St. Paul's Preparatory Academy

Early Childhood and Preschool
Parent/Student Handbook
2026-2027

St. Paul's Preparatory Academy
A ministry of Faith Christian Center
6900 U.S. Highway 287
Arlington, TX 76001
www.stpaulsprep.com

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St. Paul's Preparatory Academy

This handbook covers the policies for the St. Paul's Preparatory Academy Early Childhood and Preschool programs. Revisions to this document may be made at any time as approved by the administration. All revisions made during the school year will be communicated electronically.

Mission Statement

The mission of St. Paul's Preparatory Academy is to provide a Christ-centered, college preparatory education focusing on Honor, Duty, and Loyalty while training students to succeed in every realm of life through leadership and service.

Non-Discrimination Policy

St. Paul's Preparatory Academy does not discriminate on the basis of race, color, or national or ethnic origin in the admissions process or in the administration of its policies and programs. In addition, no child will be treated differently from any other child of the same gender as determined at birth. Admissions are contingent upon available space, philosophy, and the willingness of the family to abide by school guidelines. The parents or guardians of a student shall commit to conducting themselves in a manner consistent with Biblical teaching on parenting.

Parents Defined

Throughout the Student/Parent Handbook the terms "parent" refers to a parent, legal guardian, or other person having lawful control of a student.

Enrollment

St. Paul's Preparatory Academy Early Childhood Program accepts children from 18 months to 3 years of age.

St. Paul's Preparatory Academy Preschool accepts children from 3 to 4 years of age.

1. Children will be placed in classes according to their age as of September 1st. Children must be potty-trained in order to be placed in the 3 or 4-year-old classes.
2. St. Paul's Preparatory Academy reserves the right to move a child from one class to another based on developmental needs or class size.
3. An enrollment form, records from previous schools, and immunization records, as well as the registration fee, must be turned in to the school office before the admissions process can continue. Once the requisite items are turned in, parents will be scheduled for a personal interview with an administrator prior to final admittance.
4. Admissions testing.
5. Waiver.

Please notify the school at least two weeks prior to the start of the term should it become necessary to withdraw a student from the program. Former students applying for re-enrollment must follow all normal enrollment procedures.

After enrollment, St. Paul's Preparatory Academy reserves the right to dismiss any child that seems unprepared for a group experience or if either the parent's or child's behavior toward a child, staff member, or another parent is deemed inappropriate. The decision for dismissal will be made after conferring with the parent, teacher, and administrator.

Admissions Testing

- Students entering preschool (K3) take the SPRT – an individually administered assessment.

Provisional Acceptance

Records from previous schools or results from placement testing which indicate a significant academic difficulty may result in a provisional admittance. If the student proves to be capable of succeeding at St. Paul's Preparatory Academy, the provisional status may be lifted; however, if the student is unable to prove successful, another placement may be recommended.

Arrival and Dismissal Procedures

1. School Hours:
    a. Classes run Monday through Friday from 8:00 a.m. to 3:30 p.m. starting the third week of August through the end of May. The school calendar can be found at stpaulsprep.com.
    b. Students may not be dropped off prior to 7:30 a.m. without being enrolled in Before School Care.
    c. Students arriving between 7:00 and 7:30 a.m. must enter through the main doors by the church cafe and proceed directly to the gym. Students must be signed in by a parent or the Before School Care teacher.
    d. Dismissal is 3:30 p.m. We ask that students not be picked up early except in an emergency situation so that instructional time can be maximized.
        i. Students must be picked up by 3:45 p.m. from the dismissal area by the Preschool playground unless enrolled in After School Care.
        ii. Families will be assigned a dismissal number. For student safety, children will only be placed in with a driver showing an official carpool sign issued by the school. Any person in the carpool line who does not have the official sign, will be required to park and enter the building. The staff member at the dismissal table will be responsible for identifying the driver as being authorized by the Student Pick-Up and Release form before the student will be released.

iii. Any student not picked up by 3:45 p.m. will be sent to the After School Care table and charged the appropriate fees.

2. All visitors must check in at the school office and obtain a visitor's badge.
3. Children will only be released to those persons authorized on the enrollment form. Any changes to this form must be made in writing by the parent and given to the school office.
4. Students will not be released to ride-sharing services such as Uber, Lyft, etc.
5. Consistent and prompt attendance is strongly encouraged as this promotes responsibility and accountability in our students and results in a more effective classroom experience. If your child will be late or absent, please call or email the office by 10:00 a.m.
6. Because we are required to maintain records for each student regarding immunizations, we cannot allow visitations from children who are not enrolled in St. Paul's Preparatory Academy.

Inclement Weather

It may be necessary to close or delay the start of school due to ice, snow, or other inclement weather. It may also be necessary to dismiss early. All closings, delays, and early dismissals will be delivered through our texting system, "Lion Alert". These weather alerts will also be reported to major television stations and posted to the St. Paul's Prep website and reported to the following area television stations:

- FOX 4
- NBC 5
- WFAA 8
- CBS 11

Parental Involvement

Education is most effective when parents and the school work harmoniously in support of the student; therefore, parental involvement at St. Paul's is welcomed and encouraged. Parents are provided opportunities throughout the school year to become involved in the classroom and in support activities. Some of the programs and activities that are available for parent involvement are listed below.

- Book Fairs
- Classroom Parties
- Fall Carnival
- Field Day
- Servathon
- Sports Activities
- Teacher Appreciation

Additional volunteer opportunities may become available during the school year. All parent volunteers are required to complete the Volunteer Service Application and a background check. Contact the school office for more information.

Classroom Visitations

We welcome visitors to our classrooms; however, we want to minimize the disruption to instructional time. Therefore, parents who wish to visit classes must adhere to the following guidelines.

1. Contact the school registrar in advance to schedule a time to visit that coincides with the class you wish to observe.
2. When you arrive for your classroom visit, sign in at the school office to obtain a visitor's badge.
3. At the end of your visit, return to the school office to sign out.

Financial Information

Tuition and Fees

St. Paul's Preparatory Academy endeavors to keep affordable tuition rates for the benefit of each parent. For that reason, we conduct annual fundraising events and anticipate each student's and/or parent's participation in helping to raise necessary funds for designated school projects. St. Paul's Prep receives no federal assistance other than its tax-exempt status.

With advance registration, tuition for the school year is divided into ten equal payments beginning in July and ending in April or eleven payments beginning in June and ending in April. If registering late, tuition will be divided into equal payments starting at the time of admission with the final payment being made in April. Tuition is paid in advance; in cases of early withdrawal, refunds will not be issued.

Book fees are included in the tuition amount.

Payment Information and Overdue Accounts

Unless paid in advance, tuition payments are automatically debited from your account through the FACTS Financial System. If the automatic withdrawal is unsuccessful, a notification will be emailed and the payment reprocessed in ten days. If an account becomes more than 30 days delinquent, an email from St. Paul's Prep will be sent advising that the student may be dismissed if the account is not made current.

Report cards, test results, and transcripts will be withheld for any student who withdraws with an outstanding balance. In addition, a family's FACTS Family Portal may be temporarily suspended. Students may not be allowed to participate in school programs or special events until all tuition and fees are paid in full.

A $30 service fee will be automatically charged for any unsuccessful payments due to insufficient funds.

Students enrolled one day or more of any month will owe the full month's tuition.

Refund of Tuition and Fees

At St. Paul's, all tuition and other charges are based upon an estimated cost of providing educational services to all students enrolled. When you enroll your student, we execute an enrollment contract. Your signed and returned enrollment contract guarantees a space for your student and indicates that you will be responsible for payment of the tuition and fees associated with enrolling your student at St. Paul's Preparatory Academy.

If you find it necessary to withdraw your student after enrollment is complete, please contact the school registrar as soon as possible. Any tuition and fees collected before the date of withdrawal are nonrefundable and nontransferable. Refunds will not be issued for students who are dismissed or are withdrawn for disciplinary or academic reasons.

Communication and Notification

1. Communication is of the utmost importance in promoting cooperation between parents and the staff of St. Paul's Preparatory Academy in providing the best educational experience possible for the students. For that reason, St. Paul's Preparatory Academy faculty and staff welcome constructive communication from parents at any time.
    a. Faculty will provide information regarding daily schedules, classroom policies, school events, as well as any other important information through written notices or email.
    b. St. Paul's weekly email will provide information regarding school events, as well as any other important information. Important calendar dates are also available in the FACTS Family Portal.
    c. Please inform the teacher or administrators of any situation or change in routine that might affect your child's classroom behavior or performance.

Faculty and staff can be contacted through their school email. Most emails will be responded to within 24 hours during school days.

d. Conferences can be scheduled by contacting the school office or the faculty member you wish to meet with.
e. Our staff's family time is precious, so we ask that you refrain from calling staff at home or addressing school issues at church.
f. The school registrar is not free to leave the office to deliver messages or to call parents on behalf of other parents. Please make any needed after school arrangements before the start of the school day.

2. St. Paul's Early Childhood Program is licensed by the Department of Family and Protective Services of the State of Texas. All of the guidelines for operating procedures, administration of the school, and laws are outlined in the Minimum Standards. A copy of this document is on file and available in the office or at www.hhs.texas.gov.The local DFPS office can be reached at 817-321-8604.
3. St. Paul's Preparatory Academy employees are trained on recognizing the symptoms of abuse and stress. Furthermore, it is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. This information is kept in the strictest confidence between the reporting staff member, the administrator, and the Child Protective Service representative. Child Abuse Hotline: 800-252-5400.

Health Records

The Health Record Form, which confirms a student's current immunizations, must be signed by a doctor and provided to the school prior to the first day of school each year for students in Early Childhood and Preschool classes.

Immunizations

Students must be vaccinated as required by the State of Texas as follows:

a. DTP/DtaP: Five doses, including one received on or after the child's 4th birthday. All doses must have been received prior to entry into K5. Four doses are required prior to entry into K5 Prep.

b. MMR: One dose received on or after the child's 1st birthday. Must have a total of two doses prior to entry into K5.
c. Hepatitis A: All students in K5 Prep through 1st grade are required to have two doses. Students younger than 43 months must have received one dose.
d. Hepatitis B: Three doses are required for all students in K5 Prep through 12th grade.
e. Polio: Four doses including one received on or after the child's 4th birthday. All four doses must be received before entry into K5. Three doses are required -for any student younger than 4.
f. Hib: A complete series of Hib vaccines or one dose given on or after 15 months of age is required for all students under 5 years of age.
g. Prevnar/PCV: Students in K5 Prep are required to have had two doses of pneumococcal vaccine with only one dose required if the 1st dose was given on or after the 1st birthday and the child is not deemed to be high risk by the physician.
h. Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in K5 through 12th grade. All students entering K5, 1st, 7th, and 8th grades will be required to have two doses. If the first dose is received after age 13, two doses are also required if the students has not had chicken pox.
i. Td Booster: All students entering the 7th and 8th grades will be required to have a booster dose of Tdap vaccine if it has been five years since their last dose of the tetanus vaccine. Students in the 8th through 12th grades are required to have a booster dose of Tdap if it has been ten years since their previous dose of the tetanus vaccine.
j. Meningococcal Vaccine: All students entering 7th grade will be required to have one dose of meningococcal vaccine.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received prior to the first day of school. Current immunization records and conscience

exemption forms must be on file with the school registrar prior to school attendance.

St. Paul's Preparatory Academy does not require teachers or staff to receive vaccines for preventable diseases (i.e. flu shot).

Health Screening

State law requires that all new students and any children entering K5 Prep, Kindergarten, 1st, 3rd, and 5th grade classes must be screened for vision and hearing difficulties within the first 120 days of school. Screening by an independent agency is available within the allotted time frame for all children in the above age groups. You will receive a notification letter prior to screening. If your child has screening as part of their well child exam, please make sure it is documented on the medical forms turned in to the office. Failure to provide any of the above documentation will be grounds for dismissal.

Student Emergency Contact Form

Student emergency contact information is required for every student at the time of enrollment. Please notify the school of any changes in the supplied information for emergency contacts by updating the information in the FACTS Family Portal. If there are any major changes in your child's health including recent major medical procedures, changes in medication, etc. notify the school office immediately. In case of an accident or sudden illness, every attempt will be made to reach a parent; however, in the event that a parent cannot be reached, the listed contact person will be called.

Illness

Students with the following symptoms will be sent home from school:

- Temperature of 100° or higher
- Vomiting
- Diarrhea
- Severe coughing
- Unknown rash
- Or repeated visits to the school nurse.

For fevers below the 100° threshold, parents will be called to discuss the student's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of the aforementioned symptoms for at least 24 hours before returning to school. In the case of a fever, the student should be symptom free for 24 hours without the use of fever reducing medication. Students sent home with one of the listed symptoms will not be allowed to return to school the following day. Students who are sent home with fever or rash must check-in with the school nurse the morning they return prior to attending class.

In consideration of other students and staff, please do not send your child to school if he or she has any of the following symptoms or conditions:

- Fever
- Persistent cough or sneezing
- Persistent runny nose with green mucous
- Rash
- Conjunctivitis ("pink eye")
- Infectious condition

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice killing shampoo and the eggs and live bugs

have been combed out. Children who had head lice will need to be checked by the school nurse before returning to the classroom.

In the event a student contracts a communicable disease, it is expected that the parents will notify St. Paul's as soon as possible. A written release from a physician will be required before the student is permitted to return to school.

Hospitalizations

Students will not be allowed to return to school following a hospitalization for illness or injury until the school nurse has received an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, on activity or otherwise, for the student.

First Aid and Medication

First Aid

A school nurse is on staff and teachers are provided first aid kits equipped with bandages and antiseptic to assist students with cuts and abrasions. Students are required to have a pass from a teacher to visit the school nurse, except in an emergency.

Incident Reports

If an accident or injury occurs during school hours, the faculty or staff member who was supervising your student at the time will complete a written Incident Report. This will be signed by the school nurse or an administrator and kept on file in the school office.

Medication

In order for your child to receive any medication (over-the-counter or prescription) at school, an Authorization for Administration of Medication (available on the website) form must be completed and on file in the office. Additionally, these guidelines must be followed:

1. Medication must be kept in the school office and is not permitted to be left in your child's backpack, locker, or classroom.
2. Medication must be in its original container and labeled with your child's name. If necessary, please have your pharmacist label a second bottle for school use.
3. Medication will only be dispensed in the amounts according to the label.
4. If medication is left for a child who is under the recommended age on the original container, a written note from the child's physician must be turned into the office.
5. Medication must not have passed the expiration date.
6. If your child uses a nebulizer and/or inhaler that stays in the office, we must have an Authorization for Administration of Medication form in the office and a physician's prescription on file.
7. Over-the-counter medication, including insect repellant and sunscreen, will only be given on a routine basis if a note from the child's physician is on file in the office. It is preferred that these are dispensed or applied at home.

Parents are responsible for dropping off any medications with the school nurse. Parents are required to pick up the medication from the nurse at the end of the school day.

Emergency Preparedness Plans

St. Paul's Preparatory Academy has plans for emergency evacuations and severe weather safety in accordance with Texas State Law requirements. Documentation of emergency plans and drills is available in the school office. Evacuation and safety drill charts are posted in each classroom.

Evacuation practices are conducted and recorded in an orderly fashion. Fire drills are held monthly throughout the year in accordance with state and local guidelines. Students are instructed in proper escape routes and procedures during the first week of school.

If we are required to evacuate the premises for any reason, we will first attempt to contact parents, if time is not a factor. If time is a factor, we will begin loading children on the vans and in cars to transport them to Fielder Church - South Oaks.

Fielder Church - South Oaks

5925 US Highway 287

Arlington, TX 76017

Dress Code

St. Paul's Preparatory Academy has chosen to implement a dress code policy by the adoption of a uniform program for grades except Early Childhood. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through Flynn O'Hara Uniforms. Flynn O'Hara can assist you with the required components for each grade level. The Flynn O'Hara Uniform website is found at www.flynnohara.com (School Code TX233).

Dress Code Guidelines

1. Students are expected to be dressed neatly and modestly at all times.
2. St. Paul's sweatshirts and jackets may be worn over the prescribed uniform shirt during the school day.
3. Distracting hairstyles or hair coloring is not permitted.
4. Tattoos and/or body piercings are not permitted.
5. Pants must be worn above the hips.
6. Students go outside for recess whenever possible, so please make sure your student has a jacket or coat as needed for the weather.

Dress Code Guidelines for Girls

- Navy modesty shorts are to be worn under skirts and jumpers at all times.
- Shoes must be closed toe and heel and may not have wheels.

- No boots of any type are to be worn during the school day.
- Flip-flops, clogs, crocs, sandals, or moccasin-type footwear are not allowed.
- Socks must be solid white or school colors; knee socks and leggings are permissible.
- Tights must be solid white or school colors; aerobic tights, long johns, or stirrup pants are not allowed.
- Jewelry must be modest. Dangling earrings are discouraged due to safety issues - especially during physical education and recess.
- Hair accessories should be modest and coordinate with the uniform.

Dress Code Guidelines for Boys

- Shirts are to be tucked in at all times.
- Shoes must have a closed toe and heel and may not have wheels.
- Flip-flops, clogs, crocs, sandals, or moccasin-type footwear are not allowed.
- Belts must be worn at all times if pants have belt loops.
- Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed above the eyebrows. Distracting designs shaved into the head are not permitted.

Chapel Dress

- Girls (K3) – Drop waist jumper with the middy blouse and red criss-cross tie.
- Boys (K3) – Navy slacks with red St. Paul's polo shirt.

Spirit Day Attire

Certain days will be designated as Spirit Days. On Spirit Day, St. Paul's branded t-shirts and sweatshirts may be worn with uniform slacks or the uniform skirt as appropriate.

Lunches and Snacks

Snacks are provided for Early Childhood and Preschool each morning.

Parents are to provide a well-balanced lunch for their child. Lunches may be ordered from the Faith Christian Center Café in person. Orders must be placed before 9 a.m. the day the lunch is to be served. Lunches must be paid for at the time of ordering in cash or by credit card. The Café can be reached by phone at 817-561-3433.

Lunches brought from home must be carried in disposable container or a lunch box. Family members may bring lunches to students; however, individual deliveries from outside vendors (e.g. DoorDash, UberEats, etc) will not be accepted. Refrigerators and microwaves are not available for student use.

Students in Early Childhood and Preschool eat in their classrooms.

If needed, we will provide a comfortable place with an adult-sized rocker for a parent to nurse their Early Childhood student.

Afternoon Rest Time

Early Childhood and Preschool students have a daily afternoon rest time. Nap mats are provided by the school and individually assigned to each student. Please send an appropriately-sized blanket.

Special Activities

Field Trips

Early Childhood and Preschool students do not participate in field trips. Field trips begin in the First Grade.

Animals

Animals will not be allowed except on occasions of special events that have been approved by SPPA administration. We will ensure that the animals do not create unsafe or unsanitary conditions for our staff and students.

Parent Volunteers

Parents who wish to assist with transportation must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license. Any parent who wishes to chaperone a field trip must have completed a background check prior to the activity.

Parties

Because of the secularization of many holidays, the following guidelines will be used in the handling of class parties:

- Halloween – Halloween is not observed. All St. Paul's families are invited to participate in the Fall Carnival.
- Thanksgiving – Thanksgiving is observed as a time to give thanks for the many blessings the Lord has given us.
- Christmas – Class parties may be planned with an emphasis on the birth of Christ.
- Valentine's Day – Class parties may be planned. Valentine's is observed as a celebration of friendship and the love of God. Valentines may be exchanged provided students bring one for each class member. Derogatory or negative cards are not acceptable.
- Easter – An All School Chapel is planned with an emphasis on the death, burial, and resurrection of our Lord Jesus Christ.

Birthdays

A child's birthday is very special. If you wish to provide birthday refreshments at school, your child's teacher must be contacted at least five school days in advance to set up an acceptable day and time. Please follow these requirements:

1. Send enough refreshments so your child can share with his or her entire class.

2. Send individual-sized treats, such as cupcakes or cookies, which can be eaten in a timely manner.

School parties are not the appropriate time to exchange gifts or bring party favors. Please adhere to the following guidelines when organizing parties to take place outside of school:

1. Invitations may only be distributed at school if there is one for every child in the class or for all the boys or all the girls.
2. After school carpool should not be utilized as pick up times for parties.
3. Flowers, balloons, or other gifts may not be delivered to students during the school day.

Academic Policies

Class Placement

It is our goal to balance each class with equal representation of boys and girls, but it is not always possible. Placement is based on the educational and social needs of each student and is decided by the faculty and administration. Requests for specific teachers will not be honored.

Grading Scale

K3 – All Subjects

Excellent	E
Above Average	S+
Average	S
Below Average	S-
Needs Improvement	N

Homework

The primary purpose of homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life – with increasing time and diligence required as a student progresses through each grade. In general, homework serves as skill practice, enrichment, and application of a given unit of study.

For good communication and to avoid late homework, parents should review the student's daily assignments. If at any time there is a question regarding an assignment, please contact the teacher.

Promotion to the Next Grade

If your student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of retention for the following year.

Report Cards

Report cards for students in K3 are sent home with the students at the end of each grading period. Report cards from the previous grading period may also be accessed through the FACTS Family Portal.

Textbooks

St. Paul's assigns textbooks for student use. Additional copies of textbooks may be purchased for use at home. Parents are responsible for replacement costs of lost or damaged textbooks.

Supplies

Supplies for the EC and Preschool classes are provided by St. Paul's.

Physical Education & Athletic Programs

Physical health and wellness are important parts of a well-balanced life. St. Paul's provides for the wellness of its students by providing Physical Education classes and the

opportunity to participate in competitive athletics programs. Competition and recognition coupled with character-developing coaching compliments the school mission and is a great opportunity to become part of the school community.

Physical Education

The Physical Education uniform is required for all PE classes. It consists of the St. Paul's PE uniform shirt and St. Paul's uniform athletic shorts. These will be available for sale at Flynn O'Hara Uniforms.

If a student has a physical challenge or illness that limits or prohibits participation in Physical Education classes or other activities, the school requires documentation from the family physician indicating the reason for the limitation and the period of time for which the limitation is valid. Notes regarding eligibility for Physical Education should be addressed to an Administrator.

Outdoor/Indoor Play

Our schedules have designated times for outdoor play. Please make sure your child is properly dressed for the weather. In the event that the weather seems too hot, too cold, or too rainy to go outside, we will participate in indoor activities to promote small and large muscle development along with social-emotional development.

Attendance Policy

It is expected that all students arrive promptly for the start of their classes and remain the entirety of the school day with exceptions being made for emergencies, appointments, preapproved absences and illness. The staff of St. Paul's keeps an accurate record of all absences. The record of absences is recorded on the report card. The Texas Education Code states that students must be in attendance a minimum of 90% of the school year or the students run the risk of repeating the grade level.

Absences

The following procedures apply to absences:

1. The school office must be notified by email (attendance@stpaulsprep.com) or phone (817-561-3501) no later than 10 a.m. if a student is going to be absent. The notification must include the reason for the absence.
2. Students returning from an absence must supply the teacher with a written excuse from a parent stating the reason for the absence.
3. A student who is present for the first two hours of school will be counted as present.
4. Students in EC and Preschool will receive missed assignments directly from their teacher.
5. Parents may request that the teacher prepare make-up work for an absent student to be picked up at the end of the school day. All requests for make-up work must be made before 10 a.m.
6. Students must make up all work missed due to absences. Students or parents are required to make arrangements for missed work. Work missed due to an excused absence follows the Missed or Late Work Policy.

Types of Absences

- *Excused Absences*: An absence is excused if it is due to student illness, an unavoidable emergency, doctor's appointment, or a death in the family. In order to excuse an absence a written excuse from a parent (or treating physician in the case of a doctor's appointment) must be received within three days of a student's return to school. If a written excuse is not received, the absence will be counted as unexcused and carry the academic penalties associated with such absences.
- *Pre-Approved Absences*: Approval for absences for the purposes of family vacations, church retreats, or mission trips must be requested by email from the administrator at least two weeks in

advance. These absences are recorded on the report card, but do not carry any academic penalties. All make up work must be requested from the teachers at the time of the request. Students are allowed up to five pre-approved days of absences.

- *Unexcused Absences*: All other absences are unexcused. Any work missed due to an unexcused absence is subject to a penalty in accordance with the guidelines set by the teacher.
- *Tardy*: Any late arrival to the start of the school day is counted as a tardy. Tardies may be excused following the same guidelines as absences. An accumulation of three unexcused tardies counts as an absence for the purposes of perfect attendance awards. In the event of excessive tardies, the parent will be contacted.

School Services

It is the mission of St. Paul's Preparatory Academy to prepare students at all grade levels to be information literate and lay the foundation for them to be life-long learners and seekers of God's truth. Toward this end, we seek to inspire, motivate, and challenge them through the use of the printed word and the use of technology.

After School Care

After school care is committed to providing a safe and fun environment for your child to play or study – a place where play encourages children to make friends, to share thoughts and ideas, and to spend time with caring adults. After school care is available to St. Paul's students in Early Childhood and Preschool for an additional cost.

Library

Students in the Early Childhood and Preschool Program have access to the school library from 8 a.m. to 4 p.m. Library books are provided to the Early Childhood and Preschool classes to be used in their individual classrooms. While the library

maintains an open-door policy, it may be reserved at specific times by the faculty for the use of their classes.

Any lost or damaged books or equipment must be replaced at the cost of the parents. Charges are paid through the Business Office. Any outstanding balances will result in the withholding of the final report card and school records until all such fines are paid.

Lost and Found

All personal possessions including outerwear, school uniforms, class materials, lunchboxes, musical instruments, sports equipment, etc. should be labeled with the student's name. Lost and found items will be kept in the maintenance closet and can be claimed by a parent or student. Any items which bear the St. Paul's logo and remain in the Lost and Found at the end of the school year will be washed and sold in August. All other items will be taken to Mission Arlington.

Disciplinary Policies

At St. Paul's, we believe God has ordained that the primary responsibility for teaching children right behavior and attitudes belongs to the parents. St. Paul's Preparatory Academy reinforces the lessons learned at home by providing an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. The faculty is responsible for defining behavioral boundaries, appropriate to the developmental capabilities of the student, consistent with the Biblical principles upon which the school was founded.

At the beginning of each year, teachers advise students of all the school and classroom rules, as well as, the classroom procedures they will be expected to follow. A student who disobeys school or classroom rules or verbal instructions given by a teacher will be subject to disciplinary measures appropriate to their age and development, including the loss of privileges, separation from the class, or visits with the administrator. Decisions

regarding disciplinary action are final and made at the discretion of the teacher and administration.

The purpose of discipline is the instruction of proper behavior and the restoration of the student to right-standing with God, the faculty, and their fellow students. Any disciplinary action taken by the administration or faculty has that mission at its heart.

General Guidelines

It is the expectation that all students at St. Paul's Preparatory Academy will behave in a proper fashion at all times within the classroom and during school activities. It is also expected that students will conduct themselves in a manner that reflects their Godly foundation, their testimony, and the testimony of the school both in and out of school.

- Students should maintain a positive attitude toward the school, their instructors and other students. They should understand that they have been given the privilege of a Christian education and often many sacrifices have been made to allow them this opportunity.
- Students should be punctual in attendance to all classes, chapel, special programs, lessons, and appointments.
- Students are to obey and respect all authority. Disruptive attitudes are not tolerated.
- Electronic devices are not allowed during class time. This includes cellular phones, smart watches, tablets, laptops, and handheld videogames.
- Toys, trading cards and card games, or other possible distractions should be left at home.

Minor Infractions

The following is a non-comprehensive list of minor infractions that will result in disciplinary action taken at school.

1. Chewing gum while on school premises.

2. Possession of electronic devices (smart watches, video game systems, etc.). These items will be confiscated if being used during school hours.
3. Possession or use of a cell phone during school hours. The cell phone will be confiscated by school staff. Confiscated cell phones can be reclaimed by a parent and are subject to a $25 pick-up fee.
4. Failure to comply with the dress code.
5. Failure to obey classroom or playground rules as given by teachers.
6. Unauthorized use of school equipment including, but not limited to, chalkboards, dry erase boards, and electronic devices.
7. Loud or disruptive behavior in the hallway during restroom breaks, passage between classes, or dismissal.
8. Behavior that disrupts instructional time in the classroom.

Major Infractions

The following is a non-comprehensive list of major infractions that may result in suspension or immediate expulsion from the school.

1. Repetitive breaking of minor infractions will be treated as a major infraction.
2. Use of abusive, profane, or disrespectful language toward fellow students, faculty, staff, or the administration. Any language of this type will not be tolerated.
3. Bullying or intimidation of any type is treated with the utmost severity. Threatening to inflict physical or emotional harm will result in swift and certain disciplinary action.
4. Cheating of any type is strictly prohibited. Students are responsible for preventing the giving or receiving of unauthorized assistance on classroom assignments, presentations, or examinations. This includes lying, plagiarism, or forgery.
5. The use, possession, or distribution of illegal drugs, controlled substances, alcohol, vaping, or tobacco products. The misuse or distribution of over-the-counter drugs is also prohibited.

6. Fighting and other forms of violent confrontation (physical or verbal), including play fighting and biting.
7. Violating Safety Regulations including tampering with fire alarms, using matches, lighters, or firecrackers, or calling 911 with undue cause.
8. Gambling in any form.
9. Immoral behavior.
10. Stealing.
11. Truancy.
12. Vandalizing or destroying property belonging to others.
13. Possession, use, or distribution on school grounds of any type of weapon including but not limited to firearms, knives, mace, pepper spray, or bullets. Any item used as a weapon, regardless of the design intent, will be treated as a weapon.

Definition of Disciplinary Terms

Disciplinary Action

Disciplinary action may include the forfeiture of privileges, separation from the class, phone calls home, parent conferences, suspensions, disciplinary probation, or expulsion from school. Parents will be informed of any disciplinary action taken.

Suspension

Suspension is the withholding of a student's privilege to attend classes for a set period of time in order to reflect upon the seriousness of his or her behavior and take the necessary steps to correct the behavior and/or attitude that lead to disciplinary action being taken. Suspension can be in the form of in-school or out-of-school suspensions. A student who is suspended will be immediately placed on disciplinary probation. A re-

admission conference between the parents and an administrator is necessary before a student's return to classes.

During in-school suspension, the student is removed from classes and placed in the supervision of a staff member at school to complete coursework apart from their fellow students.

Students given an out-of-school suspension will be unable to attend classes or participate in any school-sponsored activities for the term of their suspension. The student is required to make up any work that is missed during their suspension.

Disciplinary Probation

Students who accumulate a series of minor infractions or who commit a major infraction will be subject to disciplinary probation. While on probation, the student's behavior will be closely monitored by the faculty and school administration. Disciplinary probation may include the denial of privileges or participation in school activities and programs. Methods to address behavioral change may be recommended. Any student who is unable to meet the standards of St. Paul's will be dismissed from the school.

Expulsion

Expulsion is the dismissal of a student from St. Paul's Preparatory Academy. Expulsion will be required if it becomes apparent that the school is not able to meet the needs of a student; the student or family is unable to abide by the guidelines set forth in the Parent/Student Handbook; or if a student's behavior is preventing classroom instruction. When expulsion is recommended, a date for withdrawal will be set and the withdrawal procedure will be implemented immediately.

Technology Acceptable Use Policy

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources. St. Paul's Preparatory Academy (SPPA) provides computer devices, networks, and other technology resources to faculty, students, and staff in order to meet its mission of academic excellence and the administration of the school. Failure to comply with these policies will result in the limitation or revocation of user privileges and possible disciplinary actions.

All students, employees, and third parties must adhere to this policy. The policy applies to technology resources owned or leased by St. Paul's Preparatory Academy and all devices that connect to school networks or used on school grounds. St. Paul's reserves the right to confiscate and analyze any device that connects to SPPA network resources.

By authorizing the use of technology resources, SPPA does not release control over materials on the system or contained in files on the system. There is no expectation of privacy related to information stored or transmitted over the network or in the server. St. Paul's reserves the right to access, review, copy, store, or delete any files stored on computers and all employee or student communication using the SPPA network. Technology administrators and other personnel may review files and messages to maintain system integrity, ensure users are acting appropriately, to prepare responses for public record requests, or to disclose the information to law enforcement or other legal authorities.

The technology resources are to be used solely for the purposes of administration and education. Any use of resources for commercial or illegal activities is strictly prohibited. SPPA is not responsible for any user's inappropriate use of technology resources nor shall the school be held liable for financial obligations incurred by users. SPPA is not responsible for ensuring the accuracy, age-appropriateness, nor usability of any information found on the internet.

Media Viewing

The primary purpose and objective of St. Paul's Preparatory Academy is to train students in the knowledge of God and the Christian way of life, while simultaneously giving students an excellent academic education. In order to better support this purpose and objective of St. Paul's, parents are required to agree to restrict the media viewing of their children. Parents of EC and Preschool age students agree to restrict their child from viewing NC-17 or R-rated movies. Parents also agree to restrict their child from viewing TV-MA, 16+, TV-14 or similar ratings of television, cable, or streaming services.

Legal Policies

State guidelines, as well as St. Paul's Preparatory Academy policies, require that the school be a smoke free, alcohol free, weapon free, and drug free environment. Because of the risks to children, discretion will be used when releasing children to anyone who shows signs of being under the influence of drugs, alcohol, or other controlled substances.

Parents must provide legal documentation to the school on pertinent information regarding children, such as restraining orders, custodial documentation, changes in persons who are allowed to pick up the student, and any other sensitive information that could affect the student.

Security

St. Paul's Preparatory Academy policies are in place for the protection and safety of students, staff, and visitors. The maintenance of a secure school is a collaborative effort of the administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies are in place to ensure the welfare of all persons in the school.

A thorough background check is submitted through the state of Texas as required by licensing for all staff and volunteers. Additionally, all staff members are thoroughly investigated prior to the interview process. Prospective staff members must submit recent personal, business, and educational references. Upon the successful completion of this inquiry, the administration will conduct a personal interview with all prospective staff members. St. Paul's Preparatory Academy chooses through prayer and careful consideration those who join our staff.

St. Paul's retains the right to utilize third party resources including but not limited to security guards, police departments, or canine units to establish a secure zone on the St. Paul's campus.

Closed Campus

St. Paul's Preparatory Academy maintains a closed campus. All visitors must enter through the building at the main entrance by the Café. All other doors leading into the buildings will remain locked during the school day to provide maximum security for all students.

All visitors must check in at the front desk and receive a visitor's badge which must be worn in a visible location at all times while on campus. Before leaving the campus, each visitor must check out at the front desk.

Gang-Free Zone

A gang-free zone – which includes such locations as schools, playgrounds, and video arcade facilities – is an area in which gang-related activity is subject to an increased penalty under individual state laws. These laws typically prohibit any kind of gang-related criminal activity within 1000 feet of a school or child care facility.

Sexual Harassment

St. Paul's Preparatory Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is both a violation of the law and St. Paul's policy. Sexual harassment in any form is not tolerated. We

recognize that males and females can both be the victim of or perpetrator of sexual harassment. It is an issue that may affect any member of the St. Paul's community and will be dealt with promptly by the administration.

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a trusted teacher or administrator. Parents or students who observe such behavior are also encouraged to report the matter to a school official. All reports will be promptly investigated.

Weapons

The possession, use, distribution, or attempted distribution (by gift, sale, or other means) of any type of operable or inoperable weapon is expressly forbidden. This includes firearms, knives, mace, tear gas, pepper spray, bullets, fireworks, and other explosives. Toys designed to look like a weapon or the use as a weapon of any item, despite design intent, will be treated as a violation of this policy. An exemption to this policy may be granted for school projects with prior administrative approval.

Search of Students

Students and their cubbies are subject to searches by school officials. Outer clothing, pockets, lockers, personal belongings, book bags, purses, and any other items that can carry or conceal items are included in this policy.

Personal electronics are also subject to search or monitoring while on campus or at any school-related activity. Additionally, any postings made on the Internet or other electronic medium may be monitored, including the use of social media platforms such as X, Facebook, Instagram, TikTok, or personal websites. Such monitoring includes but is not limited to all verbiage, direct messages, pictures, graphics and videos.

Drug, Controlled Substance, Alcohol, and Tobacco Policies

St. Paul's Preparatory Academy is a drug, alcohol, and tobacco free zone and has a zero-tolerance policy in regards to the possession, use, or distribution of illegal

drugs, controlled substances, alcohol, and vaping or tobacco products. The misuse or sharing of over-the-counter drugs is also prohibited. Students connected to, in the presence of, or associated with any drug-related person is subject to expulsion.

Vehicle Use on Campus

The use of motor vehicles on campus is a privilege granted by St. Paul's Preparatory Academy. Students and parents are required to follow all traffic signs while on St. Paul's campus. The speed limit on campus is listed as 15 mph. Any parent or student who does not adhere to these traffic regulations may have their privileges to drive on campus revoked.

EPA Inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2006, we received a letter from the architects officially stating that the facilities of St. Paul's Preparatory Academy are asbestos free.

Parent's Rights

Senate Bill 1098 Section 42.04271

Parents or guardians of a child in Early Childhood/Preschool have the right to:

- Enter and examine the facility during the hours of operation and without advance notice.
- File a complaint against the facility.
- Review the facility's publicly accessible records.
- Review the facility's written records concerning the parent or guardian's child.
- receive inspection reports and information about how to access the facility's online compliance history through licensing.
- Have the facility comply with a court order that prevents another parent from visiting or removing a child.
- Have information available to contact the Child Care Regulation office.
- Obtain a copy of the facility's policies and procedures handbook (this document).
- Review the facility's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the facility.