

# **St. Paul's School Student and Parent Handbook**

## **Mission Statement**

"The purpose of St. Paul's School is to provide a learning experience of high academic standards in a Christian environment, where children can develop their intellectual abilities, their sense of self-worth and responsibility, and where students, parents, and staff form a close caring community in which all support and share in each other's growth."

## **History**

St. Paul's School was founded in 1966 by Bishop Victor Rivera, who was at the time the Rector of St. Paul's Episcopal Church in Visalia. The school was located at the church for many years, but as enrollment grew, the need for a larger facility became clear. In 1987, the school moved to its current location, and continued growth, including the addition of the seventh and eighth grades, led to the construction of the Chapel in 1993, and then in 2004, to the construction of the Academic Center.

While originally an outreach ministry of St. Paul's Church, the school is now an independent Christian school in the Episcopal-Anglican tradition.

## **Leadership**

St. Paul's School is a California non-profit corporation, with a board of trustees that meets monthly to oversee the administration of the school. In accordance with the corporation's by-laws, all trustees must be members in good standing of a Christian church, with the majority of trustees being members of a church within the Anglican Communion. In addition, a majority of the trustees must be parents (when elected) of students at the school. A list of the current board members is available in the school office.

Parents are welcome to attend the monthly meetings of the Board of Trustees. They are also welcome to bring their suggestions and concerns to the attention of the board for discussion at a board meeting. Those interested in attending a board meeting, or wishing to have an item on the agenda, should speak with the Chairman of the Board or the School Director.

Meetings are currently held at the school at 7:00 p.m. on the third Tuesday of each month. Any changes in this schedule are announced in the weekly school newsletter. Minutes of the Board of Trustees meetings are kept in the school office, and are available to members of the school community.

## **Spiritual Life**

The spiritual life of the school is under the direction of the School Chaplain who is directly responsible for providing spiritual guidance and religious education. The Chaplain is an ordained clergy person of the Anglican Communion or the Episcopal Church. The Chaplain leads daily chapel services and oversees the religious education classes, which are held twice a week in each classroom.

Although St. Paul's School was founded by members of the Episcopal Church, students are not required to belong to the Episcopal Church or to any other church or religious organization. However, students are expected to participate in the daily chapel services and in the weekly religious education classes. Parents are encouraged to speak with the Chaplain if they have any questions about the spiritual life of the school.

## **Academic Program and Standards of Achievement**

The academic program of St. Paul's School is designed to give the student the strongest possible background in the basic subjects of language arts, mathematics, science and social studies. Additional instruction is given in the areas of fine arts, physical education, Spanish, computers and religion. Every attempt is made to meet each child's academic and social needs and to provide a stimulating environment in which all students may grow and develop to their fullest potential.

In order to enhance the quality of education, our class sizes are kept small, with a student-teacher ratio averaging eighteen to one.

Specific curricula for each grade level are correlated with the California State Framework of Education. Textbooks are selected from the State-adopted textbook list and are periodically updated and supplemented as needs arise.

Nationally normed academic achievement tests are given yearly.

Students who meet the academic and behavioral standards of the school will be allowed to continue attendance at St. Paul's School.

## **Admission Policies and Procedures**

St. Paul's School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

St. Paul's School seeks to enroll students who demonstrate good academic skills and behavioral standards which are consistent with the purpose of the school.

## **Entrance Requirements**

St. Paul's School accepts not only the individual child but the family into its Christian environment. Applicants must be in good academic and personal standing from their previous schools. The school believes that the child is best served when there is a partnership between the school and the parents.

Contracts are offered based on the child's ability to perform at grade level or a developed plan to work at the appropriate grade level. The child must have a work ethic, positive social attitude, and desire to achieve. Contracts are offered based on the following guidelines:

1. Complete application(s) for each child.
2. Complete interview with one of the directors.
3. Provide release form to communicate with the previous school(s).

Administration/teachers of previous school(s) will be interviewed regarding the student's behavior and attitude.

4. Provide last and/or most recent report card for each student.

5. Complete grade-level-appropriate test to assess student's ability to work on grade level. Test results will be reviewed with a grade level teacher.

6. If accepted student's test results are marginal, a special educational contract will be issued.

Final acceptance of the contract will be dependent upon the successful completion of these guidelines.

Priority is given to siblings of children already enrolled in St. Paul's School.

## **Financial Information**

Application, registration and tuition fees for enrollment are set by the School Board of Trustees. Tuition may be paid in full in advance, or in ten (10) equal monthly installments due on the first of each month. All payments should be made either by mail or directly to the school office.

To help with bookkeeping, please indicate on your check to which account it should be applied (tuition, after-school care, etc.).

### **Discounts**

Families with more than one student attending St. Paul's School receive a \$200.00 annual discount for each additional student. Families with full-time preschoolers (5 days per week) will also receive the discount. A three percent (3%) discount will be granted if tuition is paid in advance by August 15.

### **Tuition Reduction**

Partial scholarships are available upon review of scholarship applications, which may be obtained from the School Director. Students holding scholarships must achieve a grade of "C" or better in all subjects. All scholarship information is kept confidential by the Scholarship Review Committee.

All scholarship money is generated by donations and fund-raising activities sponsored through the school. Donations to this fund are tax deductible and are gratefully accepted.

### **Late Fee**

A monthly delinquent fee of \$10.00 will be added to all unpaid accounts after the 10th of each month.

### **Scrip**

Through a program called Scrip Plus, many businesses have agreed to contribute a percentage of purchases back to St. Paul's School. Instead of paying for items with a check, cash, or credit card, you would present Scrip, just as you would a gift certificate. Scrip may be purchased at the school office.

Recognizing that the goal of St. Paul's School is to keep tuition costs as affordable as possible, while providing the best education for our students, each family with one child enrolled will be responsible for subscribing to Scrip at the rate of \$400 per month for ten (10) months, each family with two or more children will be responsible for a Scrip subscription at the rate of \$450 per month for ten (10) months. If a family elects not to participate in the Scrip program, then payment equal to 10% of the Scrip obligation shall be made. Payments in lieu of Scrip are due on a quarterly basis.

### **Emergency Cards**

Each student is to have an emergency card on file in the School office. It is the parents' responsibility to see that this information is updated at the beginning of each school year and during the year should there be changes in addresses, phone numbers, employment, etc.

## **Health Screening and Immunization**

Prior to entrance into St. Paul's School, parents shall provide documentation of health screening and immunization records. The health screening should be undertaken in connection with the State-mandated health screening and evaluation services. Appropriate verification forms for the health screening and immunization records are included in the registration packet.

## **Medication at School**

When medication needs to be administered at school, this may be done with the following provisions:

1. An order in writing from the physician or parent, giving instructions for medication.
2. Medication must be clearly labeled: child's name, the type, dosage and method of administration.
3. Medication should be sent or brought to school in a sealed container, with the instructions included, and delivered to the school office. Students are not allowed to carry medicine in their pockets, lunch boxes, backpacks, etc. and it is the student's responsibility to remember to obtain medication from the school office.

## **Attendance**

School is in session at 8:10 a.m. Please help your student to be on time in the morning. Children brought to school before 8:00 a.m. or not picked up within 10 minutes of dismissal time will be signed into Kids on Campus where proper supervision is maintained.

If a student must be absent or tardy, parents are to notify the school office by 9:00 a.m. In the interest of student's safety, the office will contact the parents if no notification is received.

Students arriving to school after 8:15 must check in at the office since students will have been marked absent in the homeroom.

If a student has been absent, the student should report to the school office upon returning to school with a note from the parent indicating the reason. A student arriving late or leaving campus for an appointment must be signed in and out in the school office.

## **Grade Level Schedules**

Preschool	8:10-2:00
Pre-Kindergarten	8:10-2:00
Kindergarten	8:10-2:00
Grades 1-5	8:10-3:00
Grades 6-8	8:10-3:30

## **Arriving on Campus**

All students dropped off before 8:00 a.m. must sign into daycare in Room 410. Students may not wait in front of classrooms, library and the like.

## **Tardy Guidelines**

Please be aware that we strongly encourage students to be at school on time! The school day begins at 8:10 a.m. when the bell rings. Students not in their seat at 8:15 a.m. are

considered tardy. Excessive tardies may result in Friday ineligibility for 4<sup>th</sup>-8<sup>th</sup> graders. Exceptions will be made for foggy days.

Excused tardies are medical appointments; a note from the doctor's office is required to excuse the tardy. In case of family emergency, please give the office a note explaining the situation when the student is signed in upon arrival.

### **Absences**

Because consistent attendance is very important for a student's education, and because classroom participation is an important part of the educational process, students are expected to attend school every day it is in session, unless there is an illness or other unavoidable reason to be absent.

If for family reasons a planned absence is necessary, it should be discussed at least one week in advance with the student's classroom teacher(s), who will provide up to one week's assignments. The assignments will be due the week that the student returns to school, as arranged with the teacher. Any missed tests will need to be taken upon the student's return, as arranged with the teacher.

Planned absences beyond one week, or in addition to a previous week's absence, will need to be discussed with the director, as they have a significantly negative effect upon both the student and the classroom(s) involved. Assignments for these absences will not be given in advance, and will need to be made up within a week of the student's return to school. Parents should not expect that the teacher will be available to provide private instruction for missed assignments.

While credit will be given for all work that is made up, a student's grade may be negatively affected due to a lack of classroom instruction and participation.

These guidelines and suggestions stem from the concerns of the staff members when students miss classroom time and instruction. Our motives are not to deprive students of enriching family trips, but to encourage a balance between these experiences, while maintaining an optimal educational career.

### **Conferences, Classroom Visitations, And Student Grades**

Parent-Teacher Conferences are scheduled in the fall. Additional conferences may be scheduled with the child's teacher anytime during the school year. If a conference or a classroom visitation is desired with any teacher, please call or email the teacher to make an appointment.

All visitors are requested to sign in and obtain a visitor's badge in the School office prior to entering classrooms.

Written evaluations, as well as Power School (grades 4-8) and conferences, will be utilized in keeping parents aware of their child's academic and social progress. Letter grades will be given using this scale:

A	100-96
A-	95-91
B+	90-89
B	88-85
B-	84-80
C+	79-78
C	73-77
C-	70-72
D+	68-69

D	63-67
D-	60-62
F	Below 59

### Homework Guidelines

Kindergarten - Enrichment Assignments  
 Grades 1-2 Enrichment and Make-up Assignments  
     Grade 3      15 to 30 minutes per night  
     Grade 4      30 to 40 minutes per night  
     Grade 5      45 minutes to 1 hour per night  
 Middle School 2 hours per night, weekend homework

Students with an unsatisfactory or failing grade at the end of the quarter will be required to meet with the teacher and the Director to set up a study program to complete passing requirements. Students who do not meet the academic standards of the school may not be allowed to continue attendance at St. Paul's School.

In the event of absence, homework assignments and class work should be requested from the school by telephone by 9:00 a.m. and picked up between 3:00 p.m. and 4:00 p.m. in the office.

If a student misses a class during the day (due to an appointment, late arrival, etc.), the student is responsible for the following:

1. Turning in any work due that day.
2. Picking up any assignments for the day.

Grades 6-8:

Students must have an assignment book/calendar to fill in each day. Our curriculum is rigorous; students will have nightly assignments, including some weekends. We encourage each student to have a specific time and place to complete homework.

Students' progress and grades are constantly monitored. Students with a D or F in any subject at any time will lose one of the two elective choices in order to have a study hall to improve the grade. Saturday School may also be an option deemed by the director. When daily assignments are not complete, teachers may assign noon time detention or at teacher / director's discretion be required to attend special tutorials.

Students who do not meet the academic standards of the school will meet with the Middle School staff to discuss educational alternatives.

In the event of absence, homework assignments and class work may be checked on the calendar posted on-line. Necessary books or other requests must be made to the office by 9:00 a.m. and may be picked up after 3:40.

When a student is absent, the student is responsible for completing any missed work within two days of returning to school.

If a student misses a class during the day, due to an appointment, the student is responsible for the following:

1. Turning in any work due that day
2. Picking up any assignments for the day

### Community Service

At St. Paul's School, we believe in the values learned by giving to others. All students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade are therefore required to complete at least forty hours of community service

each year. (ten hours per quarter). Two hours per quarter must be completed on the school campus.

In order to receive a diploma upon graduating, students must have completed the minimum number of hours each year.

Community Service will appear on students' report cards with the hours volunteered and a letter grade that corresponds to those hours.

Students who have not completed enough hours to earn a C grade or above may be ineligible on Friday afternoons. They may also not be permitted to play sports in order to use that time to earn the required community service.

### **Eighth Grade Awards**

**Presidential Award:** The criteria used are set by the United States Department of Education. The award is given to students who have earned a cumulative 90% of total points earned in Math, Core, Science and Social Studies during the entire Seventh grade year and the first two quarters of the Eighth grade year.

**Academic Scholarship Award:** This award is granted to the top 10% of students in the Eighth grade class. This award is based on total points calculated by using percentages earned in Math, Core, Science and Social Studies during the entire Seventh grade year and the entire first three quarters of the Eighth grade year. Included also are the first seven weeks of the fourth quarter.

### **Middle School Athletic Eligibility**

St. Paul's School recognizes the importance of athletics; however, academics and citizenship are the priority. Therefore, to participate in sports practices and games, students will complete all school work due the prior week, as well as any incomplete or missing assignments for the current quarter, in form and substance acceptable to the instructor.

Assignments must be turned in to the teacher by Monday at 1:00 p.m. for a student to be eligible for sports activities that week. Even if a student has been absent, he/she needs to check all teachers' Owe's Lists on Monday morning. Full participation in the sports program may resume the following week if all work for the quarter is current.

Students must have a minimum grade of C- in each of their classes to be eligible and participate in after school sports. When daily assignments are not complete, teachers may assign noontime detention or at teacher/director's discretion be required to attend special tutorials.

Students who are ineligible for sports will be assigned to the ineligible room on Friday or game days. When a student is assigned to the ineligible room, he/she is expected to attend for the time allotted. If a student leaves campus and is unable to serve, ineligibility will be made up.

A student who is failing a class will be ineligible for sports until a passing grade in the class is achieved.

### **Internet and Technology Use and Student Obligation and Responsibilities**

Students and their parents/guardians must sign an Internet/Technology Use - Student User Agreement in order to have access to the internet and other technological resources. This access may not be used for any purpose that conflicts with the goals or the policies of St. Paul's School for illegal or unethical purposes.

Students are authorized to use the Internet and technology resources in accordance with the user obligations and responsibilities specified below:

1. The system shall be used only for the purposes related to education. Commercial, political and/or personal use of St. Paul's School system is strictly prohibited. The school reserves the right to monitor any on-line communications for improper use.
2. Users shall not employ the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by the school's policy.
4. Users shall not transmit or receive material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism is forbidden. Vandalism includes uploading, downloading or creating computer viruses and/or malicious attempts to destroy the school's equipment or materials or other users' data.
7. Users shall not read other user's mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail or computer files.
8. Users are expected to keep messages brief and use appropriate language,
9. Users shall report any security problem or misuse of the network to the teacher or director.
10. Users will abide by system usage, security and web publishing guidelines as set forth by the instructors or the director.

#### **Penalty for Inappropriate Use**

Students who fail to abide by these obligations and responsibilities shall be subject to disciplinary action, revocation of the right to use technological resources and legal action as appropriate.

#### **St. Paul's School Personal Laptop and E-Reader Policy**

Middle School students are allowed to use personally owned laptops, E-reader, and netbooks to access the school's wireless network. This wireless access by personally owned laptops, E-readers, or netbooks is to be used as a means to enhance the student's education experience and is for educational purposes only. Permission to bring and use personal laptops, E-readers, or netbooks is contingent upon adherence to the following guidelines. The use of a laptop computer or E-readers at school is optional; students have access to the computer lab. **Students are not required to bring a laptop computer to school.**

#### **Guidelines**

- 1. Students will only be allowed to bring laptops to school upon return of laptop agreement signed by the parent and student. Students with laptops at school will have access to the internet. A St. Paul's School authorization label for approved access will be placed on the laptop and must always be visible for use at school.**
2. No personally owned laptop or E-reader should ever be connected by cable to the school system network. This network access is through the **wireless connection only**. No one is allowed to connect a personal laptop or E-reader to the network by an Ethernet cable plugged into a wall jack in the school.
3. Teacher permission is necessary for student use of a personal laptop or E-reader in the classroom.

4. The laptop or E-reader must be turned off and put away as requested by the teacher.
5. The use of the laptop or E-reader is solely limited to support the instructional activities currently occurring in the instructional environment. The laptop or E-reader may be used for educational purposes only; email, social networking sites, iTunes, etc. are not permitted on campus.
6. All sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities. Headphones of any type are not permitted.
7. Video filming or webcams are not permitted.
7. Students may use laptops or E-readers in the library with the librarian's permission. Laptops or E-readers are not permitted on the playground, lunch tables, or during detention.
8. The personal laptop, E-reader, or netbook owner is the only person allowed to use the laptop.
9. Failure to follow these rules will result in a loss of laptop privileges.

### **Laptop, E-reader, or Netbook Security Risks**

Laptops and other portable electronic devices are especially vulnerable to loss and theft. The student must be responsible and aware of all risks. Students who bring personally owned items on school property must assume the total responsibility of these items. **Laptops and all other portable or digital electronic items that are lost, stolen or damaged are the responsibility of the student and their parents or guardians.**

Laptops, netbooks, E-readers, and all other portable electronic devices should NEVER be left unattended for ANY period of time by the owner. If a laptop is found unattended, it will be turned into the school office. It is recommended that all laptops use an antivirus program with regular updates.

### **Parent and Student Agreement**

Parents, Guardians, and students are required to sign the Personal Laptop Policy and understand that all personal laptops, E-readers, and netbooks brought on to St. Paul's School campus are to be used for approved educational projects only.

Violation of these provisions may result in the confiscation of a personal laptop, E-reader, netbook or other portable electronic device by the school. Confiscated laptops will be returned to parent or guardian.

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 provides that parents have the right to inspect and review the educational records of their children. These records will be available for review by the appropriate certified person at any time during the regular school day.

In the event that a student transfers to another school or school system, student records will be sent upon request from that school or school system or upon written authorization from the parent.

With above-mentioned exceptions, all students' records are kept confidential.

## **Transportation**

St. Paul's School does not provide a bus service for students to and from school. Individual families are responsible for arranging their own transportation. If a student is walking or traveling by bicycle to and from school, the school should be notified at the beginning of the school year or when the circumstance arises.

St. Paul's School does not follow a foggy-day schedule. Please notify the school if your student will be arriving late. Upon arrival at school the student should check in at the office.

## **Field Trips**

Field trips are planned for classes only; younger siblings cannot be included.

### **Guidelines for Chaperones Using Parental Transportation**

Being a chaperone is a challenge which can be as rewarding and as much fun for you as it is for the students. With a little preparation and a few guidelines, you can lead your group on an exciting, educational exploration.

As a chaperone, you will be leading a small group of students during the field trip and will be responsible for your group at all times. You are responsible for students' behavior throughout the trip. Because you are responsible for the behavior of your group, you will want them to understand the rules beforehand. Listen carefully as the teacher explains the goals and rules of the field trip to the students so that you can reinforce them to the students as necessary.

As you proceed on the field trip, tell your group to stay close at all times; watch for stragglers. Know where and what time to meet at the end of your visit.

Please enforce good manners at all times. In your car, students are expected to follow your rules. All passengers must be secured by seat belts.

Please do not stop en route to or returning from your destination to purchase drinks, ice cream cones, etc. unless ALL cars agree to do so. Unless this rule is followed, hard feelings will result.

Please be sure that the teacher has a copy of your driver's license and automobile insurance.

## **Dress Code**

A student's appearance should not call unnecessary attention to or get in the way of the student's primary responsibility of classroom work.

1. The school reserves the right to judge the appropriateness of the students' appearance.
2. School clothing should be neat, clean, comfortable, and appropriate in both style and fit. Clothing must be neatly hemmed and should not reflect references to alcohol or controlled substances.
3. Clothing must reflect a positive and respectful attitude toward life.
4. Jeans, slacks, skirts, dresses, walking shorts in season, etc. may be worn. All clothing must maintain modesty. Skirts and shorts should be no shorter than 4 inches above the knees. No bare midriff tops, halter tops, mesh or athletic tank tops may be worn to school. Girls' shirts must be no less than 4 adult fingers-width measuring from the collar bone to the top of the shirt.
5. Undergarments must be covered at all times. Pants cannot "sag" and must be worn at the natural waistline.
6. Clothing with a lingerie appearance must be avoided. Pajama bottoms are not appropriate to wear at school.
7. Garments may not have holes or unhemmed fringe.

8. A shirt/top must have a shoulder strap with a width of at least two inches.
9. Shoes must be worn that are suitable for running and playing and should provide feet with the proper support. Shoes and sandals must have a back. Flip flops or plastic/ rubber thonged shoes are not appropriate (avoid beach or pool wear type shoes). Sandals without an enclosed toe must be worn with socks (exception: 8<sup>th</sup> graders).
10. During P.E. students must wear athletic shorts or sweat pants and tennis/athletic shoes with socks.
11. Hats may be worn on the playground with the bill facing front. Hats may not be worn in the classroom, chapel or while eating lunch on the patio.
12. Hair should be his/her own natural hair color. Hair color cannot be altered or enhanced. Appropriate hair style will be determined by the director. Mohawks and spiked hair will not be accepted.
13. When leading chapel or participating in special event such as a field trip, the dress code shall be as follows: red or white St. Paul's School polo shirt, t-shirt or sweatshirt, khaki or navy trousers, walking shorts or skirts. St. Paul's School items are available through the school.
14. Dark or heavy make-up may not be worn.

Parents are the single most important factor in ensuring that the students comply with the dress code.

### **Lunches**

We are unable to heat or microwave students' food. Eighth grade students may use the microwaves that are located in the kitchen. Forks, spoons, and straws must be provided by the parent and are not available in the office. Lunches brought to school by parents should be taken to the office and picked up by the student at lunch time. Students are not allowed to meet parents in the parking lot. Scheduled lunch times are:

Pre-School	11:45-12:15
Pre-K	11:45-12:15
K-2	11:35-12:20
3-5	12:00-12:40
6-8	12:20-1:00

### **Closed Campus Policy**

St. Paul's School has a closed campus policy which covers the entire student body. This means students are expected to remain on campus from the opening of a school day until their class activities are concluded for the day. If it is necessary for a student to leave the school for any reason, parents must see that the teacher is advised of the need in advance via a note or personal contact.

A phone call may not be made by the student unless a note is obtained from the student's teacher.

Students not picked up and signed out in the school office will be considered unexcused.

### **Channels of Communication**

Should a concern arise, the proper channels of communication are:

1. Contact the teacher
2. If unresolved, contact the director

3. If you feel the matter needs additional attention, you should contact the Chair of the Board of Trustees, whose name and telephone number are listed in the school directory. The matter may then be presented to the Board of Trustees.

### **Parents' Guild**

St. Paul's School has a parent organization that plans and participates in special functions throughout the year. This group is an integral and very necessary part of the School in the areas of volunteering in and out of the classroom and in fund-raising activities.

Room parents for the classrooms are coordinated through the Parents' Guild each year. Every parent who has a child enrolled in St. Paul's School is a member; participation is encouraged and appreciated.

### **Personal Toys and Equipment**

Personal toys and equipment (personal electronic equipment) should not be brought to school except when pertaining to the curriculum (as in sharing time in the primary grades) or specific projects. Sports equipment may be brought to school with permission from the classroom teacher and the physical education teacher.

### **Cellular Phones**

Students are not allowed to carry a cellular phone with them while on campus. Each classroom has access to an outside line should the need arise to make a call, and the teacher has given permission.

If a cell phone is necessary for activities after school, and therefore must be brought to school, the phone is to be checked in at the school office upon arrival at school in the morning. The phone may be picked up after school when the student is ready to leave campus. If a student's phone is seen during the school day, it will be taken away for the remainder of the school year.

### **Student Birthday Guidelines**

Birthdays are a very special occasion for our children. Most of the children appreciate celebrating their birthdays with classmates. Our main purpose in establishing guidelines for student birthdays is so that students' feelings are not hurt.

Participation in our Birthday Book Program is one way your child may share his or her special day. This program enables the child to present a special "birthday book" gift to the school library, in which his or her name and birthday are inscribed. This special celebration takes place during chapel on the first Friday of each month. July birthdays are celebrated in June; August birthdays are celebrated in September.

A "wish list" of books needed for the library may be obtained from the School office. A cash donation, in lieu of a book, is also greatly appreciated and will be used to purchase books from our "wish list".

With regard to the sensitivity and feelings of every child, party invitations should be sent through the mail and not distributed to individual students at school. For space consideration, overnight items for off-campus social gatherings should be brought to the office and stored there until the end of the day.

We do not encourage time-consuming birthday parties at school. If your child is having a birthday, it is appropriate to acknowledge it by bringing treats such as cupcakes or cookies. If you would like to send goodies, please check with the teacher first, and then bring the items on

the designated date. The teacher will pass out the items at a time that does not interfere with the classroom routine.

Please be mindful of any food allergies. Your child's teacher will have that information. Please do not send treat bags.

We want birthdays to be joyful times for all our students and feel these guidelines will help insure this. Thank you for your support in this matter.

### **Ethical Conduct**

Students at St. Paul's School are expected to demonstrate ethical and moral conduct at all times.

1. Students are expected to treat other students and teachers with kindness, respect and consideration.

2. Upon arrival on the school grounds, no student is to leave the premises without a specific request for such departure from the parents or the director. This includes extra-curricular events and activities. All students must be picked up and signed out in the school office or they will be considered unexcused.

3. Bicycles, skateboards, and in-line skates are not to be used on the school property. Students riding bicycles to school must have them locked during the day. Helmets are required by law.

4. Each student is expected to follow the directive of a teacher or adult supervisor immediately. Students are to conduct themselves courteously at school. All school personnel and students are to be treated in a respectful manner.

5. A student is to bring to school only those items which have been authorized or specifically requested by the teacher. The school will not be responsible for any personal items lost or broken.

6. Profanity or obscene speech is not acceptable at school. The student will be immediately reported to the director by the attending teacher or supervisor.

7. Fighting will not be tolerated, and if a student becomes involved in such, immediate disciplinary action (possibly including suspension) will be taken. The student will not return to the classroom until a conference with the parents, teacher, and director is arranged.

8. No student shall have in his possession a weapon of any kind, matches or any device that may ignite a fire, any form of tobacco, or any drug substance while in attendance at St. Paul's School. Infraction of this policy will result in immediate suspension/expulsion.

9. Students are responsible for school books and supplies issued during the year. Textbooks are to be covered for the entire school year. Final report cards will not be issued until books, materials and uniforms are returned to the teacher or restitution for lost or damaged articles is made.

10. St. Paul's students are expected to be honest. Cheating is unacceptable. Cheating includes copying work from another person, cutting and pasting text from computer sites, plagiarizing or turning in assignments that have not been worked through by the student himself/herself.

11. Theft of students', staff, or school property will not be tolerated.

12. Students are to respect their school environment. Vandalism and defacing property of students, staff or school will result in disciplinary action and financial restitution.

13. No gum or sunflower seeds are allowed on campus.

14. The school phones are not for student use. Should a need arise, students will be allowed to use a school telephone. Students may not use the school phone for forgotten homework assignments.

15. In order to participate in any sports or extra-curricular activities, including school dances, a student is required to attend school that day.

16. All rights and privileges of every student to secure the best possible education in a warm nurturing environment shall be protected through the application of Christian ethics.

### **Playground Rules**

Appropriate behavior is essential and positive discipline is stressed. These rules are developed to insure the health and safety of all students. The following playground rules apply to all students during the regular school day, and before and after school.

1. All litter should be placed in trash containers.
2. Play safely, carefully and cooperatively.
3. Play on designated supervised areas.
4. Respect all students and adults.
5. Use appropriate language.
6. There is open participation in all games.
7. Food should be eaten on the picnic tables in the patio area or playground area.
8. Follow rules for all playground equipment.

(Copy available in school office.)