



St. Paul's School

Student/Parent

Handbook

2020-2021



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 nonprofit 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 Head of School.

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.

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, students will participate in regular school activities. Students who need to leave campus after this time must be checked out through the school office. Teachers will release a student only with the clearance of office personnel. 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 inline 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 which may become lost or broken.
6. Profanity or obscene speech is not acceptable at school.
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 Head of School 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 or any related activity; school dances, field trips, sporting events, etc.. 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 busy all day conducting school business. Should an important need arise, students will be allowed to use a school telephone with written permission from a staff member. Students may not use the school phone for forgotten homework assignments.
15. In order to participate in any sports or extracurricular 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.

Adult Code of Conduct

St. Paul's School Mission

Our mission is to provide a learning experience of high academic standards in a Christian environment; where children can develop their intellectual abilities and their sense of self worth and responsibility; and where students, parents, and staff form a close, caring community where all support and share in each other's growth.

We expect parents, guardians, and visitors to:

1. Respect and model the caring mission of our school whenever on school premises or when communicating directly with the school.
2. Understand that school staff and parents need to work together for the benefit of all.
3. Demonstrate that all members of the school community should be treated with tolerance and respect and therefore set a good example in their own speech, conduct, and behavior.
4. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.



5. Correct own child's behavior - especially in public - where it could otherwise lead to conflict, aggressive, or unsafe behavior.
6. Approach the right member of school staff to help resolve any issues or concerns.
7. In order to support "a place of love and learning" the school cannot tolerate parents, guardians, and visitors exhibiting the following:
8. Disturbing school staff and trying to speak to them while they are supervising children.
9. Breaching school security procedures (e.g. entering school grounds without immediately checking in with the front office).
10. Attempts to gain entry to any part of the school in disregard of procedure or without permission and appropriate supervision.
11. Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sporting events and extracurricular activities.
12. Using loud/or offensive language, swearing, cursing, using profane language, or displaying temper.
13. Threatening to do actual bodily harm to a member of the school staff, Board of Trustees, visitor, fellow parent/guardian, or student regardless of whether or not the behavior constitutes a criminal offence.
14. Damaging or destroying school property.
15. Abusive or threatening emails or text/voicemail/phone messages or other written communication.
16. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (see additional advice regarding Social Media). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Division Leads, the Head of School, or Board of Trustees; so they can be dealt with fairly, appropriately, and effectively for all concerned.
17. The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
18. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
19. Unauthorized smoking, vaping, or consumption of alcohol or other drugs while on school property.

Repeated or severe violations of the Parent Code of Conduct may result in the loss of the ability to renew student contracts for the following year, or in more serious situations, may find their current student contract(s)



revoked.

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, technology, physical education, Spanish for Pre-K-5th grades, 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.

Textbooks are selected from the State-adopted textbook list and are periodically updated and supplemented as needs arise.

MAP Growth Assessments are given to students in grades 2nd-8th three times each school year to help teachers further assist their students' instructional needs.

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

Distance Learning

The St. Paul's School Distance Learning Program in Preschool through 8th grade will serve as a viable and equal replacement to the regular, on-campus instructional program. The St. Paul's School Distance Learning Program will ensue when school closure is deemed necessary for any length of time during the calendar school year by local, state, or national mandates or recommendations. Distance Learning will take place through the St. Paul's School school-wide virtual platform: Google Classroom.

In the event that St. Paul's School has resorted to the Distance Learning Program, academic and co-curricular teachers will upload lessons, materials, videos, links to other curriculum platforms, and other resources for instruction daily. Students will login using their St. Paul's School account to view these lessons and announcements posted by their teachers. Teachers in each department will also schedule daily Zoom meetings in order to conduct live lessons and hold whole-group, small-group, and/or one-on-one instruction to best support the students in each academic subject area.

Students will be expected to follow each department's and grade level's expectations and rubrics that are in place for logging into Google Classroom and participating during Zoom meetings to earn progress toward their quarterly goals and grades, just as they would in a regular, on-campus learning structure. Students are also



required to follow rules that apply to appropriate internet use, online platforms, and any St. Paul's School electronic devices correctly and responsibly. Parents should consult with their child's teacher(s) for specific instructions and expectations on best practices for success during the Distance Learning Program.

Course Offerings - Middle School (6th - 8th Grades)

Grade	Mathematics Course Offerings		English / Literature Course Offerings	
6th	Math Course 1	Advanced Math Course 1	English	Applied Literacies
7th	Math Course 2	Advanced Math Course 2	English	Applied Literacies
8th	Math Course 3	Advanced Math, Integrated 1	English	Applied Literacies

Grade	Course Offerings (Continued)			
6th	Science Earth	Social Studies	Physical Education	Technology Google Suite, Coding Robotics, Ethics
7th	Science Life	Social Studies	Physical Education	Technology Google Suite, Coding Robotics, Ethics
8th	Science Physical	Social Studies	Physical Education	Technology Google Suite, Coding Robotics, Ethics

Our course content takes the standards taught in our local public schools and advances those to a deeper understanding which is achieved by small class sizes, an academically focused student body, well educated / experienced teachers, and high school-wide achievement expectations.

CoCurriculars - Supplemental to our Core Program

Drama: Many of our middle school students select this course as an elective. One course runs for one semester (two quarters) culminating in our winter and spring school plays.



Vocal Music: Our Middle School Choir is popular at our school. This elective is offered for both semesters and gives our students an opportunity to showcase their talents. Spring 2019 will be the fourth consecutive year in which our students have performed at Disneyland.

Quarterly Electives: In addition to the above, we offer electives from quarter to quarter including Geography Bee, Academic Pentathlon, Math Bowl, Yearbook, Video Production, Band and World Music, Studio Art, Robotics, 6th Grade Study Skills and Science Fair.

Course Offerings - Primary and Intermediate Grades

PK through 5th grades offer a rigorous comprehensive program using state adopted materials for Mathematics and English Language Arts. Courses which enrich our core program are listed in the table below.

Course	PS	PK	TK	K	1st	2nd	3rd	4th	5th
Visual Art			X	X	X	X	X	X	X
Vocal Music*	X	X	X	X	X	X	X	X	X
Instrumental Music							X	X	X
Spanish		X	X	X	X	X	X	X	X
Physical Education		X	X	X	X	X	X	X	X
Technology			X	X	X	X	X	X	X

* Vocal Music: Fourth and fifth grade students make up our St. Paul's Singers. Much like our choir this elective is quite popular at our school. We offer St. Paul's Singers for all four quarters and it gives our students an opportunity to showcase their talents. Spring 2019 will be the fourth consecutive year in which our students have performed at Disneyland.

Course Offerings - Preschool

Our Preschool program serves as an introduction to school and a foundation for increasing skills and knowledge in social and academic areas. Limited class sizes and numerous small-group and individual learning opportunities allow teachers to gauge each student's progress and respond to their individual learning strengths.



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. In some cases we can develop a plan to support the child to perform grade level appropriate work. The child must have a strong 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 members of the Senior Leadership Team.
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 an accepted student's test results are marginal, a plan to help support the student will be made between the Educational Leadership Team, classroom teacher and parent(s).
7. 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 online through FACTS.



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 September 1.

Tuition Reduction

Partial scholarships are available upon review of scholarship applications, which may be obtained from the Director of Business Operations during open enrollment. Students holding scholarships must achieve a grade of "C" or better in all subjects. All scholarship information is kept confidential.

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 \$25.00 will be added to all unpaid accounts after the 10th of each month.

Force Majeure

The School's duties and obligations under the Enrollment Contract shall be suspended immediately without notice during all periods that the School is closed or must deliver instruction remotely because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

Emergency Cards

Each student is to have emergency information 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, for example:

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 to receive an office pass to give to their teacher 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
Transitional 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 Kids on Campus in the Art Room #403. Students may not wait in front of classrooms, library, or anywhere on the school grounds.



Tardy Guidelines

Students are encouraged 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 tardiness may result in Friday ineligibility for 6th-8th graders. Exceptions will be made for foggy days. Excused tardies are Medical appointments are considered excused tardies. 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 Head of School, 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.

Communication Regarding Student Progress: Conferences, Classroom Visitations, and Posting Student Grades

Parent-Teacher Conferences are scheduled in the fall for the purpose of discussing your child's progress at school. 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.

Teachers 3rd through 8th grades will update grades on RenWeb at least once per week. Lesson plans and homework will continue to be posted by 3:30 PM on Mondays. This will give students and parents the opportunity to see academics for the upcoming week.



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

Homework Guidelines

Collaboration (Connecting with Students)

We are working with staff in grades 4th through 8th to implement collaboration times twice a week. During collaboration periods, students may seek teachers out for help (for reteaching or acceleration), teachers may seek out a student who they feel needs help, and students can use the time to perfect assignments. This is a new intervention for our school and we will be working with our school community to make it an effective support for our students.

In the event of absence, homework assignments and class work may be checked on-line through RenWeb and/or Google Classroom. Requests for 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

Homework and Grades 6th-8th:

Our curriculum is rigorous. Students will have nightly assignments, including some weekends. Weekend homework usually involves long term assignments such as a novel read over time or a group project. On the rare occasion, weekend homework happens when a time crunch occurs due to loss of instructional days, for example: holidays.

Middle school staff is using Google Classroom as a calendar to post tests, projects, and large assignments by grade level in an effort to alleviate the same due dates. This will spread out students' work loads to minimize surges in homework.

Late work that is 1 day late will be given 50% credit. Work that is two days late or more will get 0% credit. All assigned work must be turned in, regardless of credit given. Work that does not meet the teacher's standards may be returned to the student for another try.



Students' progress and grades are constantly monitored. Students with 2 or more F's or a GPA that falls below a 2.0 will be placed on Academic Probation. Saturday School may also be an option if deemed necessary by the Head of School. When daily assignments are not complete, teachers may assign lunch detention or at teacher/Head of School's discretion be required to attend special tutorials.

We encourage each student to have a specific time and place to complete homework. Students who do not meet the academic standards of the school will meet with the Middle School staff to discuss educational alternatives.

Recurring Field Trips at St. Paul's School
(have included)

Pre School

Pumpkin Patch
Chaffee Zoo

Kindergarten

Save Mart Market
Pumpkin Patch
Chaffee Zoo
Greg and Steve
Imagine U
Milky Way Dairy
Visalia Unified High School VTEC Farm

1st Grade

Sequoia River Land Trust @ Dry Creek Preserve
Planetarium
Downtown Walking, Bus, and Trolley Tour
End of year movie - Earth Day

2nd Grade

Three Rivers Kaweah Post Office Tour
Reimer's Tour
AgVentures
California Animal Living Museum
Young Chefs Academy

3rd Grade

Tulare County Museum
Young Children's Concert
Monterey Bay Aquarium



Honey Bee Farm
End of year movie - Curriculum Connected

4th Grade

Chaffee Zoo
Mission San Antonio
Homestead - Gold Rush Simulation
Columbia State Historical Park
Hospital Rock
End of year movie - Curriculum Connected

5th Grade

SCICON - day trip
Sequoia National Park
Sacramento Capitol and Old Town- day trip by train
Planetarium
Concerts/Plays
Colonial Days (on campus)- Colonial Time Period Simulation

6th Grade

SCICON - 1 week
Rocicrucian (Egyptian) Museum
Slick Rock - day trip
Morro Bay - (overnight trip)

7th Grade

Kaweah Oaks Preserve
Asian Art Museum in San Francisco - (day trip)
Marin Headlands - 4 day trip

8th Grade

Museum of Tolerance, Los Angeles - day trip
Physical Education (various trips including yoga, bowling)
Kings Canyon National Park - (overnight)
CELP (Catalina Environmental Leadership Program) - 1 week

Choir

Middle School Choir Festival
Disneyland
Rawhide Baseball - National Anthem Performance
SCICON - Fundraiser Performance
Performances at Local Church Luncheons



Performances at Local Rest Homes

We plan to continue offering our students the opportunity to participate in Peach Blossom, Poetry and Prose, and the Spelling Bee.

Community Service

At St. Paul's School, we believe in the values learned by giving to others. All students in 6th, 7th, and 8th grade are required to complete at least forty hours of community service each year. (ten hours per quarter).

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.

Reporting Grades to Parents in Our Middle School

Report cards are produced quarterly. Grades are a reflection of your child's performance on assessments, participation in the classroom, timely completion of homework and assignments/projects, and other conventions of school work. Report cards are not necessarily a reflection of your child's knowledge or understanding of subject content. For this information look at multiple measures including teacher's observation, weekly/periodic tests, and short or long-term projects.

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 (3.6 GPA) in Math, English, Literature, Science and Social Studies during the entire Seventh grade year and the first three quarters of the Eighth grade year.

Academic Achievement 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, English, Literature, 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 Eligibility

St. Paul's School recognizes the importance of athletics and extracurricular activities; however, academics and citizenship are the priority. Therefore, to participate in any extracurricular activities, including but not limited to: sports, drama, band, choir, field trips, dances, after school clubs and competitions, students will maintain a GPA of 2.0 or higher. Students whose GPA falls below a 2.0 or who have 2 F's in any curricular area will be placed on Academic Probation. Students will remain on Academic Probation for a 3 week cycle. During this time, students will work with their teachers and use collaboration time to improve their grades/GPA. These students will be required to attend Friday afternoon study hall as well, until they qualify to be removed from Academic Probation. Students will be reevaluated at the end of each cycle. Students may be removed from or added to Academic Probation at the end of each 3 week cycle.

Internet and Technology Use and Student Obligation and Responsibilities

Computers, Chromebooks and iPads are to be used for school business and may not be used for any purpose that conflicts with the goals or the policies of St. Paul's School, for illegal, or for 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.
3. 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.
4. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
5. 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.
6. 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.
7. Users are expected to keep messages brief and use appropriate language,
8. Users shall report any security problem or misuse of the network to the teacher or Head of School.



9. Users will abide by system usage, security and web publishing guidelines as set forth by the instructors or the Head of School.

Consequences 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 Devices (Laptop and E-Reader/Tablet) Policy

Students have access to chromebooks and iPads in their classrooms and computers in the Technology Lab. All required technology work can be accomplished during the school day by using these devices. Permission to bring and use personal devices is contingent upon adherence to the following guidelines. **Students are not required to bring a laptop computer to school.**

Guidelines

1. Students will only be allowed to bring personal devices to school upon return of personal devices agreement signed by the parent and student. Students with personal devices at school will have access to the internet. A St. Paul's School authorization label for approved access will be placed on the personal device and must always be visible for use at school.
2. No personally owned device 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 device 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 device in the classroom.
4. Personal devices must be turned off and put away as requested by the teacher.
5. The use of devices is solely limited to support the instructional activities currently occurring in the instructional environment. The device must 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. Taking pictures, video filming or webcams are not permitted.
8. Students may use personal devices in the library with the librarian's permission. Personal devices are not permitted on the playground, lunch tables, or during detention.



9. The personal device owner is the only person allowed to use the laptop.
10. Students who fail to abide by these obligations and responsibilities shall be subject, but not limited to: disciplinary action, revocation of the privilege to use St. Paul's School internet and/or technology, legal action as appropriate.

Cellular Phones and Smart Watches

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 turned off when the student steps on campus and kept in the student's backpack. The cell phone must remain in the backpack in the off position until the student is off campus. If a student's phone is seen or heard during the school day, it will be taken away and the privilege revoked for the remainder of the school year.

Personal Device Security Risks

Personal 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. **Personal devices and other items that are lost, stolen or damaged are the responsibility of the student and their parents or guardians.**

Personal electronic devices should NEVER be left unattended for ANY period of time by the owner. If a personal device is found unattended, it will be turned into the school office. It is recommended that all personal devices use an antivirus program with regular updates.

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 the 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 parent must complete the Permission Form 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

Parents are the single most important factor in ensuring that the students comply with the dress code. Non-compliance of the dress code will result in disciplinary action.

1. A student's appearance should not call unnecessary attention to himself or herself or get in the way of the student's primary responsibility of classroom work. All clothing must maintain a look of modesty.
2. The school reserves the right to judge the appropriateness of the student's appearance.
3. School clothing should be neat, clean, comfortable, and appropriate in both style and fit. Clothing must be neatly hemmed and may not have holes in the fabric.
4. Clothing must reflect a positive and respectful attitude toward life and should not reflect references to alcohol or controlled substances. Students are encouraged to wear St. Paul's School t-shirts, polo shirts



& sweatshirts at any time.

5. Jeans, slacks, skirts, dresses, walking shorts in season, etc. may be worn. All clothing must maintain a look of modesty. Skirts and walking shorts should be no shorter than the mid-thigh. Jeans, slacks, walking shorts are to be hemmed, free from holes, and not form fitting.
6. Yoga pants, leggings, and the like are NOT pants. They may be worn if over garment reaches mid-thigh. No bare midriff tops, halter tops, low-cut, mesh or athletic tank tops may be worn to school. All shirts/tops must have a minimum of a cap sleeve. A cap sleeve is defined as a short sleeve designed to cover the shoulder and the top of the arm, with little or no extension under the arm. All clothing must maintain a look of modesty.
7. Undergarments must be covered at all times.
8. Pajama bottoms are not appropriate to wear at school.
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 strap. Flip flops or plastic/rubber/leather thong sandals are not appropriate (avoid beach or pool wear shoes).
10. During P.E. students must wear athletic shorts or sweatpants 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 the student's own natural hair color. Hair color cannot be altered or enhanced. Distracting styles such as Mohawk/Faux Hawk, words/images shaved on head, etc. are not acceptable. Appropriate hairstyle will be determined by the Head of School.
13. Dark or heavy make-up may not be worn.
14. When leading chapel or participating in a 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, jeans, walking shorts or skirts. St. Paul's School items are available through the school.

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 the school office.)

When inappropriate school behavior occurs, we use a positive discipline process in which we have conversations with children to help them understand what appropriate school behavior is and why it is important. This process is usually applied to young students as they learn how to comport themselves in our school environment. Most of the time this is all it takes to redirect the behavior. If needed we:

1. Remind the student of acceptable behaviors.
2. Ask students:
 - a. to identify their inappropriate behavior
 - b. to tell why it is inappropriate
 - c. to explain what they were trying to accomplish through this inappropriate behavior
 - d. how we can help them figure out what they will do next time a similar situation arises.
3. Typically parents are notified by the child's teacher or by the Head of School when the inappropriate behavior is repeated or is serious.
4. When multiple children are involved we share the situation and outcome information and consequences with individual parents only.
5. If inappropriate behaviors continue, a parent conference will be held and a plan of action will follow.

Lunches

We are unable to heat or microwave students' food. Eighth grade students may use the microwaves that are located in the Lunch Stop. 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 as follows, but subject to change at the school's discretion:



Preschool/Pre-K	11:45-12:15
TK-2	11:30-12:10
3-5	12:05-12:45
6-8	12:23-1:03

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 Head of School
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.
4. If an issue arises with another student, who is not a family member, a parent should never speak directly to that student. The parent should contact a teacher or the Head of School to help seek resolution.

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.

Student Birthday Guidelines

Birthdays are a very special occasion for our children. Most of the children appreciate celebrating their birthdays with classmates.

Participation in our Birthday Book Program is one way your child may share his or her special day. This program enables the child to make a monetary donation and a book is purchased in which his or her name and birthday are inscribed. This special celebration takes place during chapel on the first Wednesday of each month. June and July birthdays are celebrated on final chapel of the school year led by the 8th grade class in May; August birthdays are celebrated on the first chapel of the year led by the 8th grade class in September.

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.