

St. Paul the Apostle 2011-2012 Parent Handbook

Chapter 1: About St. Paul the Apostle School

History and Tradition - Building for Tomorrow

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

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

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

Philosophy

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

Catholic Values

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

Family

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

Academic Excellence

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

Stewardship

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

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Goals

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

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

School Improvement Plan Goals

- We will establish a positive learning environment that reflects our school mission and Catholic identity.
- We will define and improve student achievement.
- We will structure and staff the school in the best interest of all students.
- We will provide resources to meet the needs of all students.
- We will continue to enhance the professional development of the staff.
- We will provide clean, safe, adequate instructional space and general facilities.
- We will continually evaluate financial issues and implement new plans for St. Paul the Apostle School.
- We will sustain a Board of Education which provides the leadership and support necessary for the growth of this school community.
- We will improve communication with the parish and school communities.

School Objectives

1. The child should be aware of the purposes in learning experiences and should be conscious of progress toward the achievement of clearly defined goals.
2. The child is accepted as an individual who has every opportunity for maximum development of potential ability: mental, physical, emotional, social, moral and religious.
3. The child is led to acquire skills and understanding so he or she can live and contribute as a responsible citizen of a democratic society.
4. Social responsibility of children is taught by providing them with experiences that enlighten, arouse compassion, and move to actions within their abilities to perform. These experiences will act as a springboard for later adult tolerance, consideration, and positive action to improve the social situation for those in need.
5. The curriculum is geared toward developing in each child:
 - a. Moral and spiritual values
 - b. Critical and constructive thinking
 - c. Competence in human relations
 - d. An understanding of the environment in which one lives
 - e. Responsibilities of citizenship through school experiences
 - f. Growth in independence
 - g. Physical and mental health
 - h. An appreciation of aesthetic values, skill in self-expression, and sensitivity to beauty
 - i. Wise use of leisure time
 - j. Skill in the use of the scientific method and inquiry
 - k. Skill in the use of numbers
 - l. Literary appreciation
 - m. Use of the tools of learning
6. Standardized and diagnostic testing should be used to determine strengths or weaknesses in learning and to give direction to further experiences in learning.
7. The children should learn by doing.

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Chapter 2: Administrative Matters

Daily Schedule

8:00 a.m.	Students may arrive on the West Playground. 7th and 8th courtyard.
8:05 a.m.	Bell rings. Students enter building.
8:15 a.m.	Bell - Students who are not in their seats are tardy.
11:30-1:00 p.m.	Lunch & Recess (approximate)
12:30-3:10 p.m.	Afternoon classes
3:05 p.m.	Homeroom (announcements, etc.)
3:10 p.m.	Dismissal for Parent pick up and walkers
3:15 p.m.	Dismissal for bus riders
3:35 p.m.	Closing for Teachers

Registration

To register students in St. Paul the Apostle School for the first time, the parents must provide a birth certificate or other satisfactory evidence of age, such as baptismal certificate. A child must be 5 years old before September 15 in order to enroll in kindergarten. Pre-kindergarten children must turn 5 years old by January 1 of the next year to enroll. The school maintains health records on each child. An immunization card must be completed and on file before a student can be enrolled.

Class Size

The primary and middle grades average from 24 - 26 students in each class. St. Paul the Apostle currently has two sections for each grade, K through 8. There is one section of pre-kindergarten, two sections of 4 year-old preschool, and two sections of 3 year-old preschool.

Tuition

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

A non-refundable registration fee per child is payable on the day of registration. A tuition schedule for the school year is available in the school office. It is the hope of our Pastor, and of the Board of Education, that any child who wishes to receive a Catholic education at St. Paul the Apostle School will be able to do so. If special financial circumstances exist for a family, they are welcomed and encouraged to contact the Pastor.

Board of Education

The Board of Education for St. Paul the Apostle Parish is comprised of seven parishioners who are eighteen years of age or over. The Principal of the School, the Pastor, the Religious Education Director and the lay directors (if any) are ex-officio and non-voting members of the Board.

The Board of Education's responsibilities include policy-making decisions and evaluation and appraisal of programs for St. Paul the Apostle School and Religious Education programs. The Board has two standing committees: Programs and Services and PERF (Personnel, Employee Relations, and Finance). Elected members serve three staggered terms with elections occurring in May. Board meetings are generally on the second Monday of the month. The dates are published in the school calendar. Board minutes are posted in the vestibule of the church. Parents and parishioners are always welcome.

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ATTENDANCE

Regular attendance is not only important but also essential. The value of the work missed is difficult to make up by out-of-class work. Regular attendance is a key factor in the student's success. Parents will be notified if a student's absences become a concern.

Absence

Parents/guardians are requested to phone the school (322-2923) by 8:45 a.m. if a child will be absent and inform the school of the reason for the absence. The weekly state health report requires the school to state the reason for all absences, so the reason is essential. Please include two symptoms.

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

Ideally, doctor/dentist appointments should be scheduled after school hours or on free days.

A student who must be excused for an appointment should have a written notification for his/her teacher. A written request from the parent/guardian or a phone call/email is also required any time a pupil needs to leave the school before the time of dismissal. In this case, a parent/guardian must sign out the student in the office.

Illness at School

The principal and /or secretary dismisses or approves the dismissal of pupils who are ill. Parents, or persons designated by the parent, are notified when the illness is detected and they are encouraged to pick up the child.

Vacations

Taking vacations during school time is not encouraged. Parents/guardians are requested to contact the principal before planning to take their child/children out of school for trips or vacations.

Tardiness

Students from grades K-6 may arrive at the West playground of the school at 7:55 a.m. Students in grades 7-8 may arrive at the courtyard at 7:55 a.m. We ask that they not arrive earlier as there is no playground supervision prior to 7:55 a.m. Students enter the school at 8:05 a.m. They must be in their classrooms at 8:15 a.m. Students who are not in their classrooms by 8:15 a.m. are tardy and must obtain a late slip from the office to be admitted to class.

School Cancellations Due to Inclement Weather

Due to the busing of children, we abide by the decision of the Davenport School System concerning "Snow Days". Please watch Channel 6 KWQC for any directives, or check the school website's announcements page at www.saintpaulcatholic.org. When the Davenport Public Schools close for bad weather, so will St. Paul the Apostle School.

Should you fear for the safety of your children in the event of poor local conditions, we will abide by your decision to keep your children at home.

Visiting Students

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

Leaving School during School Hours

All entrances to the school remain locked at all times except the front main entrance. No child may leave the school grounds during school hours unless the teacher or principal communicates with the parents. At the time the child leaves, the parent must sign out their child on the form provided in the school office. The student must report to the office when returning to school.

If someone other than a parent picks up the student, the parents should send a note to school with the student, granting their permission. The parent-designee must also follow the above sign-out procedures.

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First Aid

Many accidents are of the “skinned knee” variety and can be easily taken care of by the teacher. The child will be sent to the office for first aid. The child’s parents will be contacted if we feel he needs to be taken to the emergency room at the hospital. Any serious accident to a pupil or teacher should be reported to the principal’s office for insurance purposes.

Medications

If a child needs to take prescription medication during school hours, a “**Permission to Administer Prescription Medication**” form must be filled out and on file in the school office. The school must also have the name of the drug, dosage, hour to be given, and for how long signed by the parent. All medication must be in the original prescription container labeled with the student’s name, name of medication, directions for use, name of physician, name and address of pharmacy, and date of prescription. The medication will be kept in and administered from the school office.

If a child needs to take non-prescription medication during school hours, a “**Permission to Administer OTC Medication**” form must be filled out and on file in the school office. The medication will be kept in and administered from the school office.

Homework

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

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

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

Homework Protocol for Absent Students

Absence Due to Illness: Grades 3-8

The class will collect homework assignments for students in grades 3-6. If you have an ill student in these grades, you may assume that work is being collected. Please call /email homeroom teacher to request homework. Homework assignments will be delivered to whoever is taking it home, or it may be picked up after 3:00 PM in the office. Please do not interrupt the classroom teacher.

Absence Due to Illness: Grades K-2

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

Advanced Assignments for Anticipated Absence

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

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Report Cards and Conferences

Report cards are sent home four times each school year. Conferences with parents of students in grades K-7 are scheduled in the fall. 8th Grade conferences are in January. Additionally, either parents or teachers may request a conference at any time. Parents may call the school to make an appointment or send a note to the teacher or principal. Kindergarten report cards are only issued twice a year.

Standardized Testing

Iowa Test of Basic Skills

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

Progress Reports/Midterms

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

Staffing

Students who are having difficulty with learning or discipline will be referred to a staffing. Any faculty member working with the child may initiate a staffing. During the staffing, goals and objectives and solutions should be discussed regarding the student. Following up on a student is the responsibility of the homeroom teacher. Subsequent staffing will be coordinated through the principal's office.

Special Services

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

Student Records

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

Unpack Your Backpack Night

Unpack your backpack nights are scheduled each school year prior to the beginning of school for parents to visit each child's classroom and meet with the teacher. Open House is held during Catholic Schools Week.

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Discipline

Since each child is special, the use of praise and reinforcement of positive behavior is stressed. However, constructive disciplinary measures are needed and shall be used with consistency. Communication among administrator, teacher, and parent is essential. Detentions are given for serious infractions of the rules or the failure to respond in a positive manner after repeated warnings. Our goal at St. Paul the Apostle is to help our children be self-disciplined.

Tobacco, liquor, and other controlled substances

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

Care of School Property

The cost of misused and damaged books, desks and other school property must be paid to the school. Library fines should be paid promptly. The use of gum and candy are not allowed during class time. Students are asked to bring alternative footwear during inclement weather (snow and mud) in order to have dry shoes to wear in the classroom.

Use of the internet and personal information

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

School

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

Home

Student access to the internet at home also needs to be monitored. In particular parents need to be aware of sites that allow students to meet other people. Sharing personal information such as the home address, school name, friend's names, etc can lead to unintended consequences. Unfortunately, some individuals use these sites as a means to contact children, please always be aware of what your children view and whom they talk to on the internet.

Protection of Pupil's Property

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

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Telephone / Voice Mail / E-mail

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

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

Teachers also may be contacted through e-mail. For teachers' email addresses check the St. Paul website or the school calendar. www.saintpaulcatholic.org

Cell Phone & Electronic Devices

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

Cell phones and other electronic devices should not interfere with classroom instruction or cause any other problems for students or staff while on school property. During the school day, students may not use cell phones or electronic devices, including, but not limited to beepers, pagers, radios, CD players or DVD players, or ipods for personal use unless given permission from a teacher or principal.

Personal communication devices that provide wireless, unfiltered connection to the internet may not be used for personal use during school hours. Phones may not be used to take photographs of any kind.

Text messaging

No text messaging from any electronic device is allowed during the school day or on school trips. If students are found to have violated these rules regarding electronic communication they will be subject to discipline actions by the school.

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Transportation To and From School

Bus Riders

Davenport Community Schools, under the directive of State Legislation, provide bus transportation to students who live more than 1 1/2 miles from St. Paul the Apostle School for grades K-5; and two miles for grades 6-8. If busing is impossible because of difficulty in routing, the State will provide a reimbursement.

New families to St. Paul the Apostle School, those with a kindergarten student, or with a change of address during the summer, need to go to the Bus Barn and fill out a route card. This should be completed as early as possible to ensure that the child is placed on the route before school starts. The bus barn is located at 3640 Davenport Avenue (just west of Old Towne Mall), phone 386-1436.

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

Students riding the bus must observe rules and regulations or forfeit the privilege. Below are the Davenport School District rules for bus riders.

Davenport School District School Bus Rules for the Safety of All Passengers

- Follow the directions of the driver (teacher) the first time they are given. The driver is the authority on the bus. Students must respond promptly to the driver's instructions and obey any rules the driver feels necessary for the safety of the students. The driver has the authority to assign seats to any or all students. Use of a personal radio/tape player must meet the driver's approval. Pets/animals are not allowed on the bus.
- Sit in your assigned seat at all times. Students will arrive at their assigned bus stop five minutes prior to the arrival of the bus and wait quietly off the roadway. Students must board the bus in a single file and present their bus permit or ID card upon the driver's request, go directly to a seat, remain seated and face forward at all times. Students may talk quietly with others seated near them. Keep the noise to a minimum so as not to distract the driver while the bus is in motion.
- Respect others. This means: no hitting, pushing, fighting, swearing or using rude gestures or gang signs on the school bus or at the bus stop. Students should remember they are still on school time and should use school manners. Throwing objects, horseplay, fighting, bothering others and any other activity that is distracting to the driver and others is considered disruptive behavior.
- Keep all objects and body parts (head, arms, legs) inside the bus and in your seat. Talk quietly only with students nearby and be sure to avoid unnecessary, disturbing noises such as singing and yelling. Do not yell out windows at passing persons or vehicles.
- Food, drinks, drugs, alcohol, tobacco, gang signs and weapons are not allowed. For the student's safety, they are asked not to eat or drink on the bus. Tobacco, drugs, alcohol and weapons are prohibited by state law. This law should be obeyed at all times. Any damage to a bus by a student or students will be billed to the parent or guardian who will be responsible for payment and the student(s) will have bus riding privileges suspended.
- Keep the aisle clear at all times. Keep feet out of the aisle to allow other students to walk up or down the aisle quickly and safely and, most important, so students can evacuate the bus quickly in the event of an emergency.

Walkers

Students walking to school are encouraged to walk with a friend. Younger students and those new to St. Paul the Apostle should contact the office for a list of students from their neighborhood. Walkers should plan to arrive at 7:55 a.m.

Bicyclists

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

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

MORNING DROP OFF

- Parents dropping off students at school between 7:55-8:15 should use the following procedure. Please read the following points and reference the map included.
 - Enter the alley behind the school from Carey Street and head West.
 - Parents have two options:
 - 1. Enter the East parking lot from the alley and drop off at the corner before exiting onto Rusholme Street
 - 2. Continue straight down the alley and drop off at the entrance to the West parking lot before exiting onto Arlington Street.
 - Kindergarten through fifth grade students will line on the West parking lot in the morning from 7:55 till 8:05. Sixth through eighth grade students will line up in the front courtyard from 7:55 till 8:05.
 - The alley will be one way heading west from 7:55-8:15.
 - Busses will continue to unload in the front of the school.
 - **Parents can not drop off students on either side of Rusholme Street due to bus drop off and the heavy traffic on Rusholme Street.**

AFTERNOON PICK UP PROCEDURES

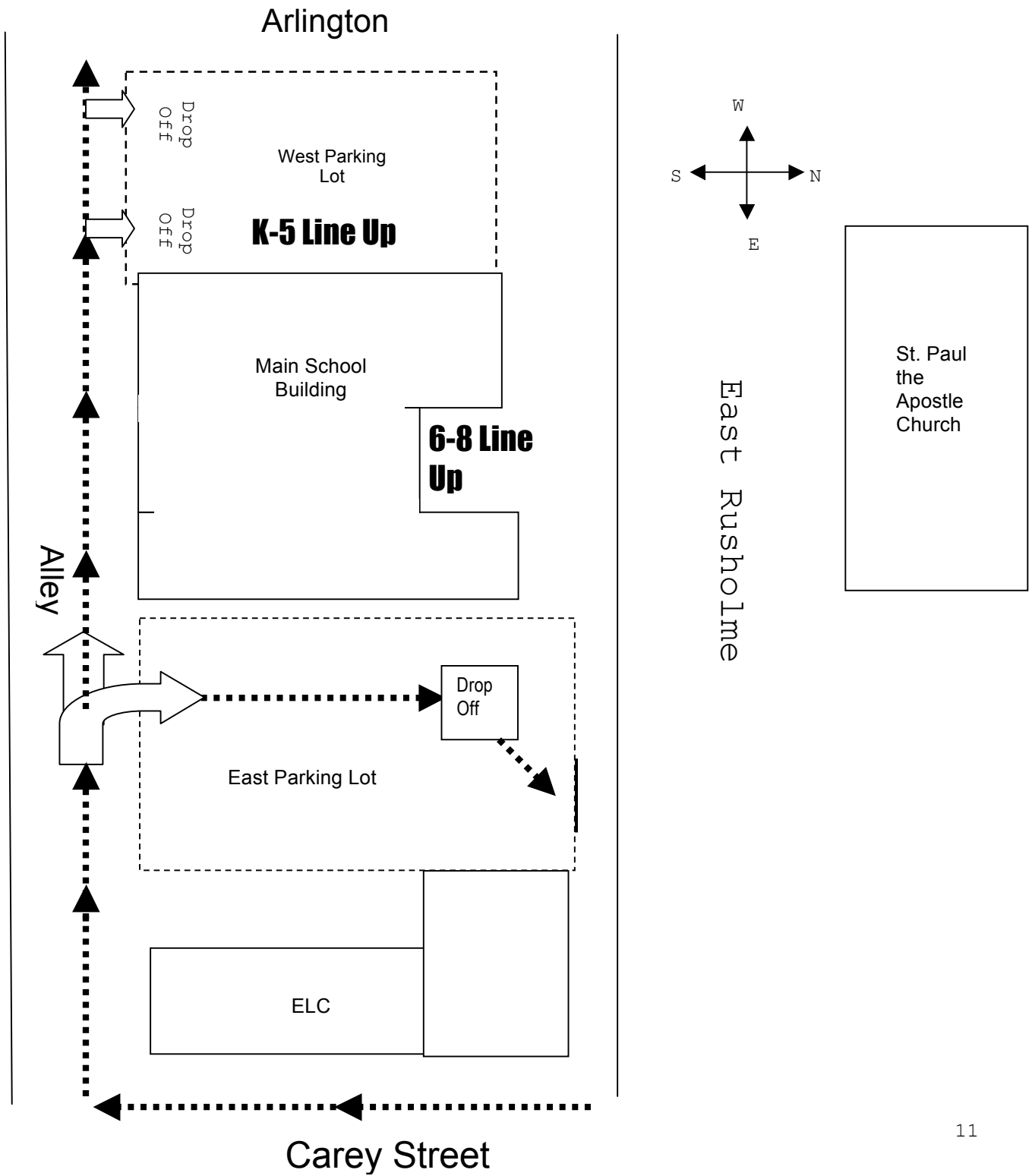
Students being picked up or walking home in all grades will be released at 3:10 and should leave the school grounds immediately. Students riding the bus will be released at the second bell at 3:15. The reason for this change is to decrease the congestion of cars and foot traffic after school.

Families whose last name begins with the letter A-L must use the East parking lot for afternoon pick up. Families whose last name begins with the letters M-Z must pick up on the West parking lot.

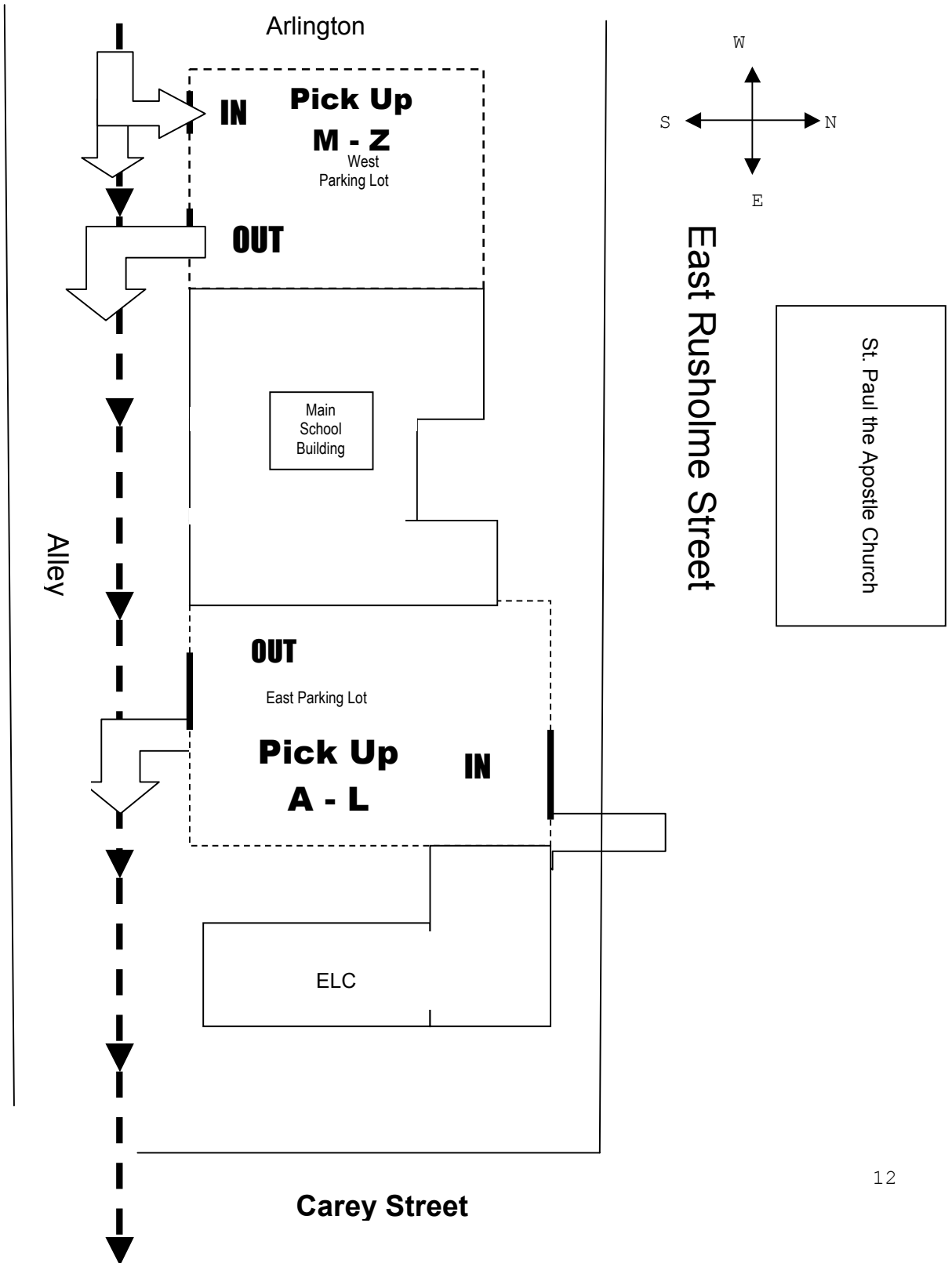
Please do not make arrangements to pick your children up anywhere but these two locations, especially on Rusholme Street, and also refrain from leaving your car to meet your children because it slows down the pick up procedure and creates traffic congestion. If parents wish to meet their children park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

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

St. Paul the Apostle School
Morning Drop Off Diagram for Grades K – 8



St. Paul the Apostle School Pick Up Diagram Grades K - 8



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

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

Hours of Operation:

Before care is available 7:00 AM to 8:00 AM and AfterCare is available from 3:15 – 6:15 PM on all days that school is in session. Hours are extended to 7AM to 6:15 PM on In-service, late start, and early-out days.

Fees and payment options:

Please check with office and Fun Club staff for fees and payment options.

Students in grades K-5 who are not picked up by 3:30 (2:30 on Wednesdays) will be sent to After Care and charged for the service. After 3:30 (2:30 on Wednesdays), students may be picked up at the Early Learning Center (ELC). Use the intercom at the Rusholme entrance if the students are not on the playground.

Playground Rules

- Supervisors are here to help. We will be equipped with bandages and assistance.
- Students may not leave the playground area without permission. For 1st thru 5th grades, a bathroom pass may be issued. For all others, verbal permission must be received.
- Students should always treat others with respect. Students should avoid name-calling, bullying, and rough-housing. Any physical fighting will result in students involved being sent to the principal.
- Please avoid spitting. Keep your hands to yourself. Do not pull on other students' clothing.
- No vulgar language. No throwing rocks.
- Students should have clean, dry feet – so please avoid puddles and snow piles. Throwing snow is not permitted. Students may not use the play area if it is snow-covered or wet.
- In the interest of safety, slides should be used properly. Please do not climb up the slides.
- No jumping from slides to bars or bars to slides.
- No hanging on sides of slides or jumping off sides of slides.
- No sitting on top of monkey bars or other bars.
- If a ball goes into the street or the alley, 5th and 6th grades should ask permission to go and get it. Supervisors will retrieve the balls for 1st through 4th grades. However, if a ball goes into the street or alley 3 times, the ball may be taken out of play for the rest of the recess.
- For safety's sake, students are not allowed to carry each other.
- Jump ropes and balls are to be used on the blacktop playground area only. Jump ropes may not be used to tie up other students.

Special Rules for AfterCare

The pre-school room that is available must be unlocked each time by an adult. The areas that are available for use include the bathrooms, sink and water fountain only. Students may not wander into any other areas.

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Parking

Playgrounds must be kept clear for recess and physical education periods. During school hours, there is no parking on playgrounds or in front of school. Please observe the “no parking” areas on Rusholme for the safety of students using buses. Parking is available on the streets West and North of the school.

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Custody

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If a parent has a court order that limits the rights of the other parent in matters such as custody or visitation, a copy should be provided to the office. Unless the court order is on file, we must provide equal rights to both parents.

School Visits

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

Lunches

Please only bring lunches from restaurants to children for unusual situations such as forgotten lunches or emergencies. Please help us with this request as meals from fast food restaurants cause a certain amount of envy from the other students.

Field Trips

Parents will fill out a form at registration to check off for permission for child(ren) to attend all field trips. Information and notification about field trips will be communicated to parents by the homeroom teacher by email and / or teacher note.

Dressing for Winter Weather

Students are expected to wear winter clothing during winter weather. Boots are required after a snowfall. Those not wearing boots will not be allowed to go outdoors for recess. Boots must be removed when entering the building and appropriate shoes worn. Students are encouraged to wear hats, gloves, and warm clothing throughout winter. Recess will be held outdoors when temperatures are 20 degrees Fahrenheit or above.

Personal Grooming and Dress Code

Students are expected to arrive at school in clean uniform and well groomed. See dress code from Board of Education Policy Manual in **Chapter 5: Policies & Procedures**. Shirts should be tucked in, undershirts should be plain white, if worn, socks must be worn and only solid colors are allowed (no logo). Parents are responsible to see to it that this happens. Students will not be allowed to apply make-up, color hair, cut hair or leave school for hair appointments.

Physical Education Conduct/Attire

Students in grades K-2 do not change for gym. Other students should bring gym shoes, shorts, T-shirts and Deodorant on designated gym days. Athletic shoes are strongly recommended to prevent ankle and foot injuries. The teachers of grades K-4 will bring their students to the gym for physical education class two minutes before the beginning of the period. The teachers will meet them again at the end of the period. Upper grade students should come quietly, according to their schedules.

School Pictures

School pictures are taken in late September/early October, and again in the Spring. Students may be out of uniform on the day their pictures are taken. The Fall pictures require the parents to prepay on picture day but refunds are available if not satisfied with results. The Spring pictures are purchased by the sheet after they are taken.

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Birthday/Party Invitations

Students will not be allowed to pass out birthday or party invitations at school unless the party includes the entire class and then only when permission is given by the teacher well in advance. Locker and hallway decoration for birthday and special events is not acceptable. While birthday treats for the class are fine, we encourage healthy choices over sweets. Please do not send balloons, flowers, or gifts to school.

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Parent Organizations

St. Paul the Apostle Future Club

The St. Paul the Apostle Future Club was chartered by a group of concerned parents who set out to ensure the highest standards of Catholic education for the children of St. Paul the Apostle by:

1. Providing for long-term financial stability of St. Paul the Apostle School
2. Supporting an enhanced benefits compensation program consistent with the principles of moral and social justice
3. Attracting and retaining a high quality and dedicated staff.

Home & School Association

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

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

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

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

Volunteer Committee:

Solicits volunteer sign-up at school registration and provides lists to the school office and Home & School Board. During the year, they also arrange for volunteers for annual health screenings.

Hospitality Committee:

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

Communication Committee:

Formerly Newsletter and Public Relations committees, the communication committee responsibilities will include helping to promote different events by preparing announcements for the church bulletin, the school and the school web site.

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Corporate Point and Redemption Programs :

This committee works with the opportunities provided by the outside community to benefit the school. Community programs include Campbell's Soup Label redemption program, the General Mills boxtop redemption program, the AT&T purchase points program, the Target purchase points program, the TPC purchase points program and the Schwan's purchase points program. In the past, it has also included the area mall's sponsored "Cash Back for School's" program and Younker's School Benefit Sale program.

Panther Perks:

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

Home & School Association Activities and Events

Events are listed on the school calendar and described in the school newsletter. One of the major fund-raisers is the Panther Perks program. Other fundraisers include the magazine sale and the Winter Social & Silent Auction.

Other activities are community based with the emphasis on fundraisers. These include Breakfast with St. Nick in early December and St. Patrick's Day celebration in March. The Winter Social also provides a fun night out for parents.

In addition, we sponsor an all school cleaning day in January to get the school spruced up for Catholic Schools Week.

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

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

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Chapter 3: Instructional Program

Staff

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

Curriculum - Instructional Program

St. Paul the Apostle School has self-contained classrooms for grades K-6. The upper grades are departmentalized. Classroom activities are teacher initiated, directed and supervised. Academic mastery is sought for each student according to his/her own ability. The curriculum follows the Diocesan standards which build on skills and abilities at each grade level.

Preschool

Three-year-old sessions meet on either Monday and Wednesday from 8:20 to 10:50 or Tuesday and Thursday from 8:20 to 10:50. Four-year-old sessions meet on either Monday, Tuesday, Thursday, and Friday from 8:20 to 11:00 or Monday, Tuesday, Thursday, and Friday from 12:05 – 2:45. One session of Pre-Kindergarten is available on Monday, Tuesday, Thursday, Friday from 11:50 – 2:45 and on Wednesdays from 11:50-1:45. Our goal is to assist your child in growing socially, emotionally, intellectually, creatively, physically, and spiritually. We strive to meet each individual's unique needs so that his or her experiences in preschool are filled with success.

Curriculum - Kindergarten

Kindergarten is a full-day program (five days a week) and consists of academic readiness - reading preparation (phonics, letter recognition, oral written language skills), number readiness, literature appreciation, etc. Emphasis is on learning to share, participating in group activities, becoming organized and following directions.

Talented and Gifted Program

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

Gifted and talented children are those who by virtue of outstanding abilities are capable of high performance. These children require differentiated educational programs and/or services beyond those normally provided by the regular school program in order to realize their (potential) contribution to self and society.

Children capable of high performance include those who have demonstrated any of the following abilities or aptitudes, singly or in combination: 1) general intellectual ability, 2) specific academic aptitude, 3) creative or productive thinking, 4) leadership ability, 5) visual and performing arts aptitude, 6) psychomotor ability.

Criteria

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

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

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

Additional provisions for talented and gifted students include programs such as math contest, interscholastic sports, Panther Pride Enrichment program, and media resource center activities.

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Religion

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

During the year students prepare and participate in Holy Day and First Friday Masses, retreats and many prayer services. At other times, appropriate prayer celebrations are planned by classes. We urge parents to participate whenever possible to help us impress the children with the importance of prayer.

All students are encouraged to perform service projects. It is the goal of the religious education program that students internalize and make a personal commitment to their faith.

Sacramental Preparation

First Communion/Reconciliation

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

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

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

Confirmation

The Sacrament of Confirmation is given by the Bishop to our eighth graders in April/May after years of preparation, prayer, and retreat. Specific information regarding service requirements, sponsors and other details is given to parents at a very important evening workshop in September.

Reading

Interest in and ability to read are essential to all learning. The reading program is developmental and systematic. It stresses phonics, comprehension skills, oral reading, vocabulary building, study skills and individualized research.

Social Studies

Social Studies in the primary grades instructs the students in family, community and cities in their own and other lands and cultures. Emphasis is placed on respect, heritage and love of country. Grades 5 through 8 highlight a factual presentation of knowledge of their own state and country, as well as other parts of the world.

Mathematics

Mathematics includes (1) mastery of basic skills of addition, subtraction, multiplication and division; (2) using skills to perform operations with fractions, decimals and percents; (3) applying skills to everyday real-life problems in areas of money, time, geometry, metrics and measurement. Eighth grade students who demonstrate excellence in the area of mathematics are offered the opportunity to further their abilities through algebra classes at Assumption High School.

English

The English program at St. Paul the Apostle emphasizes the following: application of formal rules for capitalization, punctuation, usage and grammar; mastery of the eight parts of speech and the parts of a sentence; preparation of oral and written compositions and reports; outlining and writing of friendly and business letters.

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Science

Science curriculum is an activity-oriented program. The primary grades study plants, animals and animal growth. The intermediate grades explore air, water, space and weather. Sixth through eighth grades emphasize earth, life, and physical science. Regular lab work is emphasized in the upper grades.

Science Fair

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

Physical Education

A well-rounded program is offered stressing the mental, social and physical development of each student. At the primary level, the main emphasis is on perceptual motor development skills, using rhythm and creative movement. At the intermediate level, team activities are introduced stressing cooperation and sportsmanship while continuing to improve physical skills. The junior high level incorporates both individual and team activities and emphasizes recreational and leisure pursuits.

Academic Support Services

Academic Support Services are available to students needing extra assistance, particularly in the areas of reading and mathematics. Placement in this program is based upon teacher recommendation and/or parent request and with parental permission.

Vocal Music/Art

St. Paul the Apostle School is committed to providing instruction in music and art. The goals of the program include an appreciation for and the enjoyment of these fine arts. St. Paul the Apostle School music department consists of general music classes for all students in grades K through 8. The 5th - 8th grades perform in fall and spring music programs while all students in grades K-8 perform in the annual Christmas Programs.

Band

The St. Paul the Apostle Band consists of students from 5th through 8th grades. We have a 5th grade band, 6th grade band, and a combined 7th and 8th grade band. 5th and 6th grade bands each rehearse twice a week, while the 7th and 8th grade band rehearses every day. Each band member receives a weekly private lesson. Jazz band is available to interested band students before and after school. Students placement in jazz band is done at the director's discretion. All the bands perform several times during the school year.

Fourth grade students are introduced to the band instruments in the spring. They will have the opportunity to try-out all band instruments to find out which is the best for them. They then start band either in August, during summer lessons, or when school starts in the fall.

Summer lessons are typically available in June and August. There is an extra fee for these lessons.

All parents of band students are part of the Band Parent Organization. The functions of this organization are:

- Keep band parents informed of current events and trips
- Fund raising for the band program
- Public relations within the community
- Organizational support for the band director
- Allocation and expenditures of organization monies.

All band parents are encouraged to participate in our semi-annual band parent meetings.

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Library Media Center Program & Services

The purpose of the Library Media Center & Services program at St. Paul the Apostle School is to support the curriculum and the education process by providing teachers and students with the necessary resources and skills to access and use information in a variety of formats. These resources include both print materials and electronic resources (video, audio, telephone and computer technology). Computer technology includes software programs and access to the Internet. Any parent who wishes to limit their son or daughter's access to a particular resource must send a written request to the school administration by September 1.

Instructional and Entertainment Use of Audio-Visual Media

St. Paul the Apostle Board of Education recognizes the importance of audio visuals in education. We encourage the instructional use of audio-video and other such media when used in conjunction with the planned curriculum or daily lesson. The use of entertainment or commercial audio-visual media should be limited and used only on special occasions and only after obtaining permission from the administrator.

When needed, faculty/administration should consult the Catholic Movie Guide (Adolescents & Adults), Motion Pictures Industry ratings and the guidelines set down by the Office of Film and Broadcasting of the U.S. Catholic Conference. In the event the educational benefit is at odds with these rating guidelines, we support parental notification in advance of the showing.

Writing Center

Our Writing Center is completely staffed by parent volunteers. Students are encouraged to write stories and take them to the writing center where they will be typed, laminated and bound into booklets. These booklets are then placed in our library so that other students may enjoy them. We have produced some real literary treasures.

Fun in the Sun

In the summer of 1984, St. Paul the Apostle initiated a summer enrichment program called "Fun in the Sun". Classes run for a two-week period (9 days). Anyone in preschool through fourth grade (public or non public), is invited to register and is encouraged to take advantage of the wide course selections. Information regarding the summer program is available in the spring of each year.

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Chapter 4: Extracurricular Activities

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

Boy Scouts

St. Paul the Apostle is one of the oldest charters in the Illowa District. The Boy Scout program at St. Paul the Apostle is open to boys from Tiger Cub (first grade) to Boy Scout (6th through 8th grades). Registration and open house is in the fall. For more information, contacts for scouting are listed in the school calendar.

Girl Scouts

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

College for Kids (C4K)

Junior College for Kids is a summer enrichment opportunity for third and fourth graders; College for Kids (C4K) is a similar program for fifth through eighth graders. Classes are coordinated by the Area Education Association (AEA) and held at area schools for students who qualify. C4K application requirements are identified in a TAG program or 85% or above on one of the ITBS scores: vocabulary, reading, and math composite, total composite. Specific information is available in early spring of each year with a March registration deadline.

Student Council

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

Safety Patrol

The sixth grade students serve as crossing guards in the safety patrol program at St. Paul the Apostle School. They patrol the Rusholme Street crosswalk, Carey and Arlington corners and parking lot driveways to ensure that all students cross the streets safely.

Altar Servers

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

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

Ushers/Lectors

Upper grade students are also encouraged to participate in parish Masses as ushers and lectors. Sign-ups and training classes are regularly published in the bulletin or interested students may call the rectory.

Say Yes to Music

Say Yes to Music is an after school program for group piano lessons. Lessons are taught by Judy Hyland. Days and times vary.

Yearbook

This group of journalism enthusiasts meets on a regular basis to plan and lay out the annual Yearbook publication. The books are printed and distributed to all students in grades K-8 in late May for a nominal fee.

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Sports at St. Paul the Apostle and in the Local Community

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

YMCA

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

Dad's Club

Dad's Club is another organization that is active at St. Paul the Apostle in both soccer and softball. Dad's Club is also non-competitive in nature and teams are comprised of families from St. Paul's School. When there are not enough players to make a team two or more schools will combine to form a team. These teams play at local parks and school grounds. For more information, contacts for Dad's Club are listed in the school calendar.

Rising Knights Football and Wrestling

The Rising Knights is a competitive youth football program that solicits youth, ages 8 years old through 8th grade, interested in preparing for high school football in Scott County.

Future Lady Knights Basketball and Softball

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

Other Programs

A Youth Wrestling Program for children in second through eighth grades is offered by Assumption High School. Practice is at the high school.

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

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

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

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

The Quad City Chariots Running Club is a cross country running club for kindergartners through eighth graders who are interested in distance running (1500 to 4000 meters, bases on age) as a Fall sport. The team runs at meets almost every weekend from September through mid-December. The club is affiliated with USA Track & Field and is entirely run by parent volunteers.

Ice hockey and figure skating are offered for preschool through high school students at the Quad City Sports Center. Private lessons and public skating times are also available. For more information, call 322-5330.

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St. Paul the Apostle Athletic Programs

Athletic Policy

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

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

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

Certification: Coaches need to make sure that all assistant coaches and anyone who helps with the team is to be certified through the Church. **All paperwork must be in to the office before practices begin.** If there is someone helping who are not certified, then that coach will not be allowed to coach in the future. The Davenport Diocese requires participating in Protecting God's Children (PGC), which is available for first time participants online. If you have taken PGC in the past, you must attend a renewal every 5 years (not available online). Please get your paperwork turned into the office ASAP.

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

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

Transportation: With busses unavailable to transport students to events, parents need to drive students. If transporting students, other than their own child, to and from an Athletic Event there is to be no specialized transportation (i.e. limo, helicopter or any other unapproved vehicle to be determined by the Athletic Director). We cannot allow students to ride to games in a vehicle that is not on file with the school.

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

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

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Tobacco, Alcohol and Illegal Drug Procedure

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

Academic Eligibility

Students' grades will be checked every Friday by 10 AM to determine if they are eligible to participate in games/events for the coming week. If a student is receiving a grade below a C- in any class, including religion, specials, keyboarding, Spanish, etc. he/she will not be allowed to participate in any game for a period of one week. The student will become eligible on the following Friday if he/she is at a C- or above in all of their classes. The 6-8 grade teachers will complete the academic eligibility sheets and turn them into the office by 10:00 on every Friday during the Fall and Winter sports seasons. The procedures described above do not apply to Dad's Club, AAU, Rising Knights, Future Lady Knights, or other non-St. Paul's teams.

Sportsmanship

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

Parent Conduct

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

Practices

St. Paul's teams have priority when scheduling practices in the school gym and Denning Hall. Practice times that remain may be selected by teams that have a majority of St. Paul's players on their rosters. Cooperation is very important in the scheduling of these facilities, games are often rescheduled forcing the cancellation of practices. Each coach who wishes to use the gym must have an email address on file with the school secretary, who will send out notices of cancellations. Phone calls will not be made for cancelled practices.

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

Practices in Denning Hall

The use of Denning Hall for practices is a privilege and must be respected. Coaches and parents must understand that Denning Hall is first and foremost a social hall and these events have priority over athletic events. To insure the continued use of Denning Hall, coaches are asked to be cooperative with their request and to maintain the facility by cleaning up after practice and not allowing students to leave items outside of the hall.

To reserve practice time in Denning Hall coaches must contact the Parish secretary between 8:00-4:00 on weekdays. Practices will be scheduled for only three weeks in advance and may be cancelled for set up of events such as funerals. Coaches who wish to use Denning Hall must have an email address on file with the Parish secretary who will notify them of cancellations only through email.

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Wednesday Evenings and Sunday Events

On Wednesday evenings practices must end by 6 P.M. due to religious education.

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

Drop off and pick up of students

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

The following programs are available for grades 6 – 8:

Girls' Basketball: September - October

Girls' Volleyball: November - December

Boys' Basketball: January - March

Cheerleading: January - March

St. Paul the Apostle Athletic Philosophy

1. Coaches will model good sportsmanship, team play and school spirit through the enforcement of the St. Paul's Athletic Philosophy and will instruct students as to their responsibilities as representatives of St. Paul the Apostle School.
2. Participation in St. Paul's Athletic Programs is subject to compliance with the Rules and Regulations of St. Paul's School.
3. More than one team will be organized if a sport has a sufficient number of team members.
4. All team members who attend practice regularly and follow the established guidelines will be allowed comparable playing time.
5. Coaches are directly responsible for the gym facilities and players during practice times. The coach will be issued a numbered key for opening the gym, which is to be used only by that coach. Keys will be collected at the end of the season.
6. Coaches are directly responsible for the players' behavior. This includes checking to be sure all players are accounted for at the end of practice and are not left alone in the building at any time.
7. All non-league games organized by the coach must be arranged through the Athletic Director and School Principal so that special parental permission is obtained. Players will not be penalized for lack of attendance at a non-league game or activity.
8. Regular practices will be conducted for all participants.
9. Coaches will not use abusive, offensive, or degrading language toward players or in response to any game situation. Players should be instructed that the use of offensive language at any time will not be tolerated.
10. Any additions or changes to the St. Paul the Apostle Athletic Philosophy will become effective only after the approval of the Board of Education.

Parent Responsibilities

1. To support the organization and help with its operation.
2. All families are asked to sell concessions - help with ticket sales, supervise and attend home games.
3. Do not drop players off unsupervised.

St. Paul the Apostle Parent Handbook 2011-2012

Coaching and Volunteering requirements

1. In order to be eligible to coach one of the 6th – 8th grade Catholic school sports, coaches must complete all of the required Diocesan paperwork and attend Protecting God's Children, or complete the online course, before the season begins. If these requirements are not met, coaches will not be allowed to coach and will not be given gym time for the team.
2. 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)

Sportsmanship/Behavior Guidelines at Athletic Events

Parents:

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

Players:

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

St. Paul the Apostle School Booster Club

Families with students in Grades 6 - 8 pay a \$35 membership fee at registration. The fees collected along with funds from game admissions and concessions provide funds for the Athletic Director's stipend, payment of game officials, equipment and other items needed to support the school's athletic programs. Additional fundraising may be done if needed. Students participating in school sports are asked to pay an annual uniform fee of \$15.

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

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

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

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Chapter 5: Policies and Procedures

Policy Title: Dress Code

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

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

ALL STUDENTS: Red or navy blue uniform sweater (cardigan or crew neck) purchased from Religious Supply Store - or exact replica.
Socks and belts are required, they must be solid color and coordinate with uniform.
Navy blue uniform shorts* (purchased from Religious Supply Store or – exact replica).
Uniform approved sweatshirts. Contact school office for purchase information.

Footwear : Student's shoes must have a closed heel and toe. (No clogs, sandals, jellies, crocks, etc.) Tennis shoes are not required daily footwear, but are sensible. Tennis shoes are required for P.E. and must have white soles. Boots (fashion, snow, rain, etc.) may be worn to and from school and during recess, but must be removed during the school day and replaced with regular school approved footwear as described above.

Earrings : Girls may wear post earrings to school that do not dangle.

GIRLS' UNIFORM: Blouses, available from Religious Supply Store, in red, white, light blue or navy blue, long or short sleeved, Peter Pan collar or oxford, knit polo, or exact replicas of these. Standard, white turtlenecks are also permitted.

For safety reasons only plain post earrings (no hoops or dangling styles) are permitted.

K-5: Uniform jumpers or navy blue shorts * or navy blue slacks purchased from the Religious Supply Store - or exact replica.

6-8: Uniform skirts, navy blue or khaki uniform shorts* or navy blue or khaki dress slacks purchased from the Religious Supply Store - or exact replica. (NO jeans, corduroys, sweats, or stirrup-style). Skirt length must be no shorter than 2 inches above the knee. Dress slacks must have belt loops, a maximum of two inset pockets in front and two inset pockets in the back.

BOYS' UNIFORM: Shirts must be those styles available from Religious Supply Store; red, white, light blue, or navy blue, long or short sleeved, oxford style or knit polo, - or exact replicas. Standard white turtlenecks are also permitted.

K-5: Navy blue uniform slacks or shorts* purchased from the Religious Supply Store - or exact replica.

6-8: Navy blue or khaki uniform shorts* or navy blue or khaki dress slacks- purchased from Religious Supply Store - or exact replicas. (No jeans, corduroys or sweats). Dress slacks must have belt loops and a maximum of two inset pockets in front and two inset pockets in back.

6th, 7th, 8th GRADE STUDENTS:

6th - 8th grade students have the following additional option:

Uniform approved sweatshirts. Contact school office for purchase information.

Assumption sweatshirt as determined by St. Paul administration.

*Uniform shorts may be worn with no prior permission from the office from the beginning of the school year through October 31st and from April 1st through the end of the school year.

OUT-OF-UNIFORM DRESS CODE:

On days that the principal allows the students to be out-of-uniform the following guidelines are to be followed: No tank tops, no spaghetti straps, no ripped jeans, no flip flops, no short shorts, no mid-drifts, no hats, no hair coloring, no face paint. Shirt logos must be appropriate for a school environment.

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