



St. Paul's School Student/Parent Handbook

2022-2023

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I. ABOUT ST. PAUL'S SCHOOL

A. 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."

B. 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.

C. 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 and legal guardians (collectively referred to as "parents" or "parent" throughout the handbook) 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 Board Chair 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.



D. 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.

II. NON-DISCRIMINATION STATEMENT

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

III. SCHOOL DAYS AND ATTENDANCE POLICIES

A. School Days and Hours of Operation

With the exception of school holidays and recess periods that are marked in the school's calendar, the school operates Monday through Friday. Grade level hours are as follows:

| | |
|---------------------------|-----------|
| 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 |

B. Attendance

Student attendance is critical to academic performance and student citizenship. 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. Students may not wait in front of classrooms, library, or anywhere on the school grounds.



All students are required to be in attendance during school hours, unless they are absent for an authorized reason. Authorized reasons include student illness. If a student must be absent or tardy, parents are to notify the school office by 9:00 a.m.

Students arriving to school after 8:15 a.m. must check in at the office to receive an office pass to give to their teacher, since students who arrive late will have been marked absent in their 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 for the absence. A student arriving late or leaving campus for an appointment or for another reason during school hours must be signed in and out in the school office.

Teachers will release a student from campus during the school day only with the clearance of office personnel. This includes extra-curricular events and activities on campus. All students must be picked up and signed out in the school office or they will be considered unexcused.

C. 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 may include medical appointments or a family emergency. A note from the doctor's office may be required to excuse the tardy due to a medical appointment and should be provided when the student is signed in upon arrival. In case of a family emergency, please give the office a note explaining there was a family emergency when the student is signed in upon arrival.

D. 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 or as soon as possible 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.

Parents should avoid making travel plans that take place during school days and travel plans should only be made for weekends, school holidays, and school recess periods. Medical and dental appointments should be scheduled outside of school hours if possible. These guidelines and suggestions stem from the concerns of the staff members when students miss classroom time and instruction. The school does not want to deprive students of enriching family trips, but to encourage a balance between these experiences, while maintaining an optimal educational career.

IV. ACADEMICS

A. Academic Program and Standards of Achievement

The academic program of St. Paul's School is designed to give the student a strong 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. The school strives to meet each child's academic and social needs and provide a stimulating environment in which all students may grow and develop to their full 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 approximately three times each school year to help teachers further assist their students' instructional needs.

B. Distance Learning

The St. Paul's School Distance Learning Program may be implemented when school closure is deemed necessary in the school's sole discretion for any length of time during the calendar school year. Distance Learning will take place through the St. Paul's School school-wide virtual platform: Google Classroom. If the school is able to provide in-person instruction to all students (i.e., traditional face-to-face instruction on school premises), then distance learning options, are not typically available, are not guaranteed and will only be provided solely in the school's discretion.

In the event that St. Paul's School has implemented the Distance Learning Program, academic and co-curricular teachers will upload lessons, materials, videos, links to other curriculum platforms, and/or other resources for instruction daily. Students will log in using their St. Paul's School account to view these lessons, materials and other resources and announcements posted by their teachers. Teachers in each department will



also schedule Zoom meetings in order to conduct lessons and hold whole-group, small-group, and/or one-on-one instruction to 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, as well as all other school rules and policies. Parents should consult with their child's teacher(s) for specific instructions and expectations on best practices for success during the Distance Learning Program.

C. Recording Distance Learning Classes, Meetings, and Activities

The school's classes, programs, one-on-one meetings, and other activities, including those that are online, may be recorded by the school for promotional, marketing, or instructional purposes. The school may record one-on-one meetings between teachers and students. If parents wish to participate in these one-on-one meetings, they are welcome to do so. Since instruction may take place online via an online platform, any recording for instructional, promotional, or marketing purposes, may capture other individuals or objects that can be seen from student's video camera or heard from student's audio recording. Students have the option of muting the audio at various times, or disabling, the camera at various times, where it is not necessary to have those functions operating to participate in the class or when not otherwise required by the teacher or other school employee that is instructing or overseeing a class or program or participating in a one-on-one meeting.

The school reserves the right to record video, audio, and/or still image captures of or at school activities and class sessions, including virtual classes conducted via video conferencing or other means, with or without notice. For distance learning class sessions, the recording may include any video, audio, and virtual displays (computer screens) that are visible or audible to other class participants. Recordings may include a student's name, voice, signature, image, or likeness to the same extent the name, voice, signature, image, or likeness is visible/audible to others who are present in the classroom or virtual environment (e.g., Google Classroom, Zoom meetings, etc.). Students (and their family members) are prohibited from recording audio, video, or still images of class sessions, including virtual classes conducted via video conferencing or other means, or of school assemblies or activities, unless the student obtains express authorization to do so from their teacher(s) or another school official. Students who record or capture video, audio, or still images of class sessions without prior approval, including distance learning classes, shall be in violation of this policy and may be subject to discipline. Students who have been authorized to record classes may not distribute, publish, post, or share class recordings unless written authorization is obtained from the school for the distribution of the recording.



D. 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 through small class sizes, an academically focused student body, well-educated / experienced teachers, and high school-wide achievement expectations.

Co-Curriculars – 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. Our Middle School Choir students have regularly 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 that 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. Our students have regularly performed at Disneyland.

E. Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in the fall for the purpose of discussing students’ progress at school. Additional conferences may be scheduled with the child's teacher at any time during the school year. If a parent would like to request a conference or a classroom visit with any teacher, please call or email the teacher to make an appointment.

F. Collaboration Periods (Connecting with Students)

St. Paul’s School works with staff in grades 4th through 8th to implement collaboration periods twice a week. During collaboration periods, students may ask teachers for help (for re-teaching 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.

G. Homework Guidelines

In the event of a student's 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 p.m.

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

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

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

H. Homework for Grades 6th-8th:

St. Paul's School has a rigorous 6th through 8th grade curriculum. Students should expect to 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 uses Google Classroom as a calendar to post tests, projects, and large assignments by grade level in an effort to allocate work and limit multiple overlapping due dates/. This will spread out students' work loads to minimize surges in homework.

Late work that is one 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 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 the student to lunch detention, or at teacher/Head of School's discretion a student may be required to attend special tutorials.

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



I. 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 community service 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.

J. Grades and Report Cards

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

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 or only a reflection of your child's knowledge or understanding of subject content, as the school looks at multiple measures including teacher's observations, weekly/periodic tests, and short or long-term projects when determining grades.

K. 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, the entire first three quarters of the Eighth grade year, and the first seven weeks of the fourth quarter of the Eighth grade.

L. Eligibility for Athletics and Extracurricular Activities

St. Paul's School recognizes the importance of athletics and extracurricular activities; however, academics and school 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 must 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 be placed on Academic Probation for a 3 week cycle an academic probation can be extended beyond that. During this time, students will work with their teachers and use collaboration time to work 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.

V. PRESCHOOL PROGRAM

A. Purpose, Goals, and Methods

The purpose of the Preschool Program is to serve as an introduction to school and a foundation for increasing skills and knowledge in social and academic areas that will support students as they move through their school years. The Preschool Program provides an introduction to education consistent with the mission of St. Paul's School, 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.

Limited class sizes and small-group and individual learning opportunities allow teachers to gauge each student's progress and respond to their individual learning strengths. Our goal is to develop self-motivated students who think critically, persevere when challenged, and set high expectations for themselves. Students are encouraged to develop their personal strengths and to be passionate about learning. We welcome students of all faiths, races, and national or ethnic origins; tolerance and respect for diverse views and beliefs is taught and expected. At St. Paul's, our community is excited about exploring new ideas while maintaining its traditional values.

B. Admissions Requirements

St. Paul's School seeks to enroll students who demonstrate good academic readiness and age appropriate skills and behavioral standards, which are consistent with the purpose and mission of the school. The child must have a strong work ethic, positive social attitude, and desire to achieve

St. Paul's School accepts not only the individual child, but the family into its Christian environment. The school believes the child is best served when there is a partnership between the school and the parents.

Children must be 2 years, 9 months old and potty-trained in order to enroll in the Preschool program. Parents must also participate in an interview with the school during the admissions process, and may also request a campus tour. Upon acceptance, parents must complete an online enrollment packet as well as a state packet, and provide the school with a copy of the child's birth certificate and immunization records.



C. After School Care Hours

After school care is available for Preschool and Pre-Kindergarten students until 5:30 p.m. It is \$15.00 per day and billed out monthly.

D. Preschool Sign In/Out Procedures

With the safety of our children foremost in mind, and in order to comply with State requirements, all preschool children must be signed in and out daily by a parent. This includes situations where a child is signed out in the middle of the school day, and then signed back in to finish that school day. Children may only be signed out by someone other than a parent if the applicable school policies are followed.

School employees will have contact with the individual dropping a child off at school and that individual must remain present until the child is accepted. School employees will check each child for obvious signs of illness before accepting a child for the school day, at which time the child can be signed in.

VI. STUDENT CODE OF CONDUCT

Students at St. Paul's School are expected to demonstrate ethical and moral conduct at all times. Providing a high quality educational program in a warm nurturing environment is protected through the application of Christian ethics.

A. Standards of Conduct

Students at St. Paul's School are expected to meet the conduct standards set forth below. These standards of conduct apply when students are at school or off campus at school dances, field trips, athletic and sporting events, or any other school sponsored or school related activity. Disciplinary action may be taken against students who do not meet these standards of conduct. The school may require a student to remain on an in-school or at-home suspension, or otherwise remain at home, while the school investigates and considers potential disciplinary action. Students are required to cooperate in any school conducted or initiated investigation into an alleged violation of the student conduct rules.

1. Students are expected to and must comply with all of the rules and policies in this handbook.
2. Students are expected to treat other students, teachers, and staff with kindness, respect and consideration and to conduct themselves courteously at school.
3. Bicycles, skateboards, and inline skates are not to be used on the school property. Students riding bicycles to school must wear a helmet, and have them locked during the day.
4. Students are expected to follow the directive of a teacher or adult supervisor immediately.



5. Students may only bring to school those items which have been authorized or specifically requested by the student's teacher (the school is not responsible for any personal items that are lost or broken).
6. Students are prohibited from using profanity, vulgar or obscene speech at school.
7. Students are prohibited from fighting at school.
8. Students are prohibited from having a weapon of any kind, a facsimile, toy or model weapon of any kind, matches or any device that may ignite a fire, in his or her possession at school.
9. Students are responsible for maintaining the school books and supplies issued during the school year in good condition and must keep their textbooks covered for the entire school year.
10. Students are expected to be honest at all times. Cheating in any form including 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 is unacceptable and prohibited.
11. Theft of the property of another student, faculty, staff or school property is prohibited.
12. Students are to respect their school environment. Vandalism and defacing property of another student, faculty, staff or school property is prohibited.
13. Students may not bring or be in possession of gum or sunflower seeds on campus.
14. Except in the event of an emergency or urgent situation, students should not use school phones without advance permission from a school administrator, teacher or staff member.
15. Students participating in any sports or extracurricular activities, including school dances, must have attended school the day of the activity.

B. Dress Code

Students are expected to meet the dress code standards set forth below and the school, in its discretion, will determine whether a student is meeting these dress code standards and the appropriateness of the student's clothing. Parents have an important part in ensuring that students comply with the dress code. Non-compliance with the dress code may 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. 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.
3. Clothing must reflect a positive and respectful attitude toward life and should not reflect references to alcohol or controlled substances, sexual content, weapons, or any other inappropriate content. Students are encouraged to wear St. Paul's School t-shirts, polo shirts and sweatshirts at any time.
4. Jeans, slacks, skirts, dresses, walking shorts in season, etc. may be worn. 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.
5. Yoga pants, leggings, and the like are not pants and only may be worn if an over garment reaches mid-thigh.
6. No bare midriff tops, halter tops, low-cut, mesh or athletic tank tops may be worn to school.
7. 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.
8. Undergarments must be covered at all times.
9. Pajama bottoms are not appropriate to wear at school.
10. 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 (including beach or pool type shoes) are not appropriate to wear at school.
11. During Physical education classes, students must wear athletic shorts or sweatpants and tennis/athletic shoes with socks.
12. 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.
13. Hair should be the student's own natural hair color. Hair color cannot be altered or enhanced. Distracting styles such as mohawk/faux hawks, words/images shaved on head, etc. and as determined by the Head of School, are prohibited.
14. Students may not wear heavy, distracting, or otherwise inappropriate make-up, as determined by the Head of School.



15. 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.

C. Playground Conduct

Appropriate conduct on the playground is essential. To promote the health and safety of all students, students must comply with the following playground rules on campus, during the regular school day, and before and after school.

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

D. Discipline Policies

Students who do not meet the required standards of conduct may be subject to a variety of types of disciplinary action. The nature of the disciplinary action will be determined in the School's sole discretion.

Positive Disciplinary Steps

Students who do not meet the required standards of conduct may be subject to positive discipline steps in which we have conversations with the students 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 and to redirect and correct their behavior.

These positive discipline steps may include the following:



1. Remind the student of acceptable behaviors.
2. Ask students (a) to identify their inappropriate behavior; (b) tell why their behavior is inappropriate; (c) explain what they were trying to accomplish through the inappropriate behavior; and (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. If inappropriate behaviors continue, a parent conference may be held and a plan of action discussed and developed.

Disciplinary Actions

Students who do not meet the required standards of conduct may also be subject to other types of disciplinary action, which may range from and include, but are not limited to the following:

1. Loss of privileges
2. Assignment of extra work or restorative actions
3. Detention
4. In school suspension
5. At home suspension
6. Expulsion
7. Other actions

The steps above are different types of disciplinary steps ranging from positive disciplinary steps through expulsion. The school reserves the right in its sole discretion to determine which type and level of discipline to impose on a case by-case basis, including, to determine whether or not a student's continued enrollment is in the best interest of the student or the school, and when a student will be expelled.

Consistent with the Child Care Facility Licensing Regulations and California law, the school does not use corporal punishment as a form of discipline.

E. Policy Against Harassment, Discrimination, And Retaliation

St. Paul's School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs



off-campus or via social media, or other electronic communications, that impacts or affects the school community.

This policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from school. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate policy in the Employee Handbook.

Examples of Harassment

Harassment can take many forms, and may include verbal, physical, or visual conduct. Examples of harassment include, but are not limited to:

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual’s Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person’s property, hazing, assault, grabbing, stalking or blocking or impeding a person’s movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexually harassing conduct can occur between students of the same or different gender. Sexual harassment may include, but is not limited to:



- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the school, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the school with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the Head of School under this policy. While the school does not limit the time frame for reporting, immediate reporting is important as the school may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

Interim Measures

The school may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The school will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the school may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, the Head of School, or their designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the school has determined that the report pertains to behavior that may be in violation of this policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the school's sole discretion.

Students and parents are expected to fully cooperate in any investigation as needed. Any student who fails to fully cooperate with the investigation may be subject to corrective action and a parent's failure to participate in an investigation may result in corrective action as well.



Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

Discrimination

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the school, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment and the above sections on interim measures, investigation, and confidentiality for harassment reports will also apply to reports of discrimination.

No Retaliation

The school prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

Remedial and Disciplinary Action

The school will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

F. Policy Against Bullying

The school believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the school.

This policy covers conduct that occurs both on and off of the school campus, and includes use of the school's electronic resources and technology or electronic resources and technology that are not owned by the school. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

Prohibited Conduct

Bullying is defined by this policy as: Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;



- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

While the Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the school to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

Investigation

After the school receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the school initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

Interim Measures

The school will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstances during the pendency of any investigation. The school will determine the necessity and scope of any interim support or protective measures.



Remedial and Disciplinary Action

Any student determined by the school, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the school's standards for parent behavior, and may be grounds for expulsion of the offending parent's child(ren).

G. Policy Against Drugs, Alcohol, and Smoking

St. Paul's School is a drug and alcohol-free environment. The use, possession, sale, or distribution of illegal drugs and/or alcohol on campus, or attending school or school-sponsored activities both on and off campus under the influence of illegal drugs or alcohol, is absolutely forbidden .

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

Additionally, students may not smoke or use vaping products on or near the school campus, or during school-sponsored activities both on and off campus. They also may not bring nicotine products to school or to school-sponsored activities including school-sponsored events off campus. This includes e-cigarettes and vaping equipment

If the school has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. "Reasonable Suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable teacher, staff member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the school to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with this policy will result in discipline up to and including expulsion.

H. Searches Of School Property And Student Property

Lockers, cubbies, and desks are the property of St. Paul's School and subject to search at any time. Students should not and do not have any expectation of privacy in the use or storage of belongings in these locations. The school has the right to and may inspect any lockers, cubbies, or desks or other School property at any time. The school may also search a student's property, including backpacks or outer clothing, such as pockets, if the school has reasonable suspicion to believe that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the school and its students, the school may confiscate student's personal property and turn it over to the student's parents or law enforcement.



VII. PARENT CODE OF CONDUCT

A. Standards for Parent Behavior

A positive and constructive working relationship between the school and a student's parents or other individuals interacting with the school and/or the school community by virtue of their relationship with a student, is essential to the fulfillment of the school's mission, educational objectives, and operations. For these reasons the school requires parents and other individuals interacting with the school and/or the school community by virtue of their relationship with a student to support the school's philosophy of education and its implementation and operation of the day-to-day school and classroom programs, as well as the school's community expectations and guidelines, as expressed in this policy and other policies and procedures.

The school requires all students to show respect and courtesy to others in the school community. The school also expects parents to model the same standards of respectful and courteous behavior in their communications with others at the school. The school reserves the right to suspend, expel, or otherwise remove a student from the school, or decline to re-enroll the student, if the Head of School concludes, in his or her sole discretion, that the actions of the student's parents, or other individuals interacting with the school and/or the school community by virtue of their relationship with the student, impede the school's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the school, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

St. Paul's School expects parents and visitors to:

1. Respect and model the caring mission of our school whenever at school or off campus at school dances, field trips, athletic and sporting events, or any other school sponsored or school related activity 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 including at school - 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.



In order to support “a place of love and learning” the school will not tolerate parents and visitors exhibiting the following behaviors:

1. Disturbing school teachers or staff and trying to speak to them while they are supervising children.
2. Breaching school security procedures (e.g. entering school grounds without immediately checking in with the front office).
3. Attempting to gain entry to any part of the school in disregard of procedures or without permission and appropriate supervision.
4. Engaging in 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 at sporting events and extracurricular activities.
5. Using loud/or offensive language, swearing, cursing, using profane language, or displaying temper.
6. Threatening to do or doing bodily harm to a member of the school staff, Board of Trustees, visitor, fellow parent, or student regardless of whether or not the behavior constitutes a criminal offence.
7. Damaging or destroying school property.
8. Sending abusive or threatening emails or text/voicemail/phone messages or other written communication to school teachers or staff.
9. Making defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social sites. (See policy regarding Social Media use below). Any concerns parents may have about the school must be made through the appropriate channels by speaking to the class teacher, the Division Leads, or the Head of School, so they can be dealt with fairly, appropriately, and effectively for all concerned.
10. Using physical aggression towards another adult or child. This includes physical punishment against a parent’s own child on school premises.
11. Approaching someone else’s child in order to lecture or chastise them because of the other child’s actions towards their own child.
12. Unauthorized smoking, vaping, or consumption of alcohol or other drugs while on school property.



Repeated or severe violations of the Adult Code of Conduct may result in removal of parent's child(ren) from the school and no offer of enrollment for successive school year, in the sole discretion of the school.

B. Access To School Campus, Property, and Events

All parents and other visitors to campus are required to sign in and obtain a visitor's badge in the school office prior to entering classrooms or any other area of the school.

St. Paul's School reserves the right to bar individuals, including parents, from entering the school campus or other school property, or to prohibit individuals from attending or participating in school-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being, or security of the school, its employees, students, other community members, or property, interferes with the teaching, work, or learning of the school's teachers, staff, or students, or is otherwise necessary as determined by the school. All decisions to bar an individual, whether on a temporary or permanent basis, will be made by the Head of School, in his or her sole discretion.

C. Custody Arrangements And Rights Of Non-Custodial Parents

St. Paul's School requires all parents to keep the school informed about changes to a student's home location, family contact information, custody arrangements, or other changes. Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in school activities, receiving communications from the school, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the school. However, the school recognizes that certain court orders impact the child's educational experience. For that reason, the school requires parents to notify the school of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the school.

When custody arrangements or disputes among the parents regarding the child's educational experience impede the school's ability to maintain a positive and constructive relationship with the parents, the school may terminate the student's enrollment or bar one or both parents from entering school property or participating in school-sponsored events.

VIII. HEALTH AND SAFETY

A. Parent Contact Information/Emergency Cards

Parents are required to keep their current home address, cell phone, home phone, work phone numbers, and email address on file with the school's office. This information may be used for emergency contacts, standard communications, or other important purposes. If either parent's current home address, cell phone, home phone, work phone numbers, or email address changes, the parent must inform the school by the school day following the change.



B. Health Screening and Immunization

Prior to entrance into St. Paul's School, parents must provide documentation of the student's 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.

C. Illness and Medical or Dental Emergencies

Parents should keep their child at home if they have obvious signs of an illness. If a child becomes ill or injured at school, parents will be promptly contacted, using the contact information on file with the school. If a parent cannot be reached, the office will use the designated call list provided on the child's emergency information form, including contacting the child's physician or dentist, if necessary. Therefore, it is important that contact information and designated call lists are accurate and current. It is the parents' responsibility to keep all contact information up to date throughout the school year.

If the school determines that emergency medical treatment is needed and a parent or someone on the child's designated call list cannot be reached immediately, or if the nature of the child's illness or injury is such that there should be no delay in getting medical treatment for the child, then the school will obtain emergency medical treatment even if it cannot obtain specific instructions from the child's authorized representative.

D. Communicable Diseases

The school is required to report to the local Health Office the presence or suspected presence of any communicable disease. (17 CCR § 2508.) The school must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to school or until the expiration of the prescribed period of isolation for that particular disease. (17 CCR § 2526.) The school may prohibit a student or employee who has been in a quarantine area from returning to school until he or she has been cleared by the local health officer. (Health & Saf. Code § 120230.)

The school will require that a student who is suspected to have a communicable disease be immediately picked up by a parent or other authorized individual and taken home. The school may choose to inform the school community that someone in the school community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents speak to their doctor if they have any concerns about exposure.

In the event that there is an epidemic or pandemic in Tulare County or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella, polio, whooping cough, COVID-19, or any other communicable disease, the school will follow all federal, state, and local health requirements and guidance and expects students and parents to cooperate with all school policies and protocols related to such matters.



E. Medication at School

When medication needs to be administered to a student at school, parents must fill out and sign a consent form in order for school personnel to administer medication to their child. Students who require the school to administer prescription medication must also have a medical provider complete and sign the form. All medications must be in their original container with original labeling, with the instructions included, and be brought to the school office - not the classroom teachers - where they will be held and administered. Students may not receive medications, whether over-the-counter or prescription, without written consent from a parent or a parent and medical provider, respectively. Unless otherwise authorized by the school on a case-by-case basis, students generally are not permitted to carry and self-administer any medications. It is the student's responsibility to remember to obtain medication from the school office.

If a student needs an EpiPen (or an equivalent epinephrine auto-injector), please follow the procedure outlined above. We ask that parents review any first aid procedures and supplies needed for field trips with teachers, and ensure teachers have the proper supplies (for example, EpiPens) available for each excursion. Parents should be mindful of expiration dates and replace EpiPens accordingly.

F. Force Majeure

A "Force Majeure Event" may necessitate a cessation of or change in all or part of school's operations. A "Force Majeure Event" includes, but is not limited to, any fire, flood, act of God (*e.g.*, earthquake, tsunami, volcanic eruption, hurricane, tornado, lightning, etc.), governmental action, or acts or threats of the following: terrorism, epidemic, pandemic (including COVID-19 endemic), viral outbreak, war, revolution, natural disaster, riot, strike, lockdown, or any event beyond school's reasonable control, or that makes performance inadvisable, impracticable, illegal or impossible in School's determination.

If a Force Majeure Event occurs, the school shall be entitled, in its sole discretion, to immediately and without notice: (1) extend, condense or otherwise modify the school year; (2) change the facilities in which school's educational program, including classes, programs, activities and events, ("Program") are held; (3) change the manner and format of the Program, including, but not limited to, changing to an on-line electronic format, independent or parent-guided study, or any other format or manner; or (4) postpone or cease all or part of its operations and its duties, obligations and performance under the enrollment contract. However, parents' obligations under the enrollment contract remain and will continue, and no portion of any tuition, fees or other payments made by parents or that are outstanding will be forgiven or refunded if school's operations cease or are postponed, suspended, or modified because of any Force Majeure Event.



IX. TECHNOLOGY

A. Student Electronic Communications Resources and Technology Use Policy

This policy governs all School Electronic Communications Resources provided or sponsored by the school, including but not limited to, a student's use of the internet, email, computers/laptops, telecommunications devices, networks, input/output and connecting devices, apps, and software. Technology and the internet provide valuable resources, both for learning today and preparing our students for the future. The use of these resources is a privilege, and not a right. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion.

This policy is meant to provide students and school families with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct through the school's electronic communications that violates the school's conduct and discipline policies, or is detrimental to the school and its mission, and/or harmful to other students.

Technology resources are provided to promote educational excellence. During class time, computers and other Electronic Communications Resources are to be used for academic purposes only. Students agree to report any misuse of the School's Electronic Communications Resources to an appropriate staff member.

Students agree to the following:

1. Use the internet at school for school-related activities only;
2. Only use the internet with permission from a teacher;
3. Keep their passwords private and never attempt to discover or use the login information of another student;
4. Treat technology equipment with respect and contact a teacher if they discover broken equipment;
5. Obtain teacher permission before copying, downloading, or installing any software or programs to or from school computers;
6. Obtain teacher permission before using disks or flash drives from sources outside the School;
7. Respect school security measures on school or remote computers or networks. It is never acceptable to circumvent security configurations;



8. Only visit websites with appropriate content. It is never acceptable to knowingly access any sites, or follow any links that contain pornographic content, nudity, or obscenity; racial, ethnic, or minority slurs; or violent or illegal content. If a student finds an inappropriate website, he/she will leave it immediately and will not show it to another student. Students will seek guidance from a teacher if they encounter any site or material that is inappropriate, or if they are unsure how to proceed;
9. It is never acceptable for students to write, send, download, or display inappropriate, obscene, threatening, or otherwise harmful messages, pictures, video or music to anyone in the School community from home or school via online communication such as emails, text messaging, social media, etc. The school refers to this as “Cyber-Bullying” and such conduct is also prohibited by the School’s Policy Against Bullying. If a student becomes aware of such behavior, he/she must report this to a teacher immediately.
10. Only access, delete, move, or change files or folders that belong to them;
11. Keep their personal address, phone number, or any other personal contact information private;
12. Only check personal email when instructed or authorized by a teacher to do so;
13. Practice good digital citizenship when researching or producing schoolwork. Students will not plagiarize works found on the internet; students are responsible for producing their own work in completing School assignments;
14. Students may not knowingly or recklessly post false or defamatory information about a person or organization;
15. Responsibly use communication tools. It is never acceptable to post chain letters or engage in “spamming.” Spamming is sending an annoying, or unnecessary message to a large number of people.

Communication is Not Private

Each student’s online communication is a reflection of our school. Email to and from our school is not private and may be monitored by the school as needed. The school has a right to monitor and review the use of all of its Electronic Communications Resources. Students have no right to privacy in their use of Electronic Communications Resources in any way, including computer, mobile devices, internet connections, email system, or other resources.

Parental Use and Conduct

If parents have occasion to use the School’s Electronic Communications Resources, they are considered bound by this policy as well. Parents are expected to:

1. Carefully review and understand this policy.



2. Support the school's policy that student access to the internet is intended for educational purposes only and that any violation of the Student Electronic Communications Resource and Technology Use Policy is considered a serious offense.

Use of the school's technology is a privilege that can be revoked at any time for misuse.

B. Social Media Policy

This policy applies to all students of the school in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of the school or any other devices or resources.

Adhere to School Policies and Regulations: To the extent that students engage in any use of the internet, social media, or electronic communications that creates a substantial disruption at school or materially interferes with school activities, that reasonably leads the school to foresee such disruption or interference, or which interferes with the rights of students, employees, or school families, the school may take disciplinary action against students, regardless of whether that use is through devices and resources of the school or any personal devices or resources. Moreover, students are required to follow all school rules in their use of internet, social media, or electronic communications, including adherence to the School's Policy Against Bullying, and its Policy Against Harassment, Discrimination, and Retaliation.

The following rules apply to all students' use of the internet, social media, or electronic communications, regardless of whether that use is through devices and resources of the school or any personal devices or resources.

No Unlawful or Prohibited Harassment or Threats: Students cannot post statements, photographs, video, or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violates the law such as unlawful threatening conduct. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

No Bullying of Fellow Students: Students are prohibited from engaging in conduct that violates the school's Policy Against Bullying. Bullying of minors of any age in the school environment can negatively impact their school environment and school experience. The school's Policy Against Bullying serves a compelling interest, and the school's policy is carefully structured to cover that conduct which legislators and educators in California have recognized to constitute this type of conduct.

No Inaccurate or Defamatory Statements: Students must never communicate any information or rumors they know to be false about fellow students, faculty, or employees of the school, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to sources of information. If students make a mistake, they should correct the information, or retract it promptly.



Do Not Infringe Others' Rights or Privacy: Students must not disclose information that may violate student, school family, or employee rights. For example, students must not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

As a recommendation, if a student would like to keep his or her personal life separate from school life, the use of privacy settings should be used to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to their profile, photographs, etc. Even if a student has private settings, those whom the student invites into his or her network can easily print, save, cut, paste, modify, or publish anything the student posts. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional lives. Material can be archived on the internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in a student's online posting and activity.

C. School Devices & Personal Devices Policy

Students have access to Chromebooks and iPads in their classrooms and computers in the Technology Lab. All required technology work can be completed during the school day by using these devices.

Students are not required to bring personal electronic devices to use at school. If students wish to bring and use laptop, iPad or other e-reader device to school and to use that device at school, they must meet the following guidelines:

1. Students will only be allowed to bring personal devices to school if the student and parents sign a personal devices agreement and submit it to the student's classroom teacher. 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. Students may not connect their personal device to the school's network system by connecting an Ethernet cable or any other cable into a wall jack at the school. Students may only gain school network access through the school's wireless connection.
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. Personal devices may only be in connection with instructional activities and for educational purposes. Email, social networking sites, iTunes, etc. are not permitted on campus.



6. All sound on personal devices should be muted unless the teacher gives a student permission to use sound associated with an instructional activities. Headphones of any type are not permitted.
7. Taking pictures or video filming on personal devices 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 device. The device owner may not give another student access to or permission to use his or her personal device.

The school may revoke permission for a student to use a personal device, the school's internet, and/or technology, if the student does not meet these guidelines, follow other school policies in connection with use of a personal device, or for another other reasons determined in the school's sole discretion.

D. Cell Phones and Smart Watches

Students are not allowed to carry a cell phone with them or use a cell phone while on campus. Each classroom has access to an outside line to use if needed and if the teacher has given permission, or in the event of an emergency.

If a student needs to bring a cell phone to school to use in connection with after school activities, the phone must be turned off when the student enters campus and kept in the student's backpack and turned off until the student leaves campus. If a student's phone is seen or heard during the school day, it will be taken away and the student may not be allowed to bring a cell phone to school for the remainder of the school year.

E. Personal Device Security Risks

Students who bring personal electronic devices to school have complete responsibility for the devices. Personal electronic devices are especially vulnerable to loss and theft. Students must be aware of this risk, be responsible and take precautions to protect their personal devices at school. Students and their parents are responsible for their personal devices and other items that are lost, stolen or damaged.

Students should never leave their personal electronic devices unattended for any period of time. 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.



X. MISCELLANEOUS POLICIES

A. 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.

B. Field Trips at St. Paul's School

The school typically takes students on field trips at various times throughout the school year, and the following field trips at the following grade levels and for the choir are typically taken during the school year, in addition to other field trips that are sometimes taken. The school may change, add to or remove any field trips from this list in the school's sole discretion.

Preschool

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
Rosicrucian (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.

Field trips are planned for students in the classes only; younger siblings cannot attend.

C. Guidelines for Chaperones on School Field Trips

Being a chaperone on a field trip can be as rewarding and as much fun for parents as it is for the students. With preparation and adherence to guidelines, parents can lead a student group on an exciting, educational exploration. As a chaperone, parents will be leading a small group of students during the field trip and will be responsible for their group and for the students' behavior and safety throughout the trip. Chaperones must listen carefully when the teacher explains the goals and rules of the field trip to the students, make sure the students in the group understand the goals and rules, and remind the students of the rules and reinforce them as necessary throughout the field trip. Chaperones must enforce good manners at all times. Chaperones must make sure to tell and remind students to stay close and stay together at all times, watch for stragglers, and to know where and what time to meet the rest of the students, chaperones, and teachers at the end of the visit.

When chaperones are driving students in their vehicles, the chaperone and all students must be secured by seat belts and the students are expected to follow the school's rules. Chaperones should Not stop en route to or returning from the field trip destination to purchase drinks, ice cream cones, etc. unless the chaperone receives prior permission from the school.

Chaperones driving students in their vehicle on a field trip must make sure to provide the classroom teacher a copy of his or her driver's license and proof of automobile insurance.

D. Lunches

Parents have the option of ordering lunch for their child from [**INSERT VENDOR NAME**]. Lunches will be prepared [**SELECT ONE: on-site at the school OR off-site by the lunch delivery vendor**]. A link to the online ordering system can be found on the school's website: <https://spsvisalia.boonli.com/login>.

School employees are unable to heat or microwave students' food. Eighth grade students may use the microwaves that are located in the Lunch Stop.



For lunches brought from home, parents must provide their children with forks, spoons, and straws as needed, and these items are not available from the school. Lunches brought to school by parents during the school day 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 to pick up their lunch.

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 |

E. 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 and the school's sign out procedures must be followed. A phone call may not be made by the student unless a note is obtained from the student's teacher.

F. Channels of Communication

Should a concern that is not covered by any other policy in this handbook arise, the proper channels of communication are:

1. Contact the teacher
2. If unresolved, contact the Head of School
3. 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.

G. Parents' Guild

St. Paul's School has a parent organization that plans and participates in special functions throughout the year. Every parent who has a child enrolled in St. Paul's School is a member of the Parents' Guild. Parent participation in the Parents' Guild is encouraged and appreciated.



This Parents' Guild is an integral and very important part of the school in supporting volunteering in the classroom, on field trips and other activities, and conducting and supporting fund-raising activities. The Parents' Guild coordinates classroom room parents each year.

H. Personal Toys and Equipment

Students should not bring personal toys and equipment, including personal electronic equipment (except devices allowed for educational purposes as specified elsewhere in this handbook) to school except when pertaining to the curriculum (as in sharing time in the primary grades) or specific projects and as authorized by the classroom teacher. Sports equipment may be brought to school with permission from both the classroom teacher and the physical education teacher.

I. 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 for the school 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 during final chapel of the school year led by the 8th grade class in May; August birthdays are celebrated during the first chapel of the year led by the 8th grade class in September.

Please be mindful of the sensitivity and feelings of every child, and send party invitations through the mail and do not distribute them to individual students at school. Overnight items for off-campus social gatherings should not generally be brought to school, but if it is necessary to do so, they must be brought to the school 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, cookies, or fruit. If you would like to send birthday treats, 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 to be given to individual children but only the birthday treats to be eaten at school.



XI. ACKNOWLEDGEMENT OF STUDENT PARENT HANDBOOK

Please complete this Acknowledgment and return it to your child's teacher by [INSERT DUE DATE].

I have read the Student Parent Handbook and agree to abide by the policies, rules, guidelines, and procedures in this Handbook. I have also reviewed the school's policies, rules, guidelines, and procedures with my child. I understand that the school reserves the right to make changes to this handbook at any time, with or without notice, and that any such changes will be in writing.

Student's Name: _____

Parent/Guardian 1 Name (Please Print) Signature Date

Parent/Guardian 2 Name (Please Print) Signature Date