

REVISION TO FAMILY HANDBOOK (TK-8th grades) October 2016

Pg. 12: Office hours changed:

Monday, Tuesday, Thursday, and Friday from 7:30 am to 4:00 pm. Every Wednesday, the Office closes at 3:00 pm. On noon dismissal days the Office closes at noon

Pg. 18 revision under ADMISSION and WITHDRAWALS – Minimum Age

Changed the acceptance date for Transitional Kindergarten from Sep 2 – Dec 2 to Sep 2 – Jan 15th.

Changed minimum acceptance age for 1st grade from 5 years, 9 month to 6 years.

Added that the acceptance date for kindergarten and first grade may be extended to September 15th IF it is in the best interest of the student as determined by the school.

Where a child has been legally enrolled in another school he may be admitted to the school and placed in a lower grade as is deemed age appropriate at the discretion of the admitting school.

Pg 19: added under ATTENDANCE

Added definition of:

“Excessive absence” and “Excessive Tardiness”

Also added: Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. School site absence/tardy policies should be consistent with this policy and clearly stated in the local Parent-Student Handbook.

Pg 19: added clarification under ATTENDANCE – Absence

Upon returning, a student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent(s)/legal guardian(s). Once received by the school, the student’s absence will be marked as “Excused” in PowerSchool. These excuses must be kept on file until the first day of the next school year.

Pg 20: added under ATTENDANCE

Section added to address **Truancy**

Pg 24: new section added under ADDITIONAL EDUCATIONAL EXPERIENCES

Emergency Before/After School Care

Starting 2016-17 school year, SPS will no longer offer Play Station. Families whose students are not enrolled in ELP must make other arrangements for before and/or after school care. If students are dropped off prior to 7:40 am or are not picked up by 3:15pm (2:15 pm on Wednesdays or 12:15 pm on noon dismissal days), they will be taken to Emergency Before/After School Care. Parents will be charged a flat fee of \$25/per day – no pro-rating for the number of hours used/not used.

Pg 25: added under ADDITIONAL EDUCATIONAL EXPERIENCES - Technology

Wearable technology such as iWatches, Google Glass, etc. are not allowed to be worn in school. They are considered a potential distraction due to their ability to easily access the internet, texting, emailing, picture taking, etc. without being detected by the teacher. If such devices are worn in school, they will be confiscated and turned into the Office. Parents will be required to come to school and retrieve them.

Pg 26: revision under GRADING AND ASSESSMENT CRITERIA

New Standards-Based Grading criteria for Kindergarten, 1st, 2nd, and 3rd grade

Pg 28: addition under GRADING AND ASSESSMENT CRITERIA

Added new section titled Redo's/Retakes – Grades 4-8

Pg 28: revision under GRADING AND ASSESSMENT CRITERIA

Added new section titled Characteristics that Support Learning. Affects grades 1 through 8.

Pg 29: revision under GRADING AND ASSESSMENT CRITERIA

Revised Progress Report section - added Progress Report Confirmation details.

Pg 35: revision under HEALTH REQUIREMENTS

Scoliosis screenings will no longer be required as of the 2016-2017 school year.

Pg 35: revision under HEALTH REQUIREMENTS – Health Screening Examination

Clarified which students need a physical exam to enroll and within what timeframe.

Pg 38: new section added under SAFETY

Traffic Safety Control and Parent Compliance

The regulations of the local police department in the matter of traffic control and safety must be complied with explicitly. School Traffic Patrols (middle school students) are used to ensure the safety of delivery of elementary children to their prospective vehicles for pick up. The students are trained to conform to the regulations set by police officials and the teacher.

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be reported to the administration.

Pg 45: added under FINANCIALS – Returning Student Registration

Any money received for registration, class fees, etc. will first be applied to outstanding balances.

Pg 46: added under FINANCIALS – Registration and Enrollment Policy – Pass Due Accounts

Any money received for registration, class fees, etc. will first be applied to outstanding balances.

Pg 46: added under FINANCIALS - Additional Obligations

Each family is required to *secure a minimum of \$50 in contributions for the school's annual Jog-a-thon*

Pg 50: added under MISCELLANEOUS STUDENT INFORMATION – Lunch and Snack Policy

Late Lunch Delivery: Parents may no longer drop off lunches for their students after **10:45 am**. Lunches delivered after that time cause disruption not only to your student's lunch time but also to other students. If you are unable to comply, you will be asked to have a meeting with the Principal.

Pg 58: added under DISCIPLINARY ACTION
Expanded upon Procedures for Recommended Transfer section

Pg 62: added under GENERAL HARASSMENT POLICY – St. Paul School is a NO BULLY School

- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- Inform the other person, if possible, that the behavior is offensive and unwelcome. Report all incidents that may be considered discriminatory, intimidating, harassing, teasing, bullying, or hazing to the Principal, teacher or support staff
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible.

Pg 76: added under PARENT PARTICIPATION HOUR (PPH)

NOTE: Starting 2016-17 school year, families will NOT be allowed to donate PPH to other families. Each family must work to fulfill their PPH obligations.

Pg 80: revision under VOLUNTEER – Volunteer Safe Environment Certification
Removed reference to Shield the Vulnerable. Replaced with:
Go to the *PARENTS* tab and select *Volunteer*. Click on the Safe Environment Certificate Training link then follow instructions.

Additions to Addendum:

Parent Guide to Standards-Based Grading – Department of Catholic Schools/Diocese of Oakland

St. Paul School - New Grading and Redo/Retake Policies for 2016-17