St. Paul Catholic School
811 E OLIVER ST ★ OWOSSO, MI 48867 ★ (989)725-7766
spsowosso.org

SINCE 1902

2026-2027
Parent/Student Handbook



Staff Directory

Position	Name	Email
Pastor	Fr. Michael O'Brien	archangel@stpaulowosso.org
Principal	Mr. Steve Herrick	principal@spsowosso.org
Administrative Assistant	Mrs. Deborah Ritter	stpaulschool@spsowosso.org
Preschool Teacher	Mrs. Darla Sprague	dsprague@spsowosso.org
Preschool Aide	Mrs. Robin Andrews	
Kindergarten Teacher +Early Childhood Director	Ms. Lisa Jones	ljones@spsowosso.org
1st Grade Teacher	Mrs. Angie Mueller	amueller@spsowosso.org
2nd Grade Teacher	Mrs. Jenny Dixon	jdixon@spsowosso.org
3rd/4th Grade Teacher	Mrs. Christine Nerbonne	cnerbonne-norton@spsowosso.org
5th/6th Grade Teacher	Mrs. Emily Lobb	elobb@spsowosso.org
Librarian & S.T.E.A.M. Instructor	Mrs. Shari Gewirtz	
Interventionist	Mrs. Beth Ramirez	
Interventionist	Mrs. Elaine Sheedlo	esheedlo@spsowosso.org
PE Teacher	Mr. Matt Doherty	mdoherty@spsowosso.org
Music Teacher	Mrs. Geunyoung Grace Kim	gkim@spsowosso.org
Culinarian	Mrs. Samantha Santrucek	
Kids Connection AM	Mrs. Elaine Sheedlo	esheedlo@spsowosso.org
Kids Connection PM	Mrs. Kathy Valasek	

School Overview

Mission Statement

At St. Paul Catholic School we strive for excellence in faith and academics. Our mission is to be a loving and forgiving community that receives our Lord Jesus Christ and reflects his teachings. God is our focus and heaven our goal.

School History

For over a century, St. Paul Catholic School has provided a rich educational environment to area students. In August of 1902, five Dominican sisters from Adrian began teaching classes to children in grades first through eighth in a convent located on the southeast corner of Main and Cedar Streets in Westown. The first 8th grade graduation class in 1905 had only four graduates. The ceremony was held in an opera house located on North Washington Street.

In 1919, a high school was added, requiring more room than the convent had at that time. The present school building was opened in 1927. By 1930, the curriculum was accredited by the University of Michigan. The high school prospered and was renowned as both a scholastic and athletic powerhouse in the area for many years. However, because of a shortage of funds caused by the statewide defeat of parochiaid, the high school closed its doors in 1971.

Today, St. Paul Catholic School continues to enroll students in Preschool through sixth grade. The school employs a staff of 10 full- and part-time teachers. We offer a before- and after-school childcare program, a comprehensive music program, there's opportunities for students to participate in the Owosso Public School band program, and we are part of a competitive sports program with the Lansing Area Catholic League. The school is accredited by the Michigan Association of Non-Public Schools (MANS).

School Daily Schedule

Time	Event
6:30 AM	Kids Connection Opens
8:00 AM	School Office Opens
8:15 AM	Building Opens for Students/Kids Connection Closes
8:35 AM	Tardy Bell Rings
8:35-8:47 AM	Homeroom/Morning Prayer
12:00-12:50 PM	Lunch/Recess
12:00 PM	½ Day Dismissal
3:40 PM	Dismissal/Kids Connection Opens
6:00 PM	Kids Connection Closes

Accreditation

St. Paul Catholic School is accredited through the Michigan Non-Public Schools Accrediting Association. St. Paul School is a member of the Michigan Association of Non-Public Schools (MANS) and the National Catholic Educational Association (NCEA). If you are interested in learning more, you can visit http://m-a-n-s.org/mnsaa-accreditation.

Nondiscrimination Policy

St. Paul Catholic School does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its admission or access to, or treatment or employment in its programs, activities, or policies as required by the terms of Title IX. Public Law 93-568

Confidentiality Policy

Information presented to St. Paul Catholic School will remain confidential and not to be disclosed to parties other than St. Paul Catholic School staff members, the Michigan Department of Education, and educational platforms utilized in delivery of curriculum and instruction without written consent of parent(s) or guardian(s). You will be asked to sign a release of information at the end of your time with St. Paul Catholic School so that your child's records can be shared with his or her next school.

Staff & Volunteers

All teachers are highly qualified as outlined by the Michigan Department of Education (MDE). Additionally, the Michigan Department of Health & Human Services (DHHS) will screen all staff for possible criminal or substantiated child abuse history. A staff member will not be employed if he or she has been convicted of child abuse/neglect or a felony involving harm or threatened harm to an individual.

In accordance with diocesan policy, parents or any adult who volunteers and is working with children must complete an online *Protecting God's Children* seminar sponsored by the diocese. Adults who have contact with children must also have an ICHAT check of criminal records by the State Police. These forms will be given to new parents upon request. One seminar and one ICHAT is all that is required and is not an annual obligation. A *Protecting God's Children* refresher video will be required as determined by the diocese. Thank you for exercising your gifts to help make St. Paul School the best place for education in our area.

Child Protection Act

All staff at St. Paul is aware that abuse and neglect of children is against the law. As teachers and child advocates we are required by Child Protection Law to immediately report suspected abuse and neglect of children to Children's Protective Services. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified, in writing, of the reporting of the suspected case of child abuse or neglect.

Grievance Policy

If a parent/guardian has a concern about their child, the classroom, or other related concerns, they should be discussed with the appropriate teacher first. If a solution is not agreed upon, the parents/guardians should contact the principal. If no resolution occurs you may discuss your concern with the priest as the parish's last step in the grievance process.

Use of Student Photographs

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing at the beginning of the school year. A media release form must be signed.

Discretionary Clause

St. Paul Catholic School is committed to maintain a safe and respectful learning environment. A student's behavior, whether at school or away from school, can affect the safety of themselves or other students. Their behavior can also be a sign of significant issue in the student's life, or can affect the overall well-being of the school community. St. Paul School is a Catholic learning community in which parents, students, administration, faculty, and staff mutually pledge to assist young people to grow toward healthy, safe, moral, Catholic maturity. For this reason, notwithstanding any other provision of this handbook, parents and legal guardians agree that St. Paul School has full and complete discretion to impose discipline, or take other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time. *See page 15 for specific measures*

Admission & Withdrawal

Admissions

Per Diocesan Policy, no child whose parents desire to enroll him/her in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, national origin, or religious affiliation. Priority, however, is given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees. Priority will be given to families with children currently attending St. Paul School, to active registered parishioners with new students, and to Catholic families who may be registered in neighboring parishes.

Children with special needs may be admitted on consideration that they will benefit from a typical classroom environment, and that they will contribute to the educational environment for all learners. Current class loads are established at 28 for grades 2-8, 24 for grades K/1d, and 15 for preschool. This is subject to principal discretion.

The State of Michigan requires that kindergarten students be five years of age by September 1st. At St. Paul School, we find that children are more successful in our kindergarten program and in later grades if they are at least five years of age by September 1st.

Childcare

Children who are enrolled at St. Paul School may attend Kids Connection before school starting at 6:30 AM and after school until 6:00 PM. You must sign up for the days your child will attend Kids Connection. We are unable to support a drop-in program, so to make sure we are staffed appropriately you must reserve your space. Please RSVP at least a week in advance. Please RSVP in person using the RSVP binder in the Kids Connection entrance. You can sign up for as many weeks/days in advance as you want. If you RSVP for a day and your child does not attend you will be charged $5.00. If your child is out sick from school that day there will be no fee applied.

Tuition Policy

Tuition

Number of Children	Tuition	Fees
per child	$1,000.00 per child	$200.00 per child
		+ $125.00 registration fee per family

St. Paul Church subsidizes a large portion of the school's operational costs per pupil. It is important that we have this support in order to continue providing a Catholic Education in our community. To benefit from this subsidized rate, we ask that parents to:

- Be registered members of St. Paul Church, Owosso, or another area Catholic church and regularly attend Mass. Contribute time and talents to support both church and school.
- Support their church financially through responsible stewardship.
- If you are not Catholic we ask that you support our school through your volunteer efforts and support our fundraising efforts throughout the school year.

Fees charged at a rate of $200.00 per student help provide the following:

- Books
- Music materials
- Science materials
- Technology support
- Parent-Teacher Council

New families are required to fill out and sign a tuition agreement plan their first year. After the first year, families will have continuous re-enrollment status, and the tuition payment plan will roll over each consecutive year—unless parents let us know otherwise.

Tuition Assistance

We offer a variety of ways to reduce your tuition. We want to make a Catholic education affordable for all families who want to provide a faith-based education to their child(ren). Following is a list of ways to help you make your tuition affordable.

Diocesan Scholarships/Grants

The Diocese of Lansing Scholarship program is a need-based assistance program. Need is determined by an independent, third-party service, FACTS, which makes its assessment based on income and tax information. However, the FACTS application does have a section that offers the family to list any changes in their financial situation, and these are taken into consideration by the individual schools.

Grant Criteria eligibility for all grants:

- Families must complete an online FACTS financial aid application on or before March 1 of the current academic year—*for* the following academic year.
- The student must show a financial need of at least $750.00
- The student must be Catholic, attend a Diocese of Lansing school, and belong to a parish in the Diocese of Lansing.

Grants available:

Diocese of Lansing Grant:

- Grades K-8 $750.00 per student
- Grades 9-12 $1,000.00 per student

The Venerable Augustus Tolton Scholarship:

- Grades K-12 $500.00
- In addition to the grant criteria for all grants, the student must be African-American or Black and show a need of at least $500.00.

All grant applications must be completed by March 1, online through FACTS. By completing the FACTS application, you are applying for all grants available through the Diocese of Lansing. No need to complete an application for each grant. You will receive a determination letter by May 30. If you received a grant, your school will be notified and the grant will be sent directly to your school in October for the new academic year.

If you have any trouble paying your tuition we ask that you please apply for the assistance. If you do not qualify for a diocesan scholarship or grant you will be considered for financial assistance from the parish. Financial assistance will be granted only if you have submitted the FACTS application. For parish assistance, please fill out the application at the following site: https://online.factsmgt.com/signin/3YYVC

Applying for Financial Aid

There is a $30.00 fee payable to FACTS through their online application process. Applicants can complete the online form by going to the FACTS link.

The link will be available December 1, and will close March 1. The deadline for application is March 1. After March 1, please contact the school directly.

Once the FACTS online form has been completed, the following information will need to be submitted to FACTS:

- Copies of your most recent Federal tax forms including all supporting tax schedules and W2's.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation must be uploaded online through the FACTS online form.

If you have questions about the financial assistance process through FACTS, you may speak with a FACTS Customer Care Representative at 1-866-441-4637 or with Shelby Vincke our Business Manager at 989-723-4277 ext. 1102.

Continuous Enrollment Contract

The Continuous Enrollment Contract is for our current students to maintain continuous enrollment status. Once a student completes the enrollment process for their first year at St. Paul, they will automatically be enrolled for each successive year through 6th grade. This process will decrease the number of enrollment forms that need to be completed. However, some forms are *required annually* by the State of Michigan and the Diocese of Lansing. These forms will still need to be completed online through the FACTS Family portal by April 1 which will include the re-enrollment fee. Forms completed *after* April 1, will be subject to a late re-enrollment fee.
After initial enrollment, students will have continuous enrollment status for each successive academic year, through 6th grade—unless the Continuous Enrollment Contract is terminated. To terminate the contract, a written notice of withdrawal must be submitted by parent/guardian by March 15 before the following academic year. Withdrawal forms received after March 15, will be subject to late withdrawal fee.

Schedule of Charges:

$125 Annual Re-enrollment Fee – if paid *by* April 1
$250 Annual Re-enrollment Fee – if paid *after* April 1
$250 Late Withdrawal Fee – if withdrawal notice is submitted *after* March 15

Tuition payment plan schedules that were selected during the initial enrollment process will be rolled over each year unless you notify the business finance office in writing that another payment schedule is preferred. **However, scholarship recipients will need to meet eligibility criteria each year; financial assistance documents must be completed each year by March 1 through the Diocese of Lansing**. Please note: tuition rates may change year to year but you will be given considerable notice before the March 15 withdrawal date if there is an increase.

At St. Paul Catholic School, we understand that unique circumstances happen and family plans can change. The re-enrollment fee and the withdrawal fee will be waived if there are unique or extenuating circumstances for your family as determined by administration.

FINANCIAL COMMITMENT POLICY FOR ST. PAUL CATHOLIC SCHOOL

Tuition accounts for the largest portion of our school budget and in order to understand why your tuition dollars mean so much to our school community, I am sharing a breakdown of our income and expenses. Due to the nature of parochial schools, our annual budget revenue comes from two primary sources - tuition and our parish subsidy. Our tuition payments make up about 24% of the revenue that we need to support the school. Additional funds from the Education Fund, fundraisers, other income and donations make up about 34% The additional 42% or around $265,000 comes from our parish as a subsidy to help balance our budget at the end of each fiscal year.

Additionally, as the administration creates the budget each year, the bulk of our expenses are allocated to two primary sources - personnel and educational materials. Again, like all schools, a large piece of our budget is educational materials and this money is spent upfront as we purchase books, consumables, and other educational subscriptions to align with our curriculum. The second expense, our teachers' salaries and benefits, is the largest expense and is spread throughout the year. This is where your tuition dollars make the most difference.

Due to this fact, all families who choose to register with St. Paul Catholic School agree to pay full tuition for the academic year their student(s) are registered based on the following guidelines to assist in helping St. Paul Catholic School provide excellent spiritual and academic preparation for our students.

● If registering prior to October 23rd - tuition cost will be 100% of the current academic year

● If registering between October 24th and January 15th - tuition cost will be 75% of the current academic year

● If registering between January 16th and March 19th - tuition cost will be 50% of the current academic year

● If registering between March 20th and June 4th - tuition cost will be 25% of the current academic year.

In the event that a family chooses to unenroll from St. Paul Catholic School, tuition will be refunded on the following scale:

● Unenroll between August 30th and October 23rd - 75% of the tuition will be refunded for the current academic year and 25% of the tuition must be remitted immediately.

● Unenroll between October 24th and January 15th - 50% of the tuition will be refunded for the current academic year and 50% of the tuition must be remitted immediately.

● Unenroll between January 16th and March 19th - 25% of the tuition will be refunded for the current academic year and 75% of the tuition must be remitted immediately.

● Unenroll between March 20th and June 4th - 0% of the tuition will be refunded for the academic year.

SCRIP/RaiseRight
There is currently a SCRIP/RaiseRight program in place to assist families in reducing their tuition costs. Family members and friends may purchase SCRIP and designate your tuition account to receive credit. SCRIP/RaiseRight enrollment forms are located in the office or you can register online at https://www.raiseright.com/shop. Our organization code is 9855DB933939

Parents should pick up SCRIP/RaiseRight in the office. SCRIP/RaiseRight orders may not be sent home with a student without a note or phone call to the office in advance. St. Paul School is not responsible for orders sent home with students upon parent request.

Health Policy

Students' general health will be assessed daily upon arrival. If a student shows any sign of illness, he/she will be evaluated further, and staff will determine if a parent needs to be called. Please keep your child at home if they are exhibiting any of the following and should be symptom free for 24 hours:

- A fever of 100° or more
- Diarrhea
- Blood in stool
- Vomiting for any reason
- Any communicable disease (scabies, chicken pox, measles, strep throat, etc.). A doctor's note is needed for the student to return to school.
- Head lice. Students can return when they are lice and nit free.

Calling in an Absence

When your child is going to be absent from school, you must call or message the school. Due to reporting for communicable diseases to the state please explain the following when calling:

1. Describe the symptoms of the illness (example: cough, fever, runny nose, diarrhea, etc.)
2. Report the type of illness, if known (example: chicken pox, strep throat, etc.)
3. Tell who identified the illness (example: doctor)

Health Change

You will be notified immediately by phone call if your child's health changes in the following ways:

- Fever – if a child has a temperature of 100°F or more
- Diarrhea
- Vomiting
- Rash
- Crying and complaining that is abnormal

Accident or Injury

The definition of an accident or injury is when a student is hurt in some manner which may produce a bump, bruise, or cut.
First aid will be given in the form of cleaning and bandaging. If a child comes home with a cut received while at school, parents should examine it and apply medication they feel is necessary.
If an injury appears to be more than simple first aid, parents will be called to make a determination as to how to proceed. If an injury appears serious and it is impossible to contact the parents or designated adults, office staff may contact emergency medical personnel.

Administration of Medication

Medication may not be administered to any child while at school unless:

- The over-the-counter medication is sent to the school office with a note from the parent requesting permission for the child to take such. This includes pain relievers and cough drops.
- Prescription medication to be taken on a regular basis must have an authorization from both parent and doctor with specific written directions for administration by school personnel. It is the child's responsibility to remember to come to the office for said medication which will be administered by the school secretary, principal, or another authorized adult.
- A medical authorization form is available in the school office and must be completed by the parent. Medications will be stored in a secure location in the school office. A log of medication administered will be kept in the school office. Medicines must be in their original, labeled, prescription containers.

Alcohol/Drug/Weapons Policy

Alcoholic Beverages (Diocesan Policy #5131 A)
No alcoholic beverages shall be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this school or at events or activities carried on under its auspices. Nor shall any student who is under the influence of alcoholic beverages be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Narcotics (Diocesan Policy #5131 B)
Narcotics (controlled substances) as defined by law shall not be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this school or at events or activities carried on under its auspices. Nor shall any student who is under the influence of such narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Weapons (Diocesan Policy #5131 C)
Students participating in school, religious education, or youth ministry programs are prohibited from bringing weapons into school or parish buildings, onto school or parish premises, or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; onto a school bus or enroute to or from school, religious education, or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

State law requires the expulsion of students who possess a dangerous weapon on school/parish property (including a bus) or at school activities, or who commit arson or rape in a school or on school grounds.
A "dangerous weapon" refers to a firearm, dagger, dirk, stiletto, or knife with a blade over three inches in length, pocketknife opened by a mechanical device (switch blade), iron bar, or brass knuckles. This law (PA.328) provides for the permanent expulsion of students who violate its provision. The expulsion is mandatory, meaning the school must expel the student.

Michigan law does provide for possible reinstatement after a certain time period. If the student is in grade six or above, the student may be readmitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible after a 90-school-day suspension. It is important for parents and students to know that the expulsion applies to all Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

Emergency Drills

Every emergency situation is unique; however, the school has procedures in place for handling various situations. If an emergency situation occurs, we ask your cooperation. Please do not attempt to telephone the school for information as it may interfere with the school's ability to communicate with appropriate agencies. Fire, tornado, and lockdown drills are held during the course of the school year. Each room has a designated evacuation route in case of fire, a designated shelter in case of tornado or severe weather, and a set procedure in event of a lockdown for security purposes. Teachers have been trained to care for students during emergency situations.

Lockdown

The lockdown drills are used to secure the school to keep students and staff safe in the event of an emergency that would be potentially dangerous. St. Paul students and staff will remain in the school building OR will evacuate to Emerson School until it is the determined that the situation is no longer dangerous, and it is safe for dismissal.

Tornado Watch

The tornado watch is used to alert the public to the possibility that tornadoes may develop. St. Paul School students will remain in school until their regular dismissal time.

Tornado Warning

If a tornado has actually been sighted in the area, the US Weather Bureau issues a tornado warning. School will not be dismissed at any time during a warning. Students will be sheltered within the building until an all clear is issued or the warning reverts to a watch, whichever comes first. This may require students and staff to stay beyond the normal school hours. Owosso Public School bus transportation will be available to bus students after the all clear is issued.

After School Activities

All after school activities (enrichment clubs, athletic practices and games, scout meetings) will be cancelled if either a watch or warning is in effect. Please discuss this policy with your child so that both parent and child will know what will occur in the event of a watch or warning. We follow the same procedures as those issued by the Owosso Public Schools. Radio and television stations will provide you with up-to-date information: WOAP AM 1080, WRSR FM 103.9, WFMK FM 99, WFDF AM 910, WJSX FM 92.5, WFBE FM 91.5, WWCK FM 105, as well as television stations WJRT – Channel 12, and WLNS – Channel 6, NBC Channel 25/CW, and online at ABC.com.

ASBESTOS INSPECTIONS

Once every three years, the school is inspected by a licensed asbestos control agent. Additionally, in accordance with the Asbestos Hazard Emergency Response Act regulations (AHERA), the school conducts a twice-yearly inspection of all friable and non-friable asbestos containing materials in the school building. Certified maintenance staff conducts these annual inspections. The Asbestos Management File is located in the school office and is available to the public. If you wish to view the file, please contact the office.

Pesticides Applications

As part of our school maintenance program, we may find the need to apply pesticides. You have the right to be informed prior to any pesticide application to the school, grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

Health Restrictions

Parents/guardians should provide the school with a written description of any medical or orthopedic condition their child has that requires monitoring or necessitates restricted activity. Every grade level has some physical or kinesthetic education. Therefore, it is important that the school be notified of any condition which may affect a child's participation in these activities. Any special health accommodations must be in writing and on file.

Immunization

St. Paul School, in unity with the local and state Health Department, require all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

Emergency Cards

If it becomes necessary to send your child home because of illness or injury, we will refer to the emergency card completed by you at the beginning of the school year. Make certain that you have returned this emergency form and that the office is informed of any changes in telephone numbers, places of employment, changes of physician, or changes of designated adult contacts made throughout the school year. Students are not released to any adult unless the adult is designated on the emergency card or parent authorization is given.

Discipline Policy

Conduct

Students at St. Paul School are expected to conduct themselves as courteous, Christian young people at all times. Students will be taught the virtues as a foundation for developing loving and Christian behavior. These behavioral expectations and rules have been established to maintain order, create a positive educational atmosphere and promote pride in our school. These rules of conduct also apply to all school sponsored activities.

- Students must exhibit respect toward all school personnel, fellow students, and visitors. Students are to follow the directions of their teachers or designated adults at all times. When a student oversteps the established limits set by the teacher, s/he will be referred to the principal. Students must behave in such a manner that they are not infringing upon another student's right to attain an education.
- Students are to stay in designated areas and keep their hands, feet, and objects to themselves. Theft or possession of stolen goods will not be tolerated.
- Students are to walk in the building in an orderly fashion. No one should push or run in the halls. Students' use of lockers must be done in an orderly and quiet manner.
- Students are prohibited from exiting the building at any time without permission.
- Students are to use all school and parish materials, equipment, and property with care. When outside, students must play in designated areas. Students should take pride in the appearance of all school and parish property. Litter should be placed in trash receptacles.
- The following recreational or play equipment should not be brought to school or on the bus: laser pointers and handheld video games. If a student brings such an item to school, the item will be confiscated by school staff and held; the student/parent may pick up the item at the end of the school day. Repeated violations will result in disciplinary action.
- Smart phones, smart watches, laptops, tablets, E-readers, and the like may only be used when permission is granted by the teacher and is used only for the purposes indicated by the teacher. All students and parents must sign and turn in a user policy before the above devices may be used at school. St. Paul School is not responsible for lost, stolen, or broken items. *Please refer to diocese electronics policy on pg.12*
- Use of aforementioned electronics requires submission of all required technology forms. When not in use, electronics must be kept in lockers, and a lock is required. Combinations and spare keys must be turned in to the office for any students using a lock on his/her locker before lock is placed on locker.
- No inappropriate display of affection between students. Inappropriate affection includes but is not limited to: handholding, hugging, kissing, or touching.
- Criminal acts will not be tolerated, such as physical, verbal, or sexual assault/harassment. The commission of or participation in any act defined as criminal by state or local law or ordinance is prohibited on school property or at school sponsored events. The proper authorities will be notified. Disciplinary action may be taken by the school whether or not criminal charges result.
- Being under the influence of or possession of drugs, alcohol, or tobacco is prohibited.
- Possession or use of any weapons, fireworks, matches, lighters or other materials or chemicals that could cause bodily injury or property damage will not be tolerated.

Education in Virtue

The Disciple of Christ – Education in Virtue® is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure and systematic instruction for youth to learn about the virtues so that they can form the habits and dispositions necessary to live as disciples of Jesus Christ.

This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy. It has been developed in response to the call for a New Evangelization, firmly conveying the reality that happiness is found in a life of holiness.

In the school setting, the call to discipleship is extended not only to the students but also to their parents, the faculty, the staff, and the administration. It is the fruit of a personal encounter with Christ which affects one's intellectual, spiritual, physical, and social life. "The disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it." (CCC, 1816).

Disciplinary Action

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities prepared for the day. The school has an obligation to assist each student in developing self-control and self-discipline and to assume more responsibility for his/her actions, as s/he matures and gains experience. We should never be obliged to invoke serious penalties; however, if there are flagrant violations of school regulations or repeated indifferences are demonstrated, appropriate disciplinary action will be taken.

Disciplinary actions may include one or more of the following measures:

- Verbal warning
- Notification of parent(s)
- Referral to principal
- Detention (classroom, lunch, after school)
- Loss of privileges
- Conferences
- Suspension (in-school and out-of-school)
- Expulsion

In addition, St. Paul utilizes the virtues as a tool to guide students in developing positive behaviors that evoke the foundation of our faith. St. Paul also utilizes the strategies of Dr. Marcia McEvoy to address mean behavior.

Student Suspension (Diocesan Policy #5114)

Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or attendant circumstances or crime, scandal, morality, or disruption necessitate this extreme disciplinary action. In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

1. The student shall be informed of the specific charges, which are the basis for disciplinary action to be taken against him/her. S/he shall have the right to present any relevant information on his/her behalf.

2. Parents must be notified immediately of the suspension, the reasons for it, and the steps to be taken prior to the student being permitted to re-enter school. In no instance shall the student be asked to leave the school before parents have been notified.
3. In those cases where it is warranted, students returning to school following suspension should be referred to a counselor or other social agency as an aid to effective adjustment.

Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folder, but not as part of the permanent record.

Student Expulsion (Diocesan Policy #5114.1)
Expulsion shall be defined as the permanent dismissal of a student from the school. It shall be enacted only as a last resort after other means of motivation and correction has failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action. Any expulsion must involve:

1. Prior notice to parent/guardian of the general nature of the punishable offense and of the specific violation
2. Referral to the Diocesan Superintendent or his/her delegate
3. Notification of an appeals process

Sexual Harassment

The Diocese of Lansing absolutely prohibits sexual harassment of any kind. Unwelcome sexual advances and verbal or physical conduct of a sexual nature will be considered sexual harassment.

Sexual harassment may include:
1. Unwelcome sexual advances
2. Requests for sexual acts or favors with or without accompanying promises, threats, or reciprocal favors or actions
3. Other verbal or physical conduct of a sexual nature when
    a. Submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education
    b. Submission to or rejection of such conduct is used as the basis for employment or educational decisions
    c. Such conduct has the purpose or effect of substantially interfering with a person's work or school performance
    d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment can include but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve works or actions by any member of the school community, directed against any other member of the school community (or, in some circumstances, guests and visitors to the school community.)

A report of sexual harassment will be promptly and thoroughly investigated. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion.

Human Body and the Human Person Policy

It is the policy of the Diocese of Lansing that all Catholic parishes, schools, institutions, departments, entities, charities agencies, juridic persons, or other affiliated entities, and any subdivision thereof, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.

All clergy, employees, and volunteers shall conduct themselves in accord with their God-given biological sex.[1]

Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Mean Behavior

At St. Paul School we seek to be a place where students, parents, teachers, non-instructional staff, administrators, and others, live ever more fully in the presence of Jesus, whom we encounter in the Sacraments, in the Word, and in each other. Mean behavior is thus fundamentally and wholly incompatible with the Gospel values that are the foundation of this school.

We therefore will not tolerate mean behavior in our school, on our property, or in our programs and activities. It is not possible to comprehensively define the concept of "mean behavior." Mean behavior can lead bullying behavior, however, does not always. Bullying usually involves one or more students intentionally subjecting another student to repeated degrading actions, words, or social interactions. Individual incidents of mean behavior, such as a fight or an insult, are not acceptable, but might not constitute bullying. Bullying goes further, with actions or speech that are deliberate and sustained, and are intended to isolate, hurt, or humiliate. Ordinarily, bullying would not involve silence or inaction, or mere physical presence, but it is possible that those non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur within the victims hearing or elsewhere, and could be oral, written, or electronic.

Any student, parent, teacher, or other person who is aware of a mean behavior situation should immediately notify a staff member. Upon such a report, the staff member/principal will determine the facts and take appropriate action. Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses that the school might choose to take. By enrolling a child in the school, parents and guardians give consent to the school's exercise of complete discretion to take any action it deems appropriate including, without limitation:

- Verbal caution
- Written warning
- Probation
- Conditions
- Suspension
- Expulsion
- Referral to civil authorities

St. Paul School follows the guidelines of Dr. Marcia McEvoy in curbing and managing mean behavior.

Every member of our community shares, in the manner appropriate to age and role, responsibility for the well-being of this Catholic Christian educational community. As appropriate to age and role, each of us should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of our community.

Mean behavior, bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. St. Paul School exists for the purpose of introducing children to a fundamentally different way of living—a life in Jesus. Each of us should be vigilant about bullying and unceasing in our prayer for all the members of this community.

Vandalism

Diocesan Policy #5131.5

Students and their parents shall be financially liable for any damage to property under the jurisdiction of this school as may be intentionally inflicted by such students. This liability applies to such items as, but is not limited to, books, supplies, equipment, buildings, and grounds.

Academics

Curriculum

St. Paul teachers use the diocesan Catholic Liberal Arts curriculum based on State standards with faith integration to prepare students for College Readiness Standards in Religion, Math, Reading, Writing, Science, and Social Studies. Teachers meet regularly in Professional Learning Communities for vertical curriculum alignment and to share best practices. They implement instructional strategies that develop higher order thinking skills, offer collaborative learning opportunities, and focus on reading and writing across the curriculum. Teachers utilize formative and summative assessments to monitor each child's learning and create appropriate, but high expectations for every child. Our small classes make it possible for teachers to differentiate instruction and maintain positive communication home regarding your child's learning goals.

Grading Scale

A	100 – 92
B	91 – 82
C	81 – 72
D	71 – 62
E	61↓

Academic Work

Each class period is vitally important in a school day, and every assignment has a definite educational purpose. We ask for your help in conveying this by insisting that each task be taken seriously and done carefully. Homework assignments are part of the school program and require parental supervision to promote neatness and accuracy. Parents are not expected to help their children excessively, but parental interest goes far in encouraging a child. Homework assignments are given regularly.

Students are required to make up all possible assignments missed because of absence. It is the student's responsibility to see his/her teacher about the assignments s/he missed. Requested work on a day of an absence will not be available until 3:40 PM.

Parents are encouraged to monitor their child's progress by logging into their FACTS Family Portal. Report cards can be viewed on FACTS as well. Printed report cards will be issued only once at the conclusion of each school year.

Testing Environment

We commit to providing a quiet testing environment when students are taking diagnostic assessments in their classroom. All diagnostic testing is administered under the supervision of teachers or administration on the school campus.

Special Services

The following special services are available to children attending St. Paul School. If you feel that your child may need special help offered by these services, please call the school office for information or speak to your child's teacher:

- Speech and Language
- Psychological Testing
- Hearing and Vision Testing
- Diagnostic Reading Testing

These services are provided by local public-school districts and/or the Shiawassee Regional Education Service District (SRESD) to qualifying students.

Promotion or Retention

Continuous promotion through the grade levels is the standard for the vast majority of students who are making normal progress. Recommendation for retention would be made only after a thorough study of the child's needs involving parents, teachers, administrator, and specialists.

Assessments

St. Paul Catholic School uses both formative and summative assessments to measure student academic growth. Formative assessments monitor student learning by providing feedback to instructors. It helps instructors to recognize where students are excelling and/or struggling and to target areas that need further work and emphasis. Summative assessments are used to evaluate student learning and compare it against a standard or benchmark.

Northwest Evaluation Association (NWEA)

This summative assessment is given to students in grades 2nd – 8th two times per year. This test is used throughout the Lansing Diocese. Parent information will be sent home when results are available. Information regarding this test is available in the school office.

Moby Max

The purpose of MobyMax is to assess students skills in reading, language, and math. These assessments are given to each student, Kindergarten – 8th grade, three times a year minimum.

Developmental Reading Assessment (DRA)

The purpose of DRA is to assess student reading and comprehension skills. These assessments are given to each student, Kindergarten – 4th grade, three times a year minimum.

Student Records

A record file for each student (CA-60) is kept for recording attendance, scholastic progress, test results, health information, and any other information which may contribute to the understanding of the child. Teachers, counselors, administrators and education specialists have access to these records. Due to the confidential nature of these records, they are kept secure in a file in the main school office. Generally, access to school records shall be available to persons or agencies outside the school only with the consent of parents or legal guardians, or by court order or subpoena.

When a student graduates or transfers to another school, school records are forwarded by mail upon written request from the new school.

Attendance Policy

Arrival & Dismissal

The school day begins at 8:35 AM. Children walking, riding bikes, or who come to school in cars should plan their departure so that they do not arrive at school before 8:15 AM unless they use the childcare service. Students are not permitted inside the school building outside of school hours without the permission of a teacher or the school office.

We ask that you drop off and pick up your child from the side of the school that faces Dimmick Street. Drivers are asked to either park in the church parking lot and walk across for drop off/pick up **OR** drive into the loop and follow the traffic pattern for drop off/pick up.

Parking

The church parking lot across from the school on Dimmick St. is to be used for St. Paul School. The school doors are locked during the school day, with the exception of the main door, door 9S. All visitors must enter through this door and complete the visitor information protocols before entering the school.

Transportation

The Owosso Public Schools provides bus transportation for children residing in the Owosso Public School District. Arrangements can be made by contacting the Bus Transportation Office at (989) 725-7665. If your child should experience a problem with his/her schedule, route, or driver, please contact the school office so that it can be dealt with properly.

Students are to remain seated during the entire bus trip. They are to behave in a polite and courteous manner. They are not to put anything out the window, nor are they to talk or shout out the window. For serious infractions, the bus driver will notify the principal. Continued disobedience on the bus may cause your child to lose the privilege of riding the bus to and from school.

Bicycles and Wheels

Bicycles must be parked in bicycle racks immediately upon arriving at school and are the sole responsibility of each student. The school cannot assume responsibility for any stolen or damaged bicycles. Parental permission should be given for a child to ride his or her bike to school. Every child must have a lock for his/her bike. Skateboards, rollerblades, scooters, etc. are not allowed to be used on school property.

Attendance

Regular attendance at school is necessary for success. Daily presence and participation in the classroom routine is essential to the growth and learning process. Missed class time cannot be made up and can have a significant impact on a student's grades.

Should a student be kept home from school because of an illness, please call the school office at (989) 725-7766 by 9:00 AM to inform us of the absence. A call from the office will be made if we do not hear from you by 9:00 AM. The office will communicate to teachers regarding student absences. If a child has a fever or is unable to keep food/drink down, s/he should be kept home until s/he is free of these symptoms for 24-hours without medication. A student's absence from a day's classes for more than half of the school day forfeits his/her right to attend that day's extra-curricular activities, i.e. athletics, scouts, clubs, dances, etc. Excessive absences may result in withholding a student's report card until all assigned work is satisfactorily completed and graded. A parent-student-teacher conference may be required.

Mandatory Evening Attendance Events

K-6 students are required to participate in two events during the school year—the Christmas program held in December, and the Spring Concert held in May. (Preschool students will also participate in Christmas concert.) We request that all students and their families attend these two events. There may be additional events during the school year which require particular student attendance. Students will be notified accordingly.

Vacations

Every effort should be made to schedule family vacations on non-school days. Vacations encompassing school days are highly discouraged. If trips are unavoidable, it is requested that you notify the school office and your child's teachers in advance. When possible, work will be prepared ahead of time. It is the responsibility of the student to complete, turn in, and make up any additional missed assignments upon his/her return to school. Tests announced before a student leaves for vacation and due while the student is away will be due on a predetermined day as well.

Tardiness

Students are expected to arrive at school on time, and be in the classroom by 8:35 AM. All students arriving at school after 8:35 AM must report to the office immediately upon arrival to sign in. Recorded tardiness in excess of 10 for the school year will exclude a child from receiving a perfect attendance award.

Dismissal

Students are asked to leave the building immediately upon dismissal unless they are involved in a task with a teacher. No child will be kept after dismissal time unless the teacher or school office has arranged with parents for a child to stay. Students not picked up by 3:45 PM will be sent to Kids Connection and charged accordingly. The school office closes at 4:00 PM.

At dismissal, we ask that parents wait outside the school building at the gym door with the awning, or in their vehicle waiting to enter the pick up loop, so as to eliminate further congestion and noise in the hallways.

Parents who have asked that children be released from classes for such things as doctor or dental appointments are asked to send a written note or phone the school office well ahead of time explaining the reason for the release and the time the child will be leaving. Students being dismissed early should be picked up at the office and a parent or a designated adult must sign them out. Adults other than parents must be listed on a child's emergency card in order to sign them out.

Communication

Communication Between School and Home

St. Paul Catholic School acknowledges parents and guardians as the primary educators of their children. The school also respectfully acknowledges its special role and mission in that education by providing a caring, supportive atmosphere where students may grow academically, spiritually, and socially. Reciprocal communication is vital to this cooperative effort as is participation by parents and guardians in the programs and events sponsored by the school.

Announcements

Email will be the biggest form of communication. Teachers will email their classroom newsletter and the office will email a weekly newsletter as well. However, communication regarding school closures or delays will be sent via text message. The school also has a Facebook page where you can view other announcements, photos, and videos. You can view our Facebook page at: https://www.facebook.com/stpaulcatholicschoolowosso.

School Website

The school maintains an active website at www.spsowosso.org. There you will find updates and valuable information, including our calendar of upcoming events, pictures, classroom information, links to teacher pages, and much more.

School Phone

Neither students nor teachers will be called to the phone during school hours unless it is an emergency. Students are asked not to use the school phone except for emergency purposes, in which case the office phone, not the classroom phone, will be used. Forgotten items or a desire to stay after school for an activity or to go home with another student at dismissal are not emergencies.

Severe Weather

Tornadoes

When a tornado watch is issued, students will be kept in school and dismissed at the regular time. When a tornado warning (tornado spotted in the area) is issued, students will be kept in a safe area until the "ALL CLEAR" has been received.

Winter Storms

Please check your local news and radio stations for weather related school closings. Usually when Owosso Public Schools close, St. Paul's will close as well.

If a winter storm occurs during the school day, students will not be dismissed early unless:

1. A parent calls for their children at the office.
2. We are assured that all children will have an adult coming to get them.

Communication Regarding Academics

Academic reports of pupil progress are available to parents online four times a year in the form of quarterly report cards. Report cards will only be printed at the conclusion of the academic year.

A minimum of one parent-teacher conference is scheduled each year. Additional conferences may be scheduled according to need. Special conferences may be necessary when a pupil's work and/or behavior deviate from the normal to the extent that his/her welfare and that of his/her classmates becomes an issue.

If parents desire a conference with a teacher, they may set up a meeting with the teacher by sending a note, emailing the teacher, or phoning the school to arrange a time when the teacher is free from teaching duties. Unscheduled conferences held in the hallway, while the teacher is involved with classroom responsibilities, or during school, parish, or extracurricular activities beyond the school day are not acceptable. It is in the best interest of your child that a teacher has sufficient notice of an appointment in order to give as full and complete a report as possible of your child.

We encourage and support regular communication with teachers, as your partnership is vital to your child's success. St. Paul uses a variety of online sources to effectively communicate with families, including emails for daily/weekly announcements; the school E-newsletter: The Wave Watcher; the school website and the school Facebook page. Please observe normal "business" hours of 8:00 AM to 5:00 PM as guidelines for expectations of teacher responses to communications. It is important for our teachers' overall happiness and effectiveness that they have family time absent form work responsibilities.

School Visits

Children are not permitted to bring friends, younger siblings, visiting relatives, or pets to the regular class without receiving permission from the office prior to the day of the visit. Parents are encouraged and invited to visit their child's class; however, you must contact the teacher and school office to make arrangements for a visitation. Also, please obtain a visitor's pass form the office when you sign in.

Non-Custodial Parents

St. Paul School abides by the provisions of the Family Educational Rights and Privacy Act, with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Paul School can provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parents are encouraged to furnish the school with a copy of the custody section of the divorce decree.

School Culture

Parent Teacher Council (PTC)

The St. Paul Parent Teacher Council (PTC) was established to bring a closer relationship between the home and school. Parent involvement with the school will help assure that each child receives the best spiritual, moral, mental, and physical education possible. Membership is open to all parents whose children attend or will attend St. Paul School, the school faculty, and any other adult interested in furthering the aims of the PTC. Meetings will be scheduled and parents will be notified of the place and time of the meetings in advance.

Uniform Dress Code

Students do better when "dressed for work." Students and parents are responsible for reading the dress code carefully each year and make note of changes. Parents will be called to bring a change of clothing if a student is out of dress code. If parents cannot be reached, replacement clothing will be found in our Dress Code Sale closet.

These clothes are clean and in good condition. We ask that you wash and return them for future use. Please see the following guidelines for the most current dress code.
At St. Paul Catholic School the students' clothing is worn with prudence and modesty.

Bottoms

Pants, Slacks, Shorts, Capris, Jumpers, Skorts, Skirts, Dresses

Colors: Navy Blue, Black, Tan/Beige **(solid in color)**

Style: Grades 2-8: any bottom with belt loops **must be worn with a belt.** Belts should be plain and unembellished (no rivets, studs, painted designs, etc.) and should be solid black, navy, or brown in color. Shorts, skorts, skirts, jumpers and dresses must be **knee-length.**

Not Acceptable: The following materials are **not** dress code: nylon, sweats, velour, knit, spandex, yoga pants. **No tight, form fitting pants may be worn.**

Additional information: Shorts, skorts and Capri pants may not be worn November 1-April 30. However, during the month of Nov or April, if temperatures rise above 75 degrees, students may wear shorts. Students must otherwise have long pants or legs covered from Nov. 1 to May 1.

Tops

Shirts, Blouses, Sweaters, Blazers

Colors: White, Navy Blue, Light Blue, Black, Tan/Beige **(solid in color)** Acceptable light blue will be limited – no slate blue, turquoise, grayish-blue, royal blue, etc.

Style: Collars are required. This also includes dresses. Sleeves are required on tops and dresses. Sweaters, vests, and sweatshirts must be worn with a collared shirt underneath. Undershirts and camisoles/camis must be solid dress code colors. They should always be tucked in. Shirts must be long enough to stay tucked in when arms are raised above the head.

Additional information: Three-finger test will determine if shirts are acceptable at the neckline. The measure of the width of three fingers touching from the base of the neck can be used to determine acceptable neckline.

Sweatshirts

Style: St. Paul Spirit Wear may be worn in dress code colors with a collared shirt underneath. All sweatshirts and/or fleece much have a St. Paul logo or lettering on front of the shirt.

Not Acceptable: No hoodies/hooded sweatshirts at Mass.

Accessories & Personal Hygiene

Shoes

Color: Not specified

Style: Dress shoes, athletic shoes or sandals (with socks) and with a back strap

Additional information: Shoes and sandals must be worn with socks.

Socks, Nylons, Tights, Leggings

Color: Black, White, Khaki, Beige, Navy Blue, Light Blue (solid in color)

Additional information: Leggings can only be worn under skirts or dresses.

Hair

Color: Natural color. May include subtle highlights of natural color.

Make-Up

Style: Grades 6th and up, and should only be worn lightly.
Not Acceptable: No make-up for grades kindergarten through 5th grade. No black polish, fake finger nails, or glitter.
Additional information: No makeup should be brought to school for application (hair spray, nail polish, body glitter, etc.)

Casual Days

Special occasion days are a privilege.

Style:
Not Acceptable: Jeans should have no holes, tears, or patches. Shirts should have no holes, tears, or patches and should not contain any vulgar, immoral, or inappropriate pictures or sayings. No tight, form-fitting pants may be worn (including: leggings, yoga pants, etc.) Shirts or dresses may not expose backs or midriffs.
Additional information: Students and parents are responsible for making sure the dress code is followed. If a student is not in dress code s/he will be sent to the office for a change of clothes. Violations will result in the revocation of Casual Day privileges for a determined length of time.

Cold Weather Policy

Winter Gear

Grades PreK-4: Students must wear coats, mittens, some type of head covering (hat, earmuffs, scarf, hood from coat) and, if the ground is snow covered, boots and snow pants.

Grades 5 and up: Students must dress appropriately for the weather; however, there are fewer restrictions. Coats must be worn if temperatures fall below 50 degrees. Hats and gloves are not required, but highly recommended. Any student playing in the snow must wear snow pants and boots. Explain to your child the importance of setting an example for our younger students.

Boots cannot be worn inside the classrooms. Please be certain that shoes are sent. It is recommended that an extra pair of shoes be left with younger students at school. An extra pair of mittens/gloves/socks is also suggested since the first pair is often still wet from the morning recess.

Students who are not properly attired will spend their recess time on the bench. If this occurs again they are asked to phone their parents to tell them of the cold weather dress policy.

If a warm spell should occur during the cold winter months, it will be up to the supervisor on duty as to whether the policy should be lifted for that recess only.

Temperature Guidelines

60↑: short sleeves may be worn
50-59: light jacket or sweatshirt/hoodie
40-49: heavier jacket; may not wear only a hoodie
39↓: winter coat and winter apparel

Snow Rules

No snow (loose or in balls) may be thrown at any time or at anything while on school grounds; the only exception to this is to the wooden animal cut-outs near the fence.

Snow may be rolled on the ground to build snow people and forts. No student shall deliberately destroy an already-made snow creation. The younger students enjoy their creations each recess. No sliding on ice patches.

Textbooks & School Supplies

Textbooks will be issued to students. A student will be asked to pay for any lost book or one that is damaged beyond normal wear.

Each student is responsible for obtaining the basic supplies of paper, pencil, crayons, etc. for use in the classroom. A list of supplies will be posted on the school website. Supplies should then be supplemented as the need arises throughout the year.

Technology Policy

The educational programs in Catholic schools and parishes of the Diocese of Lansing require the ethical use of the Internet and related technologies by all employees, volunteers, and students.

Diocese of Lansing Acceptable Use Contract for Student Technology

The Diocese of Lansing, Department of Education and Catechesis, encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions, and regulations for the use of Internet and other technologies including, but not limited to: computers, telephones, video, fax, and digital camera.

These procedures apply to all computers/technologies whether located at school, Parish Center or office, home, or anywhere else.

- I will not use a computer unless an adult is present.
- I will follow the Diocese of Lansing, and the school's, and parish's code of ethics for internet and technologies.
- I will use only authorized external hard drives, USB flash drives, SD cards, or network cables. I will NOT use something from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.

- I will respect the privacy of others. I will not use another's computer or external data storage device. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my teacher, principal, or parish catechetical program leader.
- I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address, or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
- I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene, and material protected by trade secret.
- I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
- I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
- I will attend and participate in a training session on acceptable use of the Internet and local area network before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers, and other technologies is a privilege for the user. **If a device is damaged through accident or neglect and it <u>cannot</u> be repaired under warranty, the cost of a replacement device will be the responsibility of the parent/guardian.**

The ability to use the devices at school or home, specifically the Chromebooks and iPads is a privilege. In order to use these devices, you must abide by all of the expectations that follow.

USE AND EXPECTATION POLICIES FOR CHROMEBOOKS & iPad

- Chromebooks & iPads stay at school and are for school use only, unless permissions have been made with the principal.
- All background must be school appropriate and approved by a staff member.
- When a teacher is giving direction, all lids should be lowered or closed, and iPads should be on black screens.
- Devices should be used on a flat surface, that is cleared of all other materials.
- Devices are not allowed in the bathroom, locker room or at lunch/recess.
- Devices should be used only when the teacher has given approval from a staff member
- Web pages and documents should only be accessed if given approval from a staff member.
- Web browsing is for educational/school use only.
- School-approved games are allowed when teacher have given permission to play.
- Sound should be muted on all devices. Use of headphones or earbuds is permitted, when granted by a teacher.
- When carrying device in the classroom, be sure the lid is closed, and you are using two hands.
- When carrying the device outside of the classroom, students will carry their Chromebook in sack provided by St. Paul, which is worn on the back.
- Devices should never be place into your backpack.
- Never throw, slide, drop, or press hard on your devices.
- No food or drinks allowed near your devices.
- Shut down all devices at the end of each week.

THINK BEFORE YOU ACT BECAUSE YOUR VIRTUAL ACTIONS ARE REAL AND PERMANENT!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful, Christian way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone number, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other website to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information as appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attributions.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Online work should be will written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Student are not allowed to change any setting without teacher permission.
- Student will have access to YouTube. They are expected to use it for school provided/related links only.

Cell Phones

- Cell phones may not be used by students during the school day without the express permission of the school principal. If they are brought to school for after-school use, they must be kept turned off and stored in the student's locker or held in the school office for safe-keeping until the end of the school day. If storing a cell phone in a locker, a lock is required. Combinations and spare keys must be turned into the office for any students using a lock on his/her locker before lock is placed on locker. If students are found using cell phones during the school day, they will be confiscated. St. Paul School assumes no liability for lost or stolen cell phones. *Please refer to diocese electronics policy on pg.12*

EARL BOYEA
EPISCOPUS LANSINGENSIS
Divina Miseratione et Apostolicæ Sedis Gratia

DECREE ESTABLISHING SCHOOL POLICY ON PORTABLE ELECTRONIC DEVICES

IN THE DIOCESE OF LANSING CATHOLIC SCHOOLS, the value of direct face-to-face human interaction is of the highest importance, and the time and space within the school setting must be preserved. Portable electronic devices distract students from authentic face-to-face interactions with their peers, their teachers, and other staff available to them within the school setting. Portable electronic devices interrupt periods of concentration and focus necessary to optimize the learning environment.

Beginning in the 2025-26 school year, the following policy will be implemented:

Unauthorized use of personal portable electronic devices and access to social media are prohibited during the school day in all Catholic schools within the Diocese of Lansing. This prohibition includes, but is not limited to: laptops, computers, tablets, cell phones, smartphones, smart watches, smart glasses, ear devices, and portable media players. Personal portable electronic devices must be stored with the power off and may only be retrieved and turned on at the end of normal school hours. These devices may be stored in a location the students cannot access without permission during the school day.

All Catholic schools within the Diocese are to maintain and enforce a local school policy that adheres to the minimum standard set within this policy. That policy should be published in the student/parent handbook and reviewed with students and parents as necessary to ensure compliance. Exceptions to this policy should be rare and related to medical or instructional necessity.

Given at the Curia in Lansing on this, the twenty-eighth day of April, in the year of our Lord 2025.

DIOCESE OF LANSING 1937

Mr. Michael Andrews
Chancellor

Most Reverend Earl Boyea
Bishop of Lansing

Lunch & Recess

The lunch period at St. Paul School is closed. Students will eat lunch with their class in the gym or classroom. No student will be allowed to leave to purchase food from area vendors. If parents choose to pick their child up for lunch, they must sign him/her in and out in the school office. **Fast food should not be brought in at lunchtime due to federal restrictions for the hot lunch program offered at St. Paul School.**

Contact with your child during the lunch period must be done through the school office. Please do not drive up to the children while they are outside at recess. The lunch duty aides are responsible for the safety of all children in their care. They may not recognize you or your vehicle, and may rightly become alarmed by an adult approaching a child without notification from the school office.

Forgotten Lunches

Students will not be allowed to call home for forgotten lunches. Peanut butter and/or jelly sandwiches will be available in the lunchroom for any student who forgets his/her lunch.

Recess

Students will go to the playground area unless the weather is rainy or severe. We ask that you do not request that your child stay indoors unless a written recommendation from a doctor is provided. All children should wear clothing appropriate to the season and weather. Please refer to the Cold Weather Policy for details. This policy is communicated each year as the weather turns cold.

For your child's safety, the following rules apply at all times:

- Students must remain outside for the entire recess period unless weather interferes (which will be determined by an adult in charge).
- Children may not leave the school premises without permission. The school does not accept responsibility for any child who does.
- No food is to be taken out of the lunchroom at any time.
- Fighting is not permitted or tolerated.
- No tackle games or rough play is allowed.
- Interfering with others' games or causing any disturbance on the playground will be reported to the office and the students involved will be disciplined.
- Throwing or kicking snow in any form (loose or packed) is not permitted.
- Only one child may use a swing at any time. No standing while swinging.
- Only one child may go down the slide at a time and must go feet first. No climbing up from the bottom.
- No throwing of dirt, pea gravel, or anything else that would endanger someone.
- Off-Limit Areas: front school yard, church parking lot
- **Children are to remain inside the fenced area.**

Field Trips

Field trips are educational outings which have been designed for the purpose of achieving specific goals and providing enrichment to a particular area of study. Field trips are arranged by the classroom teacher, with prior approval of the school principal. All field trips are supervised by classroom teachers, and parents may be asked to assist with supervision. Generally, the supervision ratio of one adult per ten students is required. Parent drivers will be asked to complete a Volunteer Driver Information Sheet before driving students on a field trip. Adults are requested not to bring younger siblings of students.

Please Note: All chaperones must be VIRTUS trained per the Lansing Diocese and background checked. VIRTUS training is offered online; if you have questions regarding access, please inquire with the school office.

Parents are required to sign a permission form before a student is allowed to participate in each field trip. If no slip has been returned, the student will remain at the school. Field trips are a privilege given to students; therefore, students may be denied participation on a field trip if they fail to meet academic or behavioral requirements. Appropriate dress and decorum are expected of all students and adults.

Parties

Class parties on Halloween, Christmas, and Valentine's Day will be arranged by the classroom teacher with the help of parent volunteers on or near the holiday being celebrated. The party will be simple and will not take up a large part of the school day. Please Note: All party volunteers/attendees must have a background check (see office prior to event) and must be VIRTUS trained per the Lansing Diocese. VIRTUS training is offered online; if you have questions regarding access, please inquire with the school office.

Halloween Costume Guidelines

- Positive costumes such as religious figures, cartoon characters, sports heroes, career individuals, animals, etc.
- Must be non-violent in nature. No costumes that depict or promote violence, blood and death.
- No accessories such as swords, guns, or weapons of any type.
- Appropriate body coverage is required.
- No masks are allowed for the safety of the children.
- Shoes must be worn.
- Parents may assist in the application of make-up at the time of the party.
- Costumes may be worn only during the party, not before.
- If a student's costume is judged inappropriate, regular school clothes will have to be worn during the party instead of the costume.

Student Birthdays
Parents may celebrate a child's birthday with a small treat after first making arrangements with the teacher in advance of the date. Invitations to out-of-school parties may not be passed out in school, on the bus, or at school activities unless all children in the class receive one (or all boys are invited or all girls are invited).

Forgotten Materials

As teachers and parents, we strive to teach our children a sense of responsibility. However, if your child has forgotten his/her books, homework, etc. you may bring the item(s) to the school office. However, students will not be allowed to call home for forgotten books, work, etc. If you do bring forgotten items in, the office will notify your child's teacher and s/he will be allowed to pick them up during a time deemed appropriate by the teacher. Please do not interrupt your child's classroom for such deliveries.

Lost & Found

Inquiries about lost articles should be made at the school office. Items will be kept in a designated Lost & Found area near the school office for a reasonable period of time. Those items not claimed will periodically be given to St. Vincent DePaul. Please mark all clothing and personal items with names.

Mass & Sacramental Preparation

The weekly celebration of Mass includes all grades. Most classrooms will have an opportunity to assist with Mass. Parents are invited to attend school Masses and prayer services.
The Sacrament of Reconciliation is offered to students two to three times per year. Adoration, Benediction, Stations of the Cross, and Rosary devotions are also scheduled during the year.
Reconciliation and First Eucharist preparation occurs in grade 2. Preparation for the celebration of Confirmation begins in grade 7, and Confirmation occurs in grade 8.

School Pictures

School pictures are taken of each student early in the school year by an outside contractor. Purchase of these pictures, on a pre-paid basis, is optional. A school yearbook with pictures of all students and various school groups and organizations is available to all students. An email, with a link to order, will be sent prior to picture day (no hard copy order forms will be sent home.)

Petitions, Promotions, or Endorsements

No students, parents, or other persons are permitted to engage in selling, endorsement of any kind, petitions, promotions, etc. in the school building, or on the premises, without the prior approval of the principal.

Extracurricular Activities

Extracurricular Activities Offered

The St. Paul School Athletic Program is currently affiliated with the Lansing league for all athletic contests. All students from grades 4th – 8th may participate in the athletic program. The availability of team and the grade configuration of teams is dependent on the number of athletes. All student athletes must have a current physical form on file in the school office. They must also have health insurance. A fee is charged per sport, to a maximum family charge.

When the number of athletes needed per grade level are met, the St. Paul School Athletic Program offers the following sports:

Girls' Sports:	Grades 4 - 6	Basketball, Volleyball
Boys' Sports:	Grades 4 - 6	Basketball

Sports Eligibility

Student athletes must maintain a minimum of 70% in all subjects, and possess good study habits, a positive attitude, and good conduct in order to remain on the team. If an athlete is not maintaining a satisfactory school standing, parents and coaches will be notified by the school principal. The athlete may be suspended from practices and/or games.

A schedule of practice times will be given to each participant. Players are expected to attend all practices. A reason for missing practice should be given to coaches in advance. Missed practices may result in reduced playing time. Coaches are responsible for the students in their care at all times and must remain after practice until each student has been picked up.

No athlete will be allowed to practice or participate in a game on a day in which s/he was absent from school for more than half of the school day.

The athletic director, with the approval of the principal, designates coaches and assistant coaches. Should problems arise over something that occurs in our athletic program, please follow the grievance procedure outlined below:

- Start with the coach. Discuss your concern with a view toward resolution.
- Discuss your concern with the athletic director.
- Talk to the principal.
- Take the matter up with the parish priest.

Conflict resolution procedures like this help us all to work together effectively.

Concussion Law

The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness online training program.

We provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and require a signed statement acknowledging receipt of the information for St. Paul School to keep on record.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

This handbook has been compiled in an effort to inform you about the philosophy, policies, and procedures of St. Paul Catholic School. This vital information is necessary to strengthen the bond between home and school. Parents and students are required and expected to adhere to all policies included in this handbook—there will be no exceptions. This handbook may be revised at any time if the need arises. Please refamiliarize yourself each school year with information provided in this handbook. It is our sincere hope that this book will serve as a practical and useful guide during your years with us.

K- 6 Handbook Verification Form

Please sign and return to school

Student Name	Grade

My signature verifies that I have read the St. Paul Catholic School Handbook. I have read the handbook and discussed it with my child. I agree to be governed by this handbook.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date

The handbook is available on our website at spsowosso.org. A copy is also available to view in our school office and a personal copy can be printed upon request.

Thank you for choosing St. Paul Catholic School!

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