

## St. Paul the Apostle 2011-2012 Parent Handbook

### St. Paul's School Report Card and Conference Schedule

GRADE	K	1-7	8
1st Quarter (October)	Conference	Conference	Report Card Requested Conference
2nd Quarter Semester (January)	Report Card	Report Card Optional Conference	Report Card Conference
3rd Quarter (March )	Requested Conference	Report Card	Report Card
4th Quarter (June)	Report Card	Report Card	Report Card

### Classroom Rules and Consequences

1. Enter the room quietly and be seated.
2. Bring proper materials to class.
3. Follow directions the first time given.
4. Raise your hand before speaking.
5. Listen to and speak positively to others.
6. Wait to be dismissed from class by teacher.
7. Follow proper dress code.

Violation of these classroom rules will be dealt with in accordance with St. Paul's Discipline Policy distributed each year.

### Suspension and Expulsion

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.

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 on the following school day.

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.

### 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.

## **St. Paul the Apostle Parent Handbook 2011-2012**

### **Summer School**

Students in grades 6, 7 and 8 who fail two quarters of one class are required to attend summer school or complete an assigned amount of work. The school administration will make arrangements with students and their parents at the end of the school year.

## St. Paul the Apostle Parent Handbook 2011-2012

### Operational Plan: Safety/ Security Protocol (2000)

This protocol will go into effect for the safety of students and staff. Staff members are in-serviced on this protocol. Students are instructed on this protocol during homeroom time. This protocol is practiced just like fire or tornado drills.

An announcement will be made, over the P.A. system, advising students and staff to follow the 2000 protocol. Follow the instructions for the levels listed below. Students who might be in the hall are to enter the nearest classroom and sit quietly until the event is over. Teachers are to call the office only if they are missing students or have students who have joined the class.

Outside resources will be called at the discretion of the Program Administrator.

An announcement will be made over the P.A. system when the event is over. Instructions will be given at that time.

**Level 1 – Protocol Green** “Protocol Green” will come over the Intercom.

Keep the students in rooms out of the main hallway.

Continue teaching and do not switch classes.

Check email for further instructions and information.

Call the office if any students are not in the classroom.

The band and music rooms will be called by the office.

Students may use the restrooms, but **not those in the main front hallway**.

Possible Reasons:

Medical emergency / Disturbance in the office or front hall

**Level 2 – Protocol Yellow** “Protocol Yellow” will come over the Intercom.

Keep the students in rooms.

Lock the classroom doors.

Continue teaching and do not switch classes.

Close the blinds.

Check email for further instructions and information.

Call the office if any students are not in the classroom.

The band and music rooms will be called by the office.

Only if necessary, students may use the restroom if escorted by a teacher.

Possible Reasons:

There is an Intruder in the building with no immediate threat. / There is a disturbance in the front hall or office that could escalate. / There is a non-custodial parent in the building.

**Level 3 – Protocol Red** “Protocol Red” will come over the Intercom.

Keep students in rooms.

Lock the classroom doors.

Close the blinds.

Get the students in a safe position away from windows and doors.

The band and music rooms will be called by the office.

If possible, continue to teach or read the students a story, etc.

**Keep students silent.**

Check email for further instructions and information.

Call the office if any students are not in the classroom.

## **St. Paul the Apostle Parent Handbook 2011-2012**

Possible Reasons:

There is an armed intruder in the building. / There is an armed suspect on or near the school property.

**There is no way to secure a school / religious education one hundred percent. Bad things can always happen. Schools or educational centers are only as safe as the environment that is created by the Program Administrator, Staff, Students, and Parents.**

**In case of emergency – St. Paul’s will go to Genesis East Campus. The secretaries will call 421-6510 to notify the campus. Sandy Schlorf will be the person to contact.**

**Teachers should take a class list with them.**

## St. Paul the Apostle Parent Handbook 2011-2012

### 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, innuendoes, 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 important, 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.

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

**Acknowledgement for Parents**

I have received a copy of the St. Paul the Apostle school Parent Handbook 2011-2012 and am aware of its contents.

Name \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**Acknowledgement for Coaches and Volunteers**

I have received a copy of the St. Paul the Apostle School Parent Handbook 2011-2012 and am aware of its contents. I understand that I must complete and turn in the following items to be eligible to coach or volunteer. I also understand I must complete the Protecting God’s Children online course **before my first practice/volunteer act** .

**Coaching and Volunteering requirements**

- The following documents are required by the Diocese of Davenport:
- Acknowledgement & Consent (every year)
- Authorization for Release of Dependent Adult Abuse Information (every 5 years)
- Authorization for Release of Child Abuse Information (every 5 years)
- Driver Information Sheet (every 5 years)
- Copy of Auto insurance card (every 5 years)
- Copy of Driver’s License (every 5 years)
- Internet Safety Policy Agreement (every 5 years)

Name \_\_\_\_\_

Date \_\_\_\_\_