermediate step leading to withdrawal may be taken.

Social Media Conduct

We ask that social media (public or private) not be used to fuel campaigns and voice complaints against the school, school staff, Board members, students, or parents. Inappropriate use of social media to publicly humiliate, criticize, or threaten another individual is taken very seriously. Parents should follow the complaint procedure given if they have any concerns about their child. Parents should not use social media as a medium to air any concerns or grievances.

Online activity considered inappropriate:

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

Appeal and Complaint Procedure for Parents/Guardians

In the Catholic schools of the Diocese of Davenport, beliefs are encompassed in the tenets of the Catholic faith. This philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental for people to converse in a civil manner bound by Christian love. Open communication allows parents/guardians, students, faculty and staff to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:

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DIOCESE OF DAVENPORT BOARD OF EDUCATION

SERIES 400: STAFF PERSONNEL

Policy Adopted: June 5, 2002 Policy Amended: May 17, 2010 Policy Revised: December 2015 Policy Revised: September 24, 2019 Policy Promulgated: October 17, 2019

POLICY 430

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local board of education; while in school -owned or school -operated vehicles; while attending or engaged in school -sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

Places the student in reasonable fear of harm to the student's person or property;

Has a substantially detrimental effect on the student's physical or mental health;

Has the effect of substantially interfering with the student's academic performance; or

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Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

Repeated remarks of a demeaning nature;

Implied or explicit threats concerning one's grades, achievements, property, etc.;

Demeaning jokes, stories, or activities directed at the student; and/or

Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting that student.

The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students or employees alleging bullying or harassment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigators and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. Each local board will annually publish this policy. The policy may be publicized by the following means:

Inclusion in the student handbook,

Inclusion in the employee handbook and volunteer handbook

Inclusion in the registration materials

Inclusion on the school website, and the Diocesan website

And a copy shall be made available to any person at the administrative office of each school or the Diocese.

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It is the responsibility of all adults who supervise students directly (teachers, recess supervisors, teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates, etc.) to protect students and their well-being. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding effectively when students report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed.

These staff members are empowered to intervene, take measures to ensure the student's safety temporarily, and record incidents.

***The Diocese of Davenport [Policies Relating to Sexuality and Personal Behavior](#) must also be followed if there is a complaint of Sexual Harassment by an employee or volunteer.**

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DIOCESE OF DAVENPORT BOARD OF EDUCATION

SERIES 500: STUDENT PERSONNEL

Policy Adopted: July 16, 2001 Policy Revised: June 5, 2002 Policy Revised: May 17, 2010 Policy Revised: December 2015 Policy Revised: September 24, 2019 Policy Promulgated: October 17, 2019

POLICY 501

ADMISSIONS

It shall be the policy of the Diocesan Board of Education that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

Parents seeking to enroll students, and likewise the prospective student, should be appraised of the philosophy and objectives of the Diocesan Board of Education.

Prior to permanently admitting any transfer student, the school shall contact the administrator of the school from which the student is/has transferred. Parents/Guardians must do whatever is necessary to consent to or otherwise facilitate the receipt of these records.

Each school should have a written policy in the Parent/Student handbook regarding application and acceptance procedures of children into the school community that are in accord with this policy.

As a school, the admission policy must reasonably reflect the purpose for which the school was established, giving due consideration to the constituency, those people responsible for its foundation and maintenance. Consequently, priority is given to the admission of children of the constituency.

Other students are admitted as space and conditions allow. Both faculty and students will in true ecumenical spirit welcome all admitted students into the Christian educational community of the school.

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DIOCESE OF DAVENPORT
BOARD OF EDUCATION

POLICY 504

PARENT STUDENT HANDBOOK

All diocesan schools shall annually prepare and make available to all parents and students a handbook that presents all policies, regulations and procedures of the local school. School policies shall be consistent with diocesan policies as provided by the Office of Catholic Schools.

Discipline and Student Accountability

It shall be the policy of the Diocesan Board of Education that each local board adopt student responsibility and discipline policies as required by Iowa Code. The board shall involve parents, administrators, community members, instructional staff, and, as appropriate, students in the development and revision of discipline policies.

The policies shall relate to the mission and educational purposes of the school. The policies shall include, but not be limited to, the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance; harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; out-of-school behavior; participation in extracurricular activities; academic progress; and citizenship.

The policies shall ensure due process rights for students and parents.

The discipline policies and student responsibilities shall be published for the awareness and knowledge of the program participants and their parents/guardians. A complete copy of said policies must be on file in the program administrator's office. ([Chapter 12.3\(6\) Iowa Administrative Code](#), School Rules)

*Bullying and Harassment Policy and Procedures See [Policy 504](#)

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DIOCESE OF DAVENPORT
BOARD OF EDUCATION

POLICY 754

CHARGING AND INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENT BY SCHOOL EMPLOYEE

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegation and will do so in a reasonably prudent manner. In the event the alleged misconduct appears to be any form of sexual abuse, the principal will inform the superintendent of the situation and the superintendent will contact the Scott County Attorney, who will coordinate the investigation of the allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Superintendent of Schools will appoint the level-one investigator (the principal), who, in turn, selects an alternate. It is the responsibility of the school administrator to contract a trained, experienced professional to serve as the level-two investigator, unless it is an allegation of a sexual nature. At the school's expense, the level-one investigator and alternate will be provided training in conducting an investigation.

The school will annually publish the name(s) of the designated investigator and alternate in the student handbook, newsletters, and in all school buildings.

Procedure:

1. Form *COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE* must be completed in its entirety and given to the building administrator.
2. The building administrator will conduct a level one investigation following the procedures outlined in the Diocesan Handbook.

If a report is founded, contact the Superintendent of Schools for appropriate next steps.

Rationale:

Iowa Code § 280.17; 281 IAC 102.1 - .15 (280)

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STUDENT PERSONNEL

Policy Title: Dress Code
Code No.: 501.0 Date of Adoption: 3-9-82

This dress code exists so that economical clothing can be purchased and so that competition between the students, regarding dress, can be minimized.

ALL STUDENTS:

- Red or navy blue uniform sweater (cardigan or crew neck)
- Footwear should be either dress shoes or tennis shoes. No other footwear is acceptable. Shoes must have a back or strap at the back, and must have a closed toe. No Crocs, flip-flops, sandals, or boots may be worn during the school day. No heels higher than 2 inches may be worn. During inclement weather, it is acceptable to change into boots for outdoor recess only. Shoes are to be clean, neat, and well kept.
- Socks must be solid black, white or navy. Any brand logo must be minimal in size.
- Belts are required when wearing dress slacks or shorts, they must be solid color and coordinate with uniform.
- Navy blue uniform shorts or slacks. Dress slacks or shorts must have belt loops, a maximum of two inset pockets in front and two inset pockets in the back.
- Uniform approved sweatshirts and ¼ zip fleece. Contact the school office for purchase information.
- No visible body piercings, unnatural hair colors or distracting hairstyles, and/or permanent tattoos are permitted. Single or double post earrings in earlobes are allowed; however, for safety reasons, no hoops or dangling style of earrings are permitted.

GIRLS' UNIFORM:

- Blouses, in red, white, light blue or navy blue, long or short sleeved, Peter Pan collar or oxford, knit polo, or turtlenecks. Plain or St. Paul the Apostle school logo only. (light weight material).
- K-5: Uniform jumpers or navy blue shorts or navy blue slacks.
- 6-8: Uniform skirts, navy blue or khaki uniform shorts or navy blue or khaki dress slacks purchased from the Religious Supply Store - or exact replica. (NO jeans, corduroys, sweats, or stirrup-style). Skirt length must be no shorter than 2 inches above the knee. Dress slacks or shorts must have belt loops, a maximum of two inset pockets in front and two inset pockets in the back.
- Black or navy tights or ankle length leggings can be worn under jumpers or skirts.

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BOYS' UNIFORM:

- Shirts, in red, white, light blue, or navy blue, long or short sleeved, oxford style or knit polo. Standard turtlenecks are also permitted. Plain or St. Paul the Apostle school logo only.
- K-5: Navy blue uniform slacks or shorts.
- 6-8: Navy blue or khaki uniform shorts or navy blue or khaki dress slacks (No jeans, corduroys or sweats).
- Dress slacks and shorts must have belt loops and a maximum of two inset pockets in front and two inset pockets in back.

K, 1st and 2nd GRADE STUDENTS: Belts are optional.

6th, 7th, 8th GRADE STUDENTS: 6th - 8th grade students have the following additional option:

- Uniform approved sweatshirts. Contact the school office for purchase information.
- Assumption sweatshirt as determined by St. Paul Administration.

PE UNIFORM (4TH - 8TH GRADE STUDENTS ONLY):

- Students in 4th - 8th grade are required to purchase/wear a P.E. uniform on the days that they have P.E. class. This consists of a royal blue short or long sleeve shirt with the Saint Paul's logo and navy blue shorts or sweatpants with the Saint Paul's logo. Students may wear solid black leggings or compression pants under shorts.

References:

Date revised: 10/13/82-10/8/85-6/26/90-12/11/90-9/10/91-5/27/92-12/14/99-12/13/05 – 12/8/08
-5/1/10 -11/15/10 - 6/10/14- 8/8/16 - 1/9/17 – 9/10/18 - 4/12/21 - 10/11/21

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Policy Title: Academic Requirements for Participation in Athletic Activities

Code No.: 503.0 Date of Adoption: 10-14-80

If a student's average in any subject is lower than C-, the following criteria will apply:

1. The student and parents will receive a written warning that the student will have two weeks to raise the grade to "C" or better in order to remain eligible for all athletic activities. The warning will state that the student will be allowed to continue to participate in such activities during this two week period.
2. If the student fails to raise the grade as required within the two week period, the student, parents, and the person in charge of the activity will receive written notice that the student will be suspended from the activity until the student meets the requirements.
3. All student athletes must maintain grades at or above a C- to participate in St. Paul the Apostle athletic programs.
4. Grades are checked weekly by activity advisor, and students are notified if their grades prohibit them from participating that week.

References:

Date revised: 3/8/94, 5/13/97, 7-21-10

Date reviewed: 12/12/05, 5/12/14

Policy Title: Academic Requirements for Participation in Extracurricular Activities

Code No.: 503.1 Date of Adoption: 6-1-10

If a student's average in any subject is lower than C-, the following criteria will apply:

1. All student athletes must maintain grades at or above a C- to participate in St. Paul the Apostle extracurricular programs.
2. Grades are checked weekly by activity advisor, and students are notified if their grades prohibit them from participating that week.

References:

Date revised:

Date reviewed: 5/12/14

St. Paul the Apostle Parent Student Handbook 2025-2026

Policy Title: Suspension and Expulsion

Code No.: 504.0 Date of Adoption: August 13, 1991

The Board of Education may, by a majority vote, suspend or expel any student from school for immorality or for a violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

The principal may suspend a student for a period of time not to exceed five days. Notice of suspension shall be in writing, issued immediately by the administrator, and copies of the action sent to the President of the Board of Education. The student will have the right to a private hearing regarding suspension or expulsion with the Board of Education.

References:

Date reviewed: 12/12/05, 5/12/14

Diocesan Policy

Diocese of Davenport

Policy 590

Use of Cell Phones and Other Wireless Communication Tools

Students shall not use cell phones or other wireless communication tools on school property and/or off school property in a school-related context during school hours (see definition of school hours below).

The school's administrator shall have the discretion to use cell phones or other wireless communication tools during designated periods, provided that such use is authorized for a compelling operational and/or educational purpose. The superintendent may revoke any such granted authorization at any time and for any lawful reason.

Students are permitted to bring cell phones or wireless communication tools onto school property and onto school-owned or school-chartered transportation. However, during school hours, these devices must remain powered off and unavailable to the student. Each school will develop their expectations for storage of cell phone and wireless communication devices.

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Examples of secure storage may include being securely stored in locations such as the student's vehicle or school-owned wireless communication lockers.

Exemptions to the policy will only be granted if one of the following criteria is met:

1. Required for the implementation of a student's individualized education program (IEP) or 504 Plan,
2. Authorized by an administrator for educational purposes, or pre-approved on an individual student basis by an administrator due to documented health concerns.

Each school will develop and include in the local Parent/Student Handbook, Diocesan Policy 590: Use of Cell Phones and Other Wireless Communication Tools, which must also include 1) the local definition of school hours, 2) expectations for storage of cell phones and other wireless communication devices and 3) consequences for policy infractions.

Policy Title: Cell Phone and Electronic Devices

Code No.: 510.0 Date of Adoption: December 13, 2005

There is a potential need for students to communicate with their families under certain circumstances while attending school. St. Paul's offers the use of school phones as a first means of communication if need arises during and after the school day.

Cell phones and other electronic devices should not interfere with classroom instruction or cause any other problems for students or staff while on school property. During the school day (7:30 AM - 3:30 PM) and during school functions (concerts, field trips, dances, etc) students may not use cell phones or electronic devices for personal use unless given permission from the principal. **Cell phones and personal electronic devices may not be used to take photographs of any kind.**

Revised: 8/19/19

Students shall always demonstrate respect and responsibility when using cell phones and other wireless electronic communication tools on school property and/or when away from school property for school-related reasons.

Students shall not use cell phones or wireless communication devices and/or other technological devices to record, livestream, or otherwise generate photorealistic video, still pictures, and/or audio (including but not limited to manipulations of voice recordings) at any

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time while on school property and/or while away from school property for school-related purposes, unless they have obtained the express permission of all parties whose image(s), likeness(es), and/or voice(s) may be recorded and/or streamed.

Except as required by an IEP, 504, Health Plan, and/or other documented need for assistive device, students shall not use cell phones or wireless communication devices and/or other technological tools at any time in locker rooms or restrooms on school property or in locker rooms or restrooms away from school property visited during an off-property school-related event. Students may face disciplinary consequences, up to and including suspension or expulsion, for violations of this policy.

The diocese/school assumes no liability for any cell phone or wireless communication device brought onto school property, including outdoor facilities and parking areas.

For the purposes of this policy, the following definitions apply:

“School Hours” are determined by each school but must minimally include the time between the first bell signifying the first instructional period through the ending of the final instructional period for any student on that school day. School hours include lunch periods, passing periods, recesses, and periods during which some - but not all - students may have scheduled classes.

“Cell Phones and other Wireless Communication Tools” means any personal wireless electronic communication device that provides for and/or supports in the transmission of voice or data communication between two or more parties, including, but not limited to, a mobile or cellular telephone, a text messaging device, a personal digital assistant that sends or receives messages, an audio-video player that sends or receives messages, ~~or~~ a laptop computer; a smartwatch, a tablet, and/or earphones, air pods, smart glasses, digital applications not sanctioned by the school or other listening device.

“Documented health concerns” are defined as chronic mental or health conditions which require immediate communication for medical emergencies or a health condition that requires continuous monitoring to alert others for a potential health issue that can become critical. Such concerns are documented

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through a medical letter or certificate, IEP or 504 that outlines the diagnosis, the ongoing treatment plan, and statement on the necessity of the use of a cell phone during school hours.

References: Diocesan Student Technology Use Agreement Policy 615.2

HF 782

Policy Approved: June 19, 2025

Policy Promulgated: ____, 2025

Policy Title: _____ Student Behavior and Discipline Policy

Code No: _____ 520.0 _____ Date of Adoption: _____ 6/12/06

The Board of Education believes that good behavior and discipline starts at home. It is the parents' obligation and responsibility to set a good example and to encourage students to have the proper attitude toward school. Appropriate student conduct is essential to the environment at St. Paul The Apostle School. The school must provide and maintain a school atmosphere which encourages learning and helps students develop responsibility.

Students shall conduct themselves in a manner that is appropriate to their age level and shall have consideration for the rights of others while they are on school property; on school busses, vehicles, or chartered busses; while attending or engaging in school activities; and while away from school grounds if the behavior will directly affect the school. Student behavior which occurs off of school property are ordinarily not the responsibility of the school, but the behaviors may affect a student's eligibility to participate in extracurricular activities, including athletic teams, academic competitions, and clubs.

Behaviors which tend to conflict with the educational programs or which are contrary to the welfare of the students will not be tolerated. The following is a list of conducts that will not be tolerated and will result in disciplinary action. These behaviors include, but are not limited to:

1. Criminal acts. Criminal acts by students shall be reported to the principal who shall then report the incident to the Juvenile Bureau of the police department. Criminal acts shall also result in disciplinary action by the school.

2. Tobacco, liquor, and other controlled substances. The use, possession, or distribution of tobacco, alcoholic beverages, controlled substances that are considered an illegal drugs, drug paraphernalia or any look-alike drugs (as defined in the Uniform Controlled Substances Act) by any student on school property or while attending a school function as a participating representative of

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the school is prohibited. The unauthorized distribution of prescription drugs to other students prohibited.

3. Threats and assaults. If a student is accused of assault or assault and battery upon another student or staff member, the principal shall immediately be notified. If after an investigation, the principal determines that there was in fact an assault or battery, the principal shall suspend the pupil. The principal shall contact the Board of Education president.

Assault for the purposes of this section of this policy shall include:

a. An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

b. Any act which is intended to place another in fear or immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

c. Intentionally points any firearm toward another or displays a dangerous weapon toward another in a threatening manner.

Assaults shall not include participants in a sporting event when the act is a reasonably foreseeable incident of such sporting activity.

4. Harassment. Harassment is verbal or physical conduct that is offensive and has the purpose or effect of alarming, annoying, abusing, embarrassing, or demeaning individuals. Harassment may include, but is not limited to verbal, physical or written harassment or abuse, repeated remarks of a demeaning nature, implied or explicit threats, demeaning jokes, stories or activities directed at a student. Students who believe they have suffered harassment shall report the harassment to a teacher or the principal for investigation.

5. Weapons. Students may not possess weapons or other dangerous objects on school property. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. See Board of Education Policy 570.0.

6. Other breaches of discipline can include violent, destructive or seriously disruptive behavior; intimidating or threatening behavior; willful disobedience; and refusal to comply with school rules or the requests or directions of teachers and other school personnel.

Consequences for the misconduct will be fair and age appropriate. Consequences will be determined on a case by case basis. Students that are subject to disciplinary action including detentions, denial of privileges, in school or out of school suspensions, or expulsion. See Board of Education Policy 504.

Teachers, volunteers or school employees shall not inflict, or cause to be inflicted, corporal punishment upon a student. For purposes of this section, "corporal punishment" means the intentional physical punishment of a student. An employee's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances, and is not designed or intended to cause pain, or if the employee uses reasonable force, as defined under section 704.1 of

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the Code of Iowa, for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within the student's control.

Physical force may be used only to prevent a breach of discipline or to stop a continuing breach of discipline. Physical force is not to be used in relation to any breach of discipline that has been completed.

Restraint, which is considered the act of controlling the actions of a pupil when such action may inflict harm to said pupil or to others, is not considered corporal punishment. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming self or others.

Policy Title: Bullying Behaviors

Code No: 521.0 Date of Adoption: 6/12/06

St. Paul the Apostle School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying of students by other students, faculty, staff, parents, and volunteers will not be tolerated. The school prohibits bullying, hazing, or any other victimization.

This policy applies while students are on school grounds, traveling to and from school, on school buses or on chartered buses supervised by school personnel. It covers students involved in situations while away from school grounds if the administration determines that an incident of student behavior occurs that grew out of a school-sponsored activity.

Bullying may include but is not limited to threats or assaults made against students or staff members or actions by students who try to start a fight or who antagonize other students to fight. Bullying may also include inappropriate or offensive language used to intimidate or bully a student, other individuals, teachers or staff. It may also include verbal, nonverbal, physical, hazing or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.

Students or employees who believe that they have been bullied should report the incident to a teacher, staff or the principal. Any employee who observes bullying behavior shall report the incident to the principal. When a student or employee shares a complaint, the incident needs to be reported to the principal as soon as possible.

The principal shall conduct any needed investigation and offer assistance to the individuals involved to make sure the behavior is stopped. Reports will be taken seriously and will not be dismissed without some type of review and investigation. The parents of students will be informed of any complaints, and if needed, conferences will be set up with the student, his or her parents, and the teacher. Discipline may include detention, suspension, or expulsion.

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Retaliation against any student or employee who files a bullying complaint will not be tolerated. The person(s) who retaliates will be subject to disciplinary action which for students may include suspension or expulsion.

The administration will work to develop effective on-going training sessions for the staff, parents, volunteers, and students to ensure there is an understanding of our commitment to education and lack of tolerance toward bullying actions.

Measures will be taken to help students who are bullying to learn more appropriate ways to deal with their problems. If the student continues to show bullying behavior, the administration may take additional measures.

Policy Title: Weapons Policy

Code No: 570.0 Date of Adoption: July 17, 1997

Note: The St. Paul the Apostle Board of Education has adopted in full the Diocese of Davenport Weapons policy.

The Davenport Diocesan Catholic School Office believes that weapons and other dangerous objects in Diocesan School Facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school/school system/school district.

School facilities are not an appropriate place for weapons or other dangerous objects. Weapons or other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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As used in the policies, rules, regulations, codes, codes of conduct, and any other written documents of the Davenport Diocesan Catholic Schools pertaining to the governing and operation of the schools, the term “weapon(s)” and “other dangerous objects” shall include, but shall not be limited to the following:

1. Pistols;
2. Revolvers;
3. Any other firearm meeting the definition of such under Public Law No. 103227, including pistols, revolvers, rifles and shotguns;
4. Daggers;
5. Razors of any type and nature;
6. Stilettos;
7. A knife of any type or nature regardless of the composition of the materials used to make the knife;
8. Any object which is an offensive weapon as defined by Section 723.1, Code of Iowa 1993, or as so found by any interpretation of the Supreme Court of the State of Iowa;
9. Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993, or as found by any interpretation of the Supreme Court of the State of Iowa;
10. Any instrument designed primarily for use in inflicting death upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed;
11. Any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury on another;
12. Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging blank rounds;
13. Pellet guns and air guns, whether the projectile is discharged by CO2, air, or some other form of propellant;
14. Replicas and models of any type of firearm, whether or not said replicas and

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models are capable of discharging a projectile and of whatever construction or material. (This includes any object which appears when shown as if it is a pistol, revolver, firearm of any type or any other "weapon" or "dangerous object" as defined herein.)

15. Any type of martial arts device including, but not limited to, throwing stars, nunchucks, staffs, batons, or swords (wooden or metal);
16. Stun guns;
17. Ammunition or magazines for any firearm regardless of whether the ammunition is capable of being fired and regardless of whether the ammunition and magazines are installed a firearm, and regardless of whether the firearm is present;
18. Pipe bombs and any other explosive device including hand grenades, mines, and claymores regardless of whether or not any of said devices are, in fact, capable of exploding;
19. Any incendiary device, of any nature whatsoever, including but not limited to "Molotov Cocktails", and other fused containers of petroleum or explosive products designed to explode, regardless of whether or not said devices are capable of exploding;
20. Mufflers or silencers for any firearms regardless of whether the mufflers or silencer is installed on a firearm and regardless of whether the firearm is present;
21. Mace, pepper spray, gas of any nature propelled from any type of spraying device, and poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Teachers, volunteers or school employees shall not inflict, or cause to be inflicted, corporal punishment upon a student. For purposes of this section, "corporal punishment" means the intentional physical punishment of a student. An employee's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances, and is not designed or intended to cause pain, or if the employee uses reasonable force, as defined under section 704.1 of the Code of Iowa, for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within the student's control.

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Physical force may be used only to prevent a breach of discipline or to stop a continuing breach of discipline. Physical force is not to be used in relation to any breach of discipline that has been completed.

Restraint, which is considered the act of controlling the actions of a pupil when such action may inflict harm to said pupil or to others, is not considered corporal punishment. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming self or others.

Policy Title: Homework

Code No.: 602.1 Date of Adoption: 2-9-88

The Board of Education defines homework as assignments completed outside of class which are appropriate extensions and enrichments of the regular classroom instructional program.

Research demonstrates that time spent on quality homework is positively related to achievement. Through homework, classroom instruction is reinforced, independent practice is provided, high expectations are supported, students are motivated, self-esteem is enhanced, and the relationship of school and home in the learning process is strengthened.

Because homework is a highly individualized matter, the amount, length, and type of homework will vary according to the student's grade level, abilities and needs.

Teachers will consider the grade level, scheduled tests, assignments from other classes, etc. when determining the amount of homework.

Policy Title: Complaints Concerning Education Programs

Code No.: 603.2 Date of Adoption: 2-9-88

Changes Concerning Educational Programs or Employees

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This policy addressed the procedures to be followed when concerns are raised by parents, students or others regarding school personnel. The Board believes concerns are most effectively and should generally be resolved by direct communication between the parent and teacher.

The following procedure should be followed, unless the circumstances are such that direct, immediate Board action is required:

- A. Matters concerning a student, teacher, or other employee should first be addressed by having the parent or student communicate with the teacher. When a complaint or concern is brought to the attention of the Principal or a Board member, they should refer the person raising the concern to speak directly with the teacher.
- B. If the matter cannot be resolved by direct communication, or the parent or student refuses to discuss the concern with the teacher, the issue would be addressed to the Principal. The Principal will advise the individual teacher/employee when concerns are raised. The Principal will ask the parent or student if their identity can be shared with the teacher. If they wish to remain anonymous, the Principal will tell the parent or student that the Principal's ability to address the issue will be limited and that the Board will need to have a written complaint if the issue is to go before the Board. If the issue arises to a level of concern, such that the Principal believes it will become a Board issue, the Principal will develop a written plan to address the issue. The written plan will be signed by the teacher and Principal.
- C. If a matter cannot be settled satisfactorily by the Principal and the teacher/employee, the Principal or teacher/employee may bring the issue to the Board. The documentation referred to in (b) shall be completed and provided by the Board, together with other information requested by the Board.

Policy Title: Talented & Gifted Program

Code No.: 604.2 Date of Adoption: 11-18-91

St. Paul the Apostle Board of Education recognizes that some students require qualitative differentiated programming beyond the regular education program. Students with special abilities will be identified and educational programming provided.

It shall be the responsibility of the building administrator and the academic support teacher to develop administrative regulations for identifying students, program evaluation and training of school personnel. Documentation of this program will be provided by the academic support teacher.

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Identification of gifted and talented students will include at least one objective data source (e.g., tests) and one subjective data source (e.g., parent/teacher/self nomination forms).

Policy Title: Provisions for At-Risk Students

Code No.: 604.3 Date of Adoption: 11-18-91

It shall be the policy of the St. Paul the Apostle Board of Education that the school administrator shall have a program to identify and provide special assistance to students who have difficulty mastering the language, academic, cultural and social skills necessary to reach the educational levels of which they are capable. The program shall serve students including, but not limited to, those identified as: dropouts, potential dropouts, teenage parents, substance users, substance abusers, low academic achievers, abused and homeless children, youth offenders, economically deprived, minorities, culturally deprived (rural isolated), culturally different, those with sudden negative changes in performance due to environmental or physical trauma and those with language barriers, gender barriers, and disabilities.

St. Paul's School has a program that includes strategies for identifying At-Risk Students and objective for providing support services to At-Risk Students. These objectives shall be translated into performance objectives for all school personnel. The program also includes AEA services, counseling, community-based support services and spiritual counseling.

Code No.: 604.7 Date of Adoption: 12-8-2008

Should parental questions or concerns arise regarding media center materials, the parent or other concerned party shall first discuss the nature of the concern with the school librarian. If the concern is not satisfactorily remedied, the parent or other concerned party will then discuss the matter with the school principal. If necessary, the concern will be presented and discussed with the Board of Education and the final decision made in the matter.

A "Library and Movie Review form" is available for use if the parent or other concerned party feels the need to document the concern.

DIOCESE OF DAVENPORT BOARD OF EDUCATION SERIES 600: EDUCATION PROGRAMS

INTERNET SAFETY POLICY/APPROPRIATE STUDENT USE POLICY

POLICY 615.1

The Diocesan Board of Education recognizes that access to technology in schools and parishes gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, service, growth opportunities in the Catholic faith, and Christian citizenship. The

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schools of the diocese are committed to helping students develop 21st-century technology and communication skills.

Prior to use of any school owned technology, students will be provided instruction regarding these or the local schools' policies and regulations regarding the use of technology.

Technologies covered

The Diocese of Davenport schools may provide internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies become available, the schools of the Diocese of Davenport will attempt to provide access, if the technologies are deemed educationally appropriate and beneficial to further understanding the Catholic faith. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Internet-Appropriate use

To safeguard the Internet and its users, the Diocese requires that the following regulations be enforced by the system administrators of each Internet access site in the Diocese:

This policy represents the Diocese of Davenport's good-faith efforts to promote safe, ethical, responsible, and legal use of the internet, support the effective use of the internet for educational purposes, protect students against potential dangers in their use of the internet, and ensure accountability.

The Diocese of Davenport schools' Internet system has an educational purpose and has not been established as a public access service or a public forum. The local diocesan school has the right to place restrictions on its use to ensure that use of the system is in accord with its education purpose. Any network or computer may be monitored for improper use, network diagnosis and virus detection.

Along with the inherent freedom of the Internet comes the possibility of accessing material that is not consistent with the Catholic faith. Although precautions should be taken to restrict access to controversial materials, such access may still be possible. The schools of the Diocese of Davenport have the right to place restrictions on use to ensure that use of the technology systems is in accord with its educational purpose.

Transmission or intended reception of any material in violation of any national, state, or local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited. Intended transmission or reception of material that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is also prohibited.

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Filtering Software

Policy Adopted: September 13, 2001 Policy Revised: June 5, 2002

Policy Amended: May 17, 2010 Policy Reviewed: August 2016

Policy Amended: October 25, 2018 Policy Revised: October 2, 2019 Policy Promulgated: October 17, 2019

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The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are: (a) obscene, as that term is defined in Section 1460 of Title 18, United States Code; (b) child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or (c) harmful to minors. Schools cannot disable the filters when minors are using them, even with parental or teacher permission and supervision. Appropriate school staff may disable filters only for adults who are using school computers for bona fide research purposes. Schools must monitor minors' use of the Internet in school.

Internet information is assumed to be private property but is not guaranteed to be confidential. The dissemination of credit card information is prohibited unless a secure system of encryption is available.

Attempts to disrupt the use of the network by destroying data of another user or of the network is prohibited. Attempts to use system administrator access rights or another user's account without written permission are prohibited. Any user identified as a security risk may be denied access to the Internet.

All computers should continuously run anti-virus software while in operation. Any information downloaded from the Internet should be scanned for viruses before use.

The Diocese of Davenport makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the local school Internet system will be error-free or without defect. The local school is not responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. Neither the local school nor the Diocese of Davenport will be responsible for the accuracy and quality of the information obtained through the system.

The Diocese of Davenport and the local school will not be responsible for any financial obligations arising through unauthorized use of the system. Students may not use the system for personnel

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commercial purposes. Including offering or purchasing products or services. Users or parents of users will indemnify and hold the Diocese of Davenport and local school harmless from any losses sustained as a result of misuse of the system by that user.

Schools in the Diocese of Davenport will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted through the individual diocesan school Internet system.

Supervision

Student use of the internet system in a school will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. Computers used by students in classrooms and labs will be positioned to facilitate effective staff supervision. Student use and activities will be structured in a manner that is appropriate to the age and skill of students, recognizing the importance of providing more secure environments for younger students and supporting safe and responsible independent use by older students.

Local schools may utilize an extended day computer lab with access to the internet for non-educational purposes. All students in extended day programs will be closely supervised and must follow the rules and regulations that apply to internet use during class time.

Inappropriate Material

Students shall not intentionally access or download any text, file, or pictorial material, information or software, or engage in any conference or other online activity that includes material that is illegal, defamatory, obscene, pornographic, libelous, indecent, vulgar, profane, or lewd or is otherwise harmful to minors; advertises any product or services not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.

Personal Devices

Each school in the Diocese of Davenport will determine its own policy when determining if personally-owned devices (including laptops, tablets, smartphones, and cell phones) are allowed for use during school time. If allowed, such personally-owned devices should not interfere with the delivery of instruction by a teacher or create a disturbance in the educational environment. Any misuse of personally owned devices will result in disciplinary action outlined in the student handbook or code of conduct. Proper etiquette and adherence to the acceptable use policy should always be followed.

Downloads

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Users should not download or attempt to download or run programs over the school network or onto school resources without the express permission of the instructional staff or IT staff. For the security of the school network, download such files only from reputable sites, and only for educational purposes.

Cyberbullying Policy:

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that all activities are monitored and retained.

Violations of the Acceptable Use Policy

Schools will determine consequences for violating the acceptable use policy. Such consequences may include the following disciplinary actions:

- Suspension of network, technology or computer privileges

- Notification of parents in most cases

- Detention or suspension from school and school related activities

- Legal action or prosecution

Limitation of Liability

Policy Adopted: September 13, 2001 Policy Revised: June 5, 2002

Policy Amended: May 17, 2010 Policy Reviewed: August 2016

Policy Amended: October 25, 2018 Policy Revised: October 2, 2019 Policy Promulgated: October 17, 2019

The Diocese of Davenport and the local school will not be responsible for damage or harm to persons, files, data, or hardware. While the Diocese of Davenport and the local school employs filtering and other safety mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Diocese of Davenport and the local school will not be responsible financially or otherwise, for unauthorized transactions conducted over the school network.

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DIOCESE OF DAVENPORT BOARD OF EDUCATION

SERIES 600: EDUCATION PROGRAMS

STUDENT TECHNOLOGY USE AGREEMENT

FORM 615.2

These administrative rules apply to all persons accessing and using electronic network systems owned, leased, or allowed by a school in the Diocese of Davenport. These persons include students, faculty, staff, and user privileges extended by the school. A user **does not** own his/her network accounts but does have access to the accounts. Access to computing resources is a privilege, not a right. It is a privilege that the local school extends to users who are trusted to make responsible use of computing resources.

The user agrees to:

Use school technologies for school-related activities and research.

Follow the same guidelines for respectful, responsible behavior that is expected offline.

Treat school resources carefully, and alert staff if there is any problem with their operation.

Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

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Alert a teacher or other staff members if he/she sees bullying/threatening, inappropriate, or harmful content (images, messages, and posts) online.

Use school technologies at appropriate times, in approved places, for educational pursuits only.

Cite sources when using online sites and resources for research; ensure there is no copyright infringement.

Be cautious to protect the safety of self and others.

Help protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.

The following violations may lead to disciplinary action or loss of Network privilege or both. This list includes but is not limited to the following:

I will not

Use school technologies in a way that could be personally or physically harmful to myself or others.

Search inappropriate images or content.

Place illegal, or inflammatory material on the Internet in the form of e-mail or web pages.

Give my password to another user.

Pose or try to log in as a network user other than myself.

Attempt to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher or network administrator.

Create or spread computer viruses.

Forward messages that would be considered obscene or unacceptable by the standards of the local school.

Download applications, executables, or installers without permission of the network administrator.

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Use electronic communication to inform other students or give them information about tests, answers to quizzes, or other information that would be considered cheating.

Copy software without the written permission of the software manufacturer.

Attempt to hack into a server, computer, or network inside or outside of the local school.

Vandalize any network hardware, software, printers, computers, keyboards, etc.

Pose or try to log in as a network administrator.

Use another person's name or password to access Internet or e-mail.

Let another user use my network account, with or without permission.

Try to break the security system or bypass safeguards put in place by the local school.

Mail bomb or purposefully overload another user or system using e-mail.

Connect to any site involving gambling, alcohol, or drugs.

Access chat rooms of any kind without the permission of a staff member.

Send pictures that are personally identifiable without permission.

Send abusive messages to others or use inappropriate language.

Play online games without the permission of the teacher.

Use local school resources for political lobbying.

Engage in cyberbullying, harassment, or disrespectful conduct toward others, staff or students.

Plagiarize content I find online or break copyright rules or laws.

Try to find ways to circumvent the school's safety measures and filtering tools.

Use school technologies to send spam or chain mail.

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Post another student's work without that student's consent or knowledge or post information anonymously.

Use the internet from the local school for commercial purposes or product advertisement.

Use or attempt to use proxy servers to bypass filtering mechanisms put in place by advertisement.

Access, download, store copy or print files that are profane or obscene.

Post personally identifying information, including phone numbers and addresses, about myself or others without permission.

Agree to a personal encounter with someone who contacted me online.

Use school technologies for illegal activities or to pursue information on such activities.

Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

Modify in any way the hardware or software owned or leased by the local school.

A copy of this signed agreement should be kept by the local computer system administrator.

I understand and will abide by the above acceptable use policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense that may result in the revocation of privileges, disciplinary action and/or legal action.

User's Full Name (PRINTED): _____

Signature: _____

Date: / /

If the user is under age 18, a parent or guardian must also sign below:

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Parent or Guardian: I understand the acceptable use policy and hereby give permission to issue an account for my child and certify that the information given on this form is correct.

Name: _____

Policy Adopted: September 13, 2001 Policy Revised: June 5, 2002

Policy Amended: May 17, 2010 Policy Reviewed: August 2016

Policy Revised: October 2, 2019 Form Revised: March 20, 2020 Policy Promulgated: May 5, 2020

Signature: _____

Date: / /

Policy Title: Athletic Philosophy

Code No.: 700.0 Date of Adoption: 10-11-83

1. Coaches will model good sportsmanship, team play, and school spirit through the enforcement of the St. Paul's Athletic Philosophy and will instruct students as to their responsibilities as representatives of St. Paul the Apostle School.
2. Participation in St. Paul's athletic programs is subject to compliance with the Rules and Regulations of St. Paul's School.
3. More than one team will be organized if a sport has a sufficient number of team members.
4. All team members who attend practice regularly and follow the established guidelines will be allowed comparable playing time.
5. Coaches are directly responsible for the gym facilities and players during practice times. The coach will be issued a card reader for opening the gym, which is to be used only by that coach. If the card reader is not returned a \$20 fee will be charged to cover the cost.
6. Coaches are directly responsible for the players' behavior. This includes checking to be sure that all players are accounted for at the end of practice and are not left alone in the building at any time.

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7. All non-league games organized by the coach must be arranged through the Athletic Director and School Principal so that special parental permission is obtained. Players will not be penalized for lack of attendance at a non-league game or activity.
8. Regular practices will be conducted for all participants.
9. Athletic Directors are responsible for distribution of uniforms and accounting for them at the end of the season.
10. Coaches will not use abusive, offensive, or degrading language towards players or in response to any game situation. Players should be instructed that the use of offensive language at any time will not be tolerated.
11. The Davenport Diocese requires that all coaches and assistant coaches complete Protecting God's Children training and have all appropriate paperwork on file. The card reader will not be issued until this training is completed.

Policy Title: Tuition Payments Preschool

Code No.: 802.0 Date of Adoption: 12-8-87

Complete non- refundable registration fee due in all cases at Preschool Roundup.

All families with children attending St. Paul the Apostle PreSchool will be required to utilize one of the following payment methods:

1. Pay tuition in full by July 15th.
2. Pay one half of the tuition in two equal payments by July 15th and December 15th.
3. Pay tuition in 12 equal payments by electronic funds transfer beginning on July 5th or 20th and ending on June 5th or June 20th.

All payments must be current prior to the first day of school or the child(ren) will not be allowed to attend.

If circumstances occur that cause the payment schedule to be disrupted during the school year, special arrangements must be made immediately with the Director of Parish Life.

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Policy Title: Tuition Payments K-8

Code No.: 803.0 Date of Adoption: 12-8-87

Kindergarten: Complete nonrefundable registration fee is payable at Kindergarten Roundup.

Grades 1-8: A portion of the nonrefundable per student registration fee is payable in February. The remaining per student registration fee is to be paid in one of the methods below:

1. Pay tuition in full by July 15th.
2. Pay one half of the tuition in two equal payments by July 15th and December 15th.
3. Pay in 12 equal payments by electronic funds transfer beginning on July 5th or 20th and ending on June 5th or 20th.

All payments must be current prior to the first day of school or the child(ren) will not be allowed to attend.

Families applying for Embracing Our Future Tuition Assistance will be responsible for full tuition until the parish office has received the grant notification.

If circumstances occur that cause the payment schedule to be disrupted during the school year, special arrangements must be made immediately with the Director of Parish Life.

Policy Title: Unpaid Tuition and Outstanding Fees

Code No.: 804.0 Date of Adoption: 11-10-87

It is the expectation of the Board of Education that all payment methods be kept up-to-date.

In situations where tuition payments are in arrears, the following collection methods will be utilized.

1. If payment has not been received within 30 days of the due date, students will not be allowed to attend school.

2. If full tuition payment or other fees (lunch, Aftercare, Small Beginnings, etc.) have not been received by June 30th, students will not be allowed to enroll for the upcoming year unless the parents contact the Director of Parish Life and make special arrangements for payment.

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3. Any family who no longer has children attending St. Paul's School and who continue to show an outstanding balance by June 30th shall be sent a certified letter informing them that the balance is due by August 1st or the account will be turned over to a collection agency.

iPad Check Out/ Check In

Receiving Your iPad

All 3rd to 8th grade students will receive an iPad on the first day of school. Before a student receives his or her iPad, parent(s) and student must sign the student pledge, and the Policies and Procedures manual. The classroom teacher will decide when the iPad goes home each day.

Returning Your iPad

Students will return their iPad and all accessories during the final week of school. If the student is no longer enrolled at St. Paul the Apostle School, the iPad must be returned on the student's last day at school.

Taking Care of Your iPad

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. Food and liquids can damage your iPad. Please do not eat or drink while using your iPad.

iPad Case

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Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. The iPad must remain in the school-issued protective case at all times.

iPad Screen

The iPad is an electronic device; handle it with care. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. iPads are damaged by liquids. The iPad can be cleaned with a soft, slightly water--dampened, lint--free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

iPad Content

Downloading Content

Students will not be allowed to download apps from the App store. The App store and the iTunes store will not be available on the student's iPads. Students will also not be able to connect their iPad to computers at home to sync content. Although these iPads are the students to use both at home and school, they are instructional devices and therefore will contain content approved and issued by St. Paul the Apostle .

Memory and Storage

Students must maintain sufficient storage to accommodate all school--required activities. iPads will be collected periodically to remove and add content/apps.

Personal Content

Personal content (e.g. photos, and videos) are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content. Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.

Backing Up and Saving Content

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Students will use Google Drive and a learning management system to store and turn in their work. Students will not be able to use iCloud or personal iTunes account on school devices

Use of the iPad at School

iPads are intended for use at school every day. The classroom teacher will decide when the iPad goes home each day. Students must bring their iPad each day, unless specifically instructed not to do so by their teacher.

iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. If a student leaves his or her iPad at home, he or she is still held responsible for getting the course work completed on time.

Sound, Music, and Headphone Use

Sound must be muted at all times unless permission is obtained from the teacher. Students may not wear headphones to listen to music or other media on the iPad or other devices unless it is directly related to the classroom instruction and directed by the teachers.

Printing

Many assignments will be distributed, collected, and filed electronically with the iPad. This will reduce the need for some printing. Students will be given instruction on how, when, and where to print content from the iPad at school.

Internet Access

At school, students will access the Internet through the St. Paul the Apostle wireless network. At home and other locations, students may connect to other wireless networks.

Policy Title Internet-Appropriate Use
Code No. 604.6 Date of Adoption: 12-09-97

I. Responsibility for Internet Appropriate Use

A. The Board of Education is legally responsible for all matters relating to the operation of St. Paul the Apostle School.

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B. The authority for appropriate use of electronic Internet resources is delegated to the professionally trained and licensed staff employed by the school system. For the purpose of this policy, Internet is defined as the following:

The Internet is a collection of interconnected computer networks involving millions of users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

C. Training in the proper use of the Internet system will be available to staff members who will then provide similar training to their students.

D. Staff members are expected to practice appropriate use of the Internet and violations may result in discipline up to and including dismissal.

II. Internet Access

A. Access to the Internet should be made available to all teachers and students as a source of information and a vehicle of communication.

B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.

2. It is a goal to allow teachers and students access to the opportunities available on the Internet, while protecting the rights of students and parents who choose not to risk exposure to questionable material.

3. The smoother operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

4. Users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmission of material, information or software in violation of any district policy, local, state or federal law is prohibited.

6. System users will do a virus check on downloaded files to avoid spreading

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computer viruses.

Policy Title Internet-Appropriate Use Code No. 604.6

III. Permission to Use Internet

A. Parents shall grant student permission to use the Internet on an annual basis using the prescribed form.

IV. Student Use of Internet

A. Equal Opportunity

1. The Internet shall be available to all students within the school through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. On-line Etiquette

1. The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

- a. Respect all copyright and license agreements.
- b. Cite all quotes, references, and sources.
- c. Only remain on the system long enough to get needed information. Then exit the system.
- d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

3. Student access to electronic mail will be through the supervising teacher's account.

Students should adhere to the following guidelines:

- a. Others may be able to read or access your mail. Never send any private messages.
- b. Delete unwanted messages immediately.
- c. Use of objectionable language is prohibited.
- d. Always sign your name to messages.

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e. Always acknowledge that you have received a document or file that has been sent to you.

C. Restricted Material

Students shall not intentionally access or download any test file or picture, or engage in any conference that includes pornography. Student shall not intentionally access or download any test file or picture, or engage in any conference that advocates violence, racism, anarchy, treason, or discrimination.

D. Unauthorized Costs

If a student gains access to any service via the Internet which has a cost involved, St. Paul the Apostle School will not be responsible for those costs. The student accessing such a service will be responsible for those costs.

Policy Title Internet-Appropriate Use Code No. 604.6

V. Student Violations; Consequences and Notifications:

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook or to the following consequences:

1. First Offense:

For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student using the prescribed form. The student may lose Internet access for up to three weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Offense:

On the second violation during the school year, a verbal and written "Second Infraction" notice will be issued to the student using the prescribed form. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a period of three weeks.

3. Third Offense:

On the third violation during the school year, a verbal and written "Third Infraction" notice will be issued to the student using the prescribed form. A copy of the notice will be sent by mail to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year.

Policy Title Internet-Appropriate Use – Violation Notice Code No. 604.6

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Internet Appropriate Use Violation Notice

Student:

Teacher:

Date: _____

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook or to the following consequences:

First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period of three weeks.

Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period of three weeks.

Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for the balance of the school year.

Appropriate Use

Students are responsible for the safety, maintenance and activity of their own devices. Students should never loan the device to another student. Unauthorized access to another's iPad or account is not allowed.

During class time, any activity not related to classroom instruction will be considered inappropriate use. These activities include but are not limited to social texting and social networking.

Violating copyright laws, plagiarism, sending, accessing, uploading, downloading, or

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distributing threatening, pornographic, or sexually explicit materials and computer hacking are punishable by state and federal law and will not be tolerated. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the iPad or any other electronic device the student is expected to seek guidance from a teacher or administrator.

Audio/Video Recording and Photos

Common courtesy dictates asking permission to take a person's photo or make an audio or video recording of them.

- Students may record audio or use the camera to record still or video photos for schoolwork purposes only, only with the prior consent of the teacher, coach or responsible faculty member.
- Students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- Students may not post media to social networking sites
- Students must not share any audio, video, or photographic likenesses without express consent from all parties involved.
- Bathrooms and gym locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by state and federal law.

Privacy

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

iPad Loaners

If a student loses or damages their iPad, a loaner iPad will be issued so that the student can continue with classroom instruction. Please see the insurance section for more information.

Technology Support

Technology support for iPads will be available during specified school hours.

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Insurance

As part of the iPad program, St. Paul's is providing insurance for the devices. iPad insurance will cover damage and loss of the device. Insurance is \$25 per student and will only be applied to one device. If after the first device is replaced or repaired and another incident occurs then families are responsible for the iPad at using the costs outlined below.

- Lost or Stolen iPad--\$200 replacement fee
- Broken or Damaged iPad--\$100 replacement fee

Parental/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radios.

Acceptable Use

Students must follow all Acceptable Use guidelines that are listed in the Student Handbook under Network Acceptable Use Policy.

CONSEQUENCES

If a student fails to fully comply with all terms of this Student Technology Device Use Agreement, including timely return of an assigned technology device, the following consequences may result:

First Offense:

The student will receive a written warning and/or receive a one-week suspension from technology device privileges, depending on the circumstances and severity of the violation. The student's parent or guardian will also be contacted.

Second Offense:

The student will receive a two-week suspension from technology device privileges. If the device is necessary for the student to complete schoolwork then the student will sit with their screen visible to teachers at all times and will hand in the device when not actively working on it. The student's parent or guardian will also be contacted.

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Third Offense:

The student will be suspended from technology device privileges for a period of time to be determined by School administrators based on the circumstances and severity of the violation, not to exceed one full school year. The student's parent or guardian will be contacted. Please note that consequences may not necessarily be followed in order, and that progressive consequences are not required depending on the circumstances and/or severity of any particular violation of this policy. Students who fail to abide by the guidelines and requirements of this Student Technology Device Use Agreement are also subject to disciplinary consequences.

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Student Technology Device Use Agreement Form

This Student Technology Device Use Agreement is between St. Paul the Apostle Schools and:

Student: _____
Last Name First Name

Parent/Guardian: _____
Last Name First Name

The School, the Student and the Student's Parent/Guardian, for good, valuable, and mutual consideration, the sufficiency of which are acknowledged, agree as follows:

Equipment: The School assigns to the Student the use of the following equipment and accessories.

Device: Tech devices (values subject to device, general fee \$350)

Accessories: lightning charger (value \$20) Logitech Case (value \$89)

<p>Equipment Issuance Signatures</p> <p>Date: _____</p> <p>Student/Parent:</p> <p>Initials:</p> <p>Staff:</p> <p>Initials:</p>	<p>Equipment Return Signatures</p> <p>Date: _____</p> <p>Student/Parent:</p> <p>Initials:</p> <p>Staff:</p> <p>Initials :</p>
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Acknowledgement for Parents

Parent or Guardian: By entering your signature in the online parent portal, you are certifying that you and your child(ren) have read, understand and will abide by the information in the St. Paul the Apostle Parent/Student Handbook for the 2025-2026 school year.

Acknowledgement for Coaches and Volunteers

By entering your signature in the online parent portal, you are certifying that you have read the St. Paul the Apostle School Parent Handbook 2025-2026, and that you understand that you must complete a Diocesan background check and complete the Safe Environment online course prior to your first practice. These must be renewed every five years.