

Saint Paul Catholic School

'Faith and Knowledge for Life'

**Student - Parent
Handbook
2011-2012**

**Saint Paul School
18 Fearing Road, Hingham, MA 02043
Phone: (781) 749-2407
Fax: (781) 740-1262
Website: www.stpaulschoolhingham.com**

**Cynthia Duggan, Principal
Fr. James F. Rafferty, Pastor of St. Paul's Church**

Memo to Parents

Dear Saint Paul School Families,

I extend a sincere welcome to all of you. I am looking forward to another happy, and fruitful new school year.

Your choice of a Catholic education demonstrates to your children that you are concerned about their spiritual and intellectual development. May God bless you for all the sacrifices you make in order to send your children to Saint Paul Catholic School.

This is the school policy book for Saint Paul Catholic School, which has been reviewed and approved by the faculty, staff and school board. It is important for each family to adhere to the policies and work together for the welfare of everyone.

Please, carefully review the information contained within this booklet with your children to assure that they understand all components in this handbook. We feel that if all involved parties are knowledgeable of the material contained in this document, we will better serve the entire Saint Paul Catholic School Family.

If, at any time during this year, there is a problem concerning school, please contact the school office at (781) 749-2407. It is best to contact the teacher if there is a problem in your child's classroom, as he or she will best know what is happening in the classroom.

Let us all work and pray together for the good of the entire Saint Paul Catholic School family.

Sincerely,
Mrs. Cynthia Duggan, Principal

MISSION STATEMENT

We are partners working together for God in love!

Saint Paul School is a Catholic community in which love of God, neighbor and self are foremost. We provide a challenging curriculum promoting academic excellence infused with Catholic traditions and values.

The goals of Saint Paul School:

Spiritual and Moral- We teach the Catholic faith, provide opportunities for the practice of our faith, and help students establish a personal relationship with their God. We impart a reverence of life as a gift from God. Students are taught to be mindful of their neighbor by providing for those in need.

Academic- By following the Curriculum guidelines of the Archdiocese of Boston, we provide a sound academic experience for our students. We also impart knowledge and skills that are the basis for learning as a life-long adventure. We teach students to become independent thinkers and to develop creative and critical thinking skills in an atmosphere of academic integrity.

Highlights

- ✦ Saint Paul School is a Catholic school in the Archdiocese of Boston. Accredited by the State of Massachusetts, grades pre-kindergarten through eight.
- ✦ The school colors are blue and white.
- ✦ In addition to religion classes, students attend Mass on First Friday of each month.
- ✦ Saint Paul Catholic School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of My brothers, you do unto Me." (Matthew 25:40) In view of this philosophy, we have developed a code of conduct in which our focus and expectations are as follows:
 - ◆ Respect yourself and others.
 - ◆ Be honest.
 - ◆ Remember that we are all God's children.
 - ◆ Find peaceful solutions.
 - ◆ Be polite and kind to others.
 - ◆ Always do your best.
 - ◆ Play fair and cooperate.
- ✦ Grades six, seven, and eight are organized in a middle school concept
- ✦ All middle school students use the school lockers.
- ✦ Grades 4 & 5 are organized mid-elementary concept
- ✦ All teachers are MA Licensed/certified
- ✦ Our curriculum consists of academic subjects, plus art, computer, library, physical education, and a music program.
- ✦ Enrichment program, Basketball program, and Music program are available.
- ✦ Students receive 'Student of the Month' Awards on Character Development.
- ✦ Saint Paul Catholic School sponsors a Science Fair for grades 6-8.
- ✦ All classes (PreK-8) participate in Student Council election process.
- ✦ Saint Paul Catholic School participates in the DARE program for grades 6-8.
- ✦ Bully Guard Program and Step to Respect Program
- ✦ Saint Paul Catholic School offers a lunch program.
- ✦ Traditionally, students score well above the state averages on the standardized tests.

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Faculty and Staff

2011-2012

Rev. James Rafferty, Pastor
Mrs. Cynthia Duggan, Principal

Mrs. Holly Breen, Administrative Assistant
Ms. Kathleen Tosiello, Director of Advancement

Faculty:

Grade 8 - Mrs. Helen McCarthy
(Math Grades 6–8; Religion , Math Curriculum Coordinator)

Grade 7 - Mrs. Mary Buckley
(Social Studies 6-8; Religion,)

Grade 6 - Mr. Sean Cunningham
(Science 6-8; Religion, Science Curriculum Coordinator)

Grade 6-8 – Ms. Emily Marvel
(Writing, Grammar, Literature and Vocabulary)

Grade 5 - Mrs. Sheila Deitsch
(English & Social Studies 4-5)

Grade 4 - Ms. Alissa Conley
(Math & Science 4-5)

Grade 3 - Mrs. Monique Melcher

Grade 2 - Mrs. Kathleen Gaughan

Grade 1 - Mrs. Rita Lynch

K - Ms. Eleonore Roell

Pre-K - Mrs. Diana O’Loughlin

Aides -

Mrs. Nancy Fitzgibbon (PreK)

Mrs. Martha King (K)

Mrs. Elizabeth Gibbons (Grade 1)

Mrs. Donna French (Grades 2)

Specialists:

Art: Mrs. Sue Saunders (K-8)

Music: Mr. Matthew Browne (PreK-8)

Gym: Mrs. Mary Snell (PreK-8)

Library: Mrs. Barbara Mullin (PreK-8)

Computer: Mrs. Heather Carroll (PreK-8)

Spanish: Mrs. Courtney Monnich (5-8)

Religious Curriculum Coordinator , Notre Dame Virtual School, Grades 5-7: Sr. Catherine Loughran, CSJ

Health: Mrs. Susan Bonn, R.N. and Mrs. Barbara D’Antuono, R.N.

David Frank – Facilities Manager

Cafeteria Manager: Mrs. Jennifer Knobloch

Office Hours

Monday - Friday

7:45am - 3:45pm

Daily Schedule

Arrival in the schoolyards	PreK-8	8:10am – 8:20am
School starts	PreK-8	8:20am
Dismissal	PreK Grades K-8	11:20am 2:45pm
Early dismissal days	Grades K- 8	12:45pm

Supervision begins in the schoolyard at **8:10am**.

Mass Schedule

First Friday

PreK-Grade 8 – Mass 9:00 am

All Holy Days & Other Services

PreK-Grade 8 – Mass 9:00am
Check the monthly calendar for Mass
schedule.

Telephone Directory

Saint Paul Catholic School Office
School Fax Number
School Email Address
Fr. James F. Rafferty, Pastor

(781) 749-2407
(781) 740-1262
school@stpaulschoolhingham.com
(781) 749-0587

Other Important Phone Numbers

Superintendent Catholic Schools Office
Town of Hingham, Board of Health
Hingham Public Schools, Superintendent
(DSS) Protective Services
Hingham Transportation

(617) 779-3604
(781) 741-1466
(781) 741-1500
(800) 423-2338
(781) 741-1510

History

Saint Paul Catholic School was founded by the Sisters of St. Joseph in 1952. The School is an important part of St. Paul Parish in Hingham and comes under the auspices of the Catholic School Office of the Archdiocese of Boston. Our school offers a superior Catholic education to the students in the towns of Cohasset, Hanover, Hingham, Hull, Marshfield, Scituate, and Weymouth. The town of Hingham provides busing for our students who are residents of Hingham. All other students are transported by cars.

The school day begins at 8:20 a.m. and ends at 2:45p.m. We distribute a yearly calendar for planning purposes. Saint Paul Catholic School has one class of each grade Pre-Kindergarten through Grade 8 with approximately 27 students in each class. The Pre-Kindergarten class meets five mornings a week. The Kindergarten class has a full day of school. Saint Paul School is nut-free school.

Philosophy

The Philosophy of Education of Saint Paul Catholic School is to provide a Catholic education in which students are exposed to quality learning experiences - spiritually, intellectually, emotionally, and physically - that will enable them to live a fruitful Christian life. Saint Paul Catholic School is a Christian community in which the administration, faculty, students, clergy, and parents, join together to impact Catholic living and learning in an atmosphere of mutual respect and concern.

The Philosophy of Saint Paul Catholic School seeks to educate the whole person. We encourage our students and parents to become personally involved and committed to the Catholic faith. We seek to communicate the Word of God to our students so that they may go forth as living witnesses to Christ.

Accreditation

Saint Paul School was accredited by the New England Association of Schools and Colleges [NEASC] in 2004.

Protecting God's Children

For the safety of all our students, each year, the Archdiocese of Boston requires that all parents who want to have any involvement with the children of our school must complete a Criminal Offender Record Check (CORI) form before beginning service at the school.

Protection of children is a high priority and all adults (e.g. staff, coaches, field trip chaperones, those who help with school parties, volunteers with different school activities, etc.) must fulfill this obligation. The training includes preventive and education programs for adults, also known as *VIRTUS training*, and similar programs for children of all grade levels called *Talk about Touching*. Each year, *VIRTUS* training is required by the Archdiocese for all adults [clergy, paid parish and school staff, and volunteers] who work with minors under 18 or seniors over 65.

Child Abuse Laws

Saint Paul School abides by the Child Abuse Laws of the Commonwealth of Massachusetts. This law stipulates that all teacher and/or school administrators are "mandated reporters" of suspected child abuse and/or neglect. The report is filed with the Department of Social Services. This requires teacher to report any suspected abuse and State Law further protects them from any reprisal.

Admissions

Admission Policy

Prior to admission to Saint Paul Catholic School, students who have previously attended another school will be interviewed by the Principal. Prior to admission, families will be interviewed by the Pastor and Principal. All new applicants will be assessed by the Principal. Before a student is accepted, the principal will request a copy of a student's report card and transcript from the prior school. No child will be accepted at Saint Paul School if, in the judgment of the administration of the school, it is felt that the educational/development needs of the student cannot be met by this school.

The schools of the Archdiocese of Boston admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs and other school-administrated programs.

Registration / re-registration

Returning student registration occurs in late January each year. A child should have attained the age of 4 years on or before September 1st to be eligible to enter Pre- Kindergarten . A child should have attained the age of 5 years on or before September 1st to be eligible for Kindergarten. Registration is first open to **current Saint Paul Catholic School families**. Priority is then given to contributing members of St. Paul Parish, to contributing members of other South Shore Catholic parishes, and finally, to others who wish to apply. If a class has reached maximum enrollment, all submitted applicants will remain on file. An applicant on file will be contacted when/if an opening becomes available. At the time of registration, parents must present the child's official Birth Certificate and a record of compliance with the Health Code. If applicable, a copy of custody and/or court orders must be on file in the school office. All Catholic children must have a copy of their Baptismal Certificate on file. If other sacraments have been received, those certificates are needed as well. If the sacrament was received at St. Paul Parish, only the date is needed.

Acceptance

Letters are sent out by the Principal notifying registrants of their acceptance to Saint Paul Catholic School. Upon payment of the registration/re-registration fee, your child/children's seat[s] at Saint Paul Catholic School is guaranteed.

Transfers

If a parent seeks to transfer a child from Saint Paul School to another school, he/she must complete a transfer request form obtained by the new school. All records are mailed to the school that the child plans to attend.

Communication

Messages

Relaying messages to the students is an interruption of the educational routine. Therefore, only true emergency messages should be called in to the administrative assistant. **It is the responsibility of parent and child to discuss and make all arrangements for transportation and after school activities, prior to arrival at school.**

Weekly Communication

All school notices and school forms will be sent home on **Tuesdays** and **Thursdays** only. Please check your child's school folder regularly. Please check the school website for special announcements and special school dates.

Telephone Policy

Student use of the school phone is limited to school-related matters. All arrangements for after school practices and other activities should be made prior to the school day. Permission to call for forgotten items will only be given at the discretion of the principal. The principal must approve telephone use by students.

Visitors

All visitors and parents shall enter the front entrance on the school yard side and report to the office during school hours. Please ring the doorbell at the front entrance. Only faculty and staff will be allowed to answer the door. **All parents must sign in at the office, receive a visitor's pass, and sign out upon exiting.**

No visitors/parents will be allowed to interrupt instructional time in the classrooms without permission from the office/teacher. All classroom visits/observations and conferences must be scheduled in advance with the approval of the principal. All parents must leave their children at the gates of the school yard and not accompany them to the classrooms. **Any items forgotten at home must be dropped off in the school office.**

Conferences

Open communication between parents/guardians, teachers, and administration is vital to your child's spiritual, emotional, and academic growth. Family problems do affect your child's performance in school. We can help your child if you make us aware of such problems. Your child spends better than one-fourth of his/her day with us. He/she needs to know that you are interested in school, and that we are working together to meet his/her needs.

If there is a problem in the classroom, on school grounds, or at school sponsored trips and/or athletic events, **please make an appointment with your child's teacher first.**

- ✦ All parents should meet with their child's teacher first if there is a single teacher/student concern.
- ✦ If a conference with several teachers is needed such as might be the case with middle school, contact the principal to schedule a team meeting.
- ✦ Requests for conferences during school time cannot be honored, as teachers may not be disturbed during class time.
- ✦ Teachers may have telephone conferences with parents during their planning periods but most conferences will be held before or after school hours.
- ✦ Any parent wishing to see a teacher should send a note to the teacher or call the school office at (781) 749-2407 and request a return call from the teacher.
- ✦ Parents are requested not to go to a teacher or the teacher's classroom before school, during lunchtime or after school without an appointment.

Conversely, a teacher may request a conference with parents concerning the child's school-related progress. If these concerns are not resolved, parents have the right and obligation to contact the principal to clarify their concerns.

Parent-Teacher Conferences are listed on the school calendar and are held after the first report cards are issued in early December. Parents are encouraged to meet with their children's teacher(s).

Records of Students

The school maintains academic records for each student, which include registration form, copy of birth certificated, baptismal record, attendance, grades, standardized test scores, health records and any other standardized test a student may have taken. These records are kept in a locked fireproof file cabinet in the school office. Access to these files is limited to the administration and teachers.

If a parent wishes to review the school records of his/her child, twenty-four hour notice must be given in writing to the Principal. It is presumed that all parents have custodial rights for their children unless the school office has been presented with documentation to the contrary. Such information will be kept confidential.

Non-Custodial Parents

A non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records and disciplinary actions. He/she will also be allowed to participate in conferences, classroom visitations, and all other school activities. The non-custodial parent may not visit the student during the school day, nor may the student be released to the non-custodial parent unless the custodial parent gives written permission.

If there is a court order specifying that no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the custody documentations which will be on file. This information will be helpful to school officials in determining when, if ever, the child can be released to the non-custodial parent.

Change of Address/Phone Numbers

A change of address, telephone number, or emergency contacts should be reported to the school office immediately. Up-to-date records are important in handling emergency situations.

Parents' Night

Parents' Night provides an excellent opportunity for parents and teachers to meet informally. At this time, the teachers will explain to parents their expectations relative to homework, assignments, marking, discipline, school and classroom rules, etc. Parents will also have the opportunity to have their questions answered. It is important that parents attend this event.

Parents' Night is not the time for individual conferences with teachers. If this is desired before the scheduled conferences take place at report card time, parents should call the school to make an appointment

Liturgy

The celebration of liturgies plays a vital part in the life of the students of Saint Paul Catholic School. A fully Christian life cannot be conceived without participation in the liturgical services in which we gather together to celebrate the paschal mystery.

While most of the Religion curriculum is generic to all Christian denominations, doctrines and practices that are specific to the Roman Catholic Church are also taught to all students during Religion classes. Although students not of our faith are not expected to adhere to Catholic practices, they are expected to regard our practices and beliefs with respect and to participate in class discussion.

During the school year, we encourage your child's active participation in the liturgy by having each class prepare and practice the readings and hymns for the first Friday Mass each month. Special attention to etiquette and good citizenship is expected of students, faculty, staff, and parents. Parents are encouraged to attend these liturgies, especially when their child's class is involved. The entire school attends liturgy together on the first Friday of each month. Prayer services are held in the classroom, with groups of classes, and for the entire school at various times throughout the year.

All Saint Paul Catholic School students must participate in religion classes and complete the required assignments used to reinforce learning. Service learning projects are done on both an individual classroom and all-school basis during the year. Religion is a core subject for everyone and therefore, is included in averaging for honor rolls.

Sacramental Life

The sacramental life of our children is an important component of the religion program at Saint Paul Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade two. In accordance with Archdiocesan Guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these Sacraments.

Attendance

Arrival

The doors will be open to students at 8:20am. Those students who arrive earlier will wait outside quietly in classroom lines until the school bell rings. Their teachers will escort their students to their classrooms. Parents are asked to bring their students to school by 8:15am, so their students will be present for the 8:20am bell. **We provide teacher supervision in the schoolyard from 8:10am until students enter the building at 8:20am..** The school is not responsible for the supervision or safety of any student who arrives before 8:10am without special permission from the principal or prearrangement with a teacher.

Pre-Kindergarten students enter the school from the Kindergarten parking lot at the 8:20am bell escorted by their teacher and aide.

For the health and safety of our students, we ask parents NOT to drive up or park any time in the school yard. Safety is very important. **Be alert and drive slowly. Please do not double-park or block crosswalks; your cars may be ticketed, towed or both.** Your cooperation is essential to keep all children safe.

Dismissal

Pre-Kindergarten students are dismissed at 11:20am from the Kindergarten parking lot. Parents are asked to accompany their students back to their cars.

Car pick-up for Grades K-8 takes place in the school yard. Early arrivals should move up to the gates in the school yard and form three lines. When picking up your children at dismissal please park behind

one another and please do not block the traffic on Lincoln Street, if the lines should extend that far. Parents are asked to come to the classroom lines and accompany their children by hand back to their cars to ensure safety. When waiting in line in the Rectory/Church parking lot, please do not leave your car unless you park in a parking spot! **Parents are asked to be prompt and be very careful of all the children in the school yard!**

Bus Riders for Grades K-8 will exit from the Kindergarten parking lot and board the buses on Fearing Road. Students are to take their seats quietly and remain seated during the entire ride home.

Walkers exit by the school yard and are accompanied by a teacher to North Street.

Students should leave school promptly at dismissal. Any student not picked up by 2:50pm will be brought to the school office. Teachers are on duty for fifteen minutes after the 2:45pm dismissal.

Leaving School Grounds

Students shall not be permitted to leave the school grounds unless given permission by the principal. When it is necessary for parents to take students out of school, teachers should be notified in advance. Students must be signed out in the office prior to 2:00pm if parents plan to pick them up before the regular dismissal time. Students are expected to remain in school each day until dismissal except in the event of an emergency or illness.

Attendance

Daily attendance is a vital key to success. It is the responsibility of parents or guardians to see that students are in attendance the required number of school days and for the whole day. Procedures for making up missed work must be arranged with the teacher/teachers by the student and parents, after three consecutive days of absence. If absences become an issue, the principal will send a letter home. A child who accumulates more than 20 days of absence during a school year risks possible retention. Depending upon the circumstances, a licensed tutor may be obtained to assist in academic areas where there may be weakness.

Perfect attendance means the student was in school until 11:00am every scheduled school day. If a child is going to be absent, this must be communicated by phone to Saint Paul Catholic School.

Truancy

Truancy is defined as an unexcused absence from school. If a student is found to be truant, the principal will contact a truancy officer, detention will be assigned, and the time missed from school will be made up. Repeat offenses may result in suspension.

Reporting Absences

Students must be called in sick before 9:00am on each day the child will be absent. If a student is going to be tardy due to an appointment, please notify the school before 9:00am at (781)-749-2407.

Returning to School

When a student returns after an absence, a parent's **note** must be given to the homeroom teacher. This is done in **addition** to the phone calls on absent days.

Participation in School Activities and Programs

Students may not participate in any school or after school sponsored activity/program (i.e. party, study group, field trip, dance, game, practice) if they have been absent on that day.

Doctors' Notes

A doctor's note is required after three (3) consecutive days of absences. If the child has had a contagious disease, a written return release by a doctor is required. If a child has an injury or illness that restricts activities, a doctor's note is required and a doctor's note is required to reinstate participation in restricted activities. A student missing two consecutive physical education classes must have a doctor's excuse/release. Failure to comply will impact the student's P.E. grade.

Early Dismissal

Students should only be taken from school early in cases of emergency. The end of the school day is just as important as the beginning of the day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. Check the school calendar for early dismissals and days off when you are making appointments. If an emergency arises and a student has

to be released from school early, the child must bring a note to school. A student is marked absent if dismissed before 11:00am. If dismissed after 11:00am, a student is marked for a full day in school.

If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. Parents/guardians must sign the child out in the school office prior to 2:00pm. **The parent must come to the office to get the child at the time he/she is to be dismissed and sign a dismissal slip.** No student will be released between 2:00pm and 2:45pm except in special prearranged circumstances. **No teacher will dismiss a child** who has not been cleared in the office first, **directly from the classroom.** All students will report to the office before leaving the building.

Family Vacations

Family vacations scheduled outside of regular school vacations are **unexcused absences** and are **discouraged**. Parents/guardians must realize that when unexcused absences occur it puts the student at a disadvantage because there is a gap in the learning process. The children miss out on academics and some social times that are an important part of their educational process. We ask you to consider this when scheduling vacations. If an unexcused absence is scheduled, please send a note to the school office at least seven (7) days in advance. **No work will be given out in advance of the absence. Tests or quizzes will be made up.** Upon return, **parents are responsible to assist** their child/ren in completing the missed work in a timely manner. When parents/guardians will be out of town for an extended period of time, the school office should be notified and given names and phone numbers for emergency contacts.

Tardy Policy

A child is tardy when he or she arrives after the lines have filed into the building. When a student returns to school from a medical appointment, he/she should bring a note from the doctor and check in at the office before returning to class.

Students who arrive after 8:20am are tardy and must be accompanied by an adult who will enter through the front entrance (school yard). **The students must report to the office and receive a tardy slip before going to class.**

It is the responsibility of each family to work out a system so that students arrive on time to school. Students who consistently arrive late are being deprived of social interaction, Morning Prayer, announcements, and time to organize themselves for the day.

If tardiness becomes a chronic issue, a letter and a conference with parents, teacher, principal, and in some cases the student, will be held in order to determine the cause of the tardiness. They will arrive at a possible solution to the problem. If the problem persists, students who are habitually tardy will have detention.

Make-Up Assignments

It is the **student's responsibility** to request assignments upon returning to class or make arrangements for a fellow student to bring home necessary books and work. When a child is ill, a parent may request schoolwork when he/she calls in before 9:00am. Only after three days of absence, books and assignments may be requested from the school office. They are to be picked up at the school office by a parent or another student so that teachers and classes will not be interrupted. Assignments will be available for pick up in the office between 2:30 - 2:45pm that day. These assignments are due upon the students' return to school. Please do not ask for the work unless the student is able to do it.

In the event that the work was not sent home or picked up on the absent days, students have one (1) day for each day absent to make up missed assignments due to excused or unexcused absences. The one (1) exception to this rule is for scheduled exams or tests where the review was already given to the student before he/she was absent. Students must make arrangements with teacher(s) to make up tests and quizzes before or after school. Make-up testing may not be administered during class time, especially with older students.

Early Summer Vacation

If leaving on summer vacation before the end of school, please notify the office two (2) to three (3) weeks in advance so that arrangements can be made to complete all tests and work prior to leaving. Report cards will not be given out prior to the last day of school. Again, we strongly urge you to have children stay in school until the end of the year.

School Closings

In cases of inclement weather, Saint Paul Catholic School adheres to the Hingham Public School's decision on school cancellations or delayed opening. There may be times when Saint Paul Catholic School will close and the Hingham Public Schools are in session. Announcements are made through Blackboard Connect Ed email/phone and on radio stations WBZ AM/1030, WRKO AM/680, television stations 4, 5, 7, and 25, via the Internet www.schoolclosing.com, www.myfoxboston.com, www.wbzclosings.com.

Field Trips

Field trips are a privilege, not a right. Students may not participate in field trips unless an official school permission form is signed by parent/guardian and returned by the assigned date. Children will not be allowed to call home if the form has been forgotten. The principal can deny a student the privilege of participation in an activity outside the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior. Field trips are mandatory and always have an educational purpose directly related to the curriculum being studied. Preparatory and follow-up activities are conducted for all field trips.

Parents/chaperones who accompany children on a trip must have VIRTUS training and a completed CORI form. **No pre-school children** may accompany a class on a field trip. All chaperones must sign in at the office.

All electronic devices are not allowed since the school, bus company, bus driver, and school personnel assume no responsibility for the security or safety of these items. The dress code for the field trip will be determined by the event and stated on the permission slip. **All school rules apply during field trips.**

Field Trip Bus Conduct

Students are expected to behave and obey the bus driver, teachers and chaperones on the bus at all times. Standards of behavior are set so that maximum safety is assured for all riders.

Transportation

Bus transportation is arranged by the Hingham School Department only for Hingham residents. Schedules are published in the local newspapers. All questions concerning buses should be referred to (781) 741-1511. No child may change his/her method of transportation unless a written request has been received from the child's parent. Only students assigned to specific buses by the Transportation Department and who are residents of Hingham may ride the buses.

Bus Regulations

- ✦ Board the bus in single file.
- ✦ Remain seated until the bus arrives at the designated site.
- ✦ Do not throw anything in or out of the bus window.
- ✦ Make sure your behavior does not distract the bus driver's attention from the important job of driving the bus.
- ✦ Be courteous to the driver, teachers, chaperones, bus riders, and other people on the road.
- ✦ Be respectful of bus equipment.
- ✦ Students must have written permission by a parent to ride on the bus.
- ✦ Students are not allowed to eat on the bus.

Changes

The school has a record of each student's mode of transportation to and from school. If for any reason a child needs to go home by another means (e.g. by car with another person, or walk) parents are required to send a signed note stating such information. (Please plan ahead - phone calls will be allowed only for emergency and unforeseen situations.)

Dress Code

Saint Paul Catholic School respects each individual student and their social and academic individuality. Our dress code works to reinforce this belief, while following the traditions of Catholic education: unity, life -learning, shared values, personal dignity. We also hope that it provides some flexibility in item/vendor choice. Additionally, a student's personal grooming can influence his/her performance. Uniforms are worn every day unless notice is given from the office to indicate dress down days or special occasion events. Parents are responsible for sending children to school in the correct uniform attire. The uniform should be clean and pressed with all buttons buttoned and hems intact. Please label uniform clothing, lunch boxes, backpacks, etc. with your students name to ensure that they will be returned should they be lost.

The vendor that supplies:

All Saint Paul School plaid uniform items, physical education navy blue sweatpants, as well as general uniform items, such as chinos, dress shirts, etc.

**J.B. Edwards
745 South Street
Roslindale, MA 02131
617-323-8832 – www.jbedwarduniforms.com**

The vendor that supplies:

All uniform items that require the Saint Paul School emblem (white polo, gym t-shirt and any sweaters, fleece or sweatshirt items). Physical education athletic pant/short (PreK-8), as well as general uniform items, such as chinos, dress shirts/blouse and blazer

**Lands' End
1-800-469-2222
Landsend.com/school
School #900098104**

Many of our general uniform items are available through local retailers, for example, khaki/navy chinos, dress shirts/blouses, navy blazer, tights/socks. Please feel free to shop for them as long as the items adhere to our uniform dress code.

**REMEMBER TO SHOP OUR SAINT PAUL SCHOOL UNIFORM CLOSET!
(For more details please contact Eileen Lagrotteria : eonl4841@comcast.net
or Martha Falvey : jmfalvey@comcast.net)**

Finally, if you have been lucky enough to be given hand-me-down items, please refer to the dress code for uniform updates before having your student wear them to school.

School Uniform:

***PRE-K STUDENTS WILL WEAR THEIR PHYSICAL EDUCATION UNIFORM TO SCHOOL EVERYDAY AS THEIR SCHOOL UNIFORM. NAVY BLUE SWEATPANT OR NAVY WIND PANT W/WHITE STRIPE (NAVY MESH SHORT OR NAVY WIND SHORT W/WHITE STRIP/FALL&SPRING),SHORT SLEEVE WHITE POLO W/ SPS EMBROIDERED EMBLEM, GRAY T-SHIRT W/SPS EMBLEM (heat transfer), NAVY CREW NECK SWEATSHIRT W/SPS EMBLEM (heat transfer). SNEAKERS ONLY.**

GIRLS

Grades Kindergarten-5: Uniform plaid jumper, white round-collar blouse (short or long sleeve), navy socks or tights. **OPTIONAL:** navy sweater (cardigan, pullover- crew/ v-neck, v-neck vest), navy zippered fleece vest w/ SPS embroidered emblem.
(Dance-style shorts may be worn under jumpers.)

Grades 6-8: Uniform plaid skirt, white blouse (short or long sleeve- oxford, pointed collar), and navy socks/tights. A sweater or sweater vest must be worn. Options are navy sweater (cardigan, pullover – crew/v-neck, v-neck vest), zippered fleece vest w/ SPS embroidered emblem . Skirts no shorter than 2 inches above the knee.
(Dance-style shorts may be worn under skirts.)

FIELD TRIP/Required Grades 7 & 8 - Navy hooded sweatshirt w/ SPS emblem (heat transfer).

Shoes: Girls must wear sensible low dress shoes (navy, black, blue, brown, tan, or grey). No shoes with a heel over two inches (measured from the back exterior of the shoe), no sandals, no open-back, no clogs or any type shoe which resembles a sneaker, no boots or hi-tops shoes are permitted. Sneakers are permitted on gym days and dress down days only.

Make-up and Jewelry: Girls may wear only clear or light colored nail polish. Students are not to wear make-up of any kind to school. Girls may have one set of pierced ears. Earrings should be small and appropriate for a uniform. Hoop earrings up to one-half inch are acceptable. Jewelry should be limited to one watch, one ring and simple crosses or medals on narrow silver or gold chains.

Hair: Scrunches, hair clips, rubber bands, etc. are not to be worn on the wrists. No hair feathers. Headbands/ribbons may be worn.

BOYS

Grades Kindergarten-5: Navy chino dress pants, solid light blue, French Blue, or white dress shirts (short or long sleeve), solid navy tie, dark belt. **OPTIONAL:** navy sweater – (crewneck, cardigan, v-neck/sweater vest), navy zippered fleece vest w/ SPS embroidered emblem.

Grades 6- 8: Khaki chino dress pants, solid color dress shirt, any color tie and dark belt.
6th Grade- No solid navy blue sport blazer.
7th & 8th Grade- Solid navy blue sport blazer required

FIELD TRIP/Required Grades 7 & 8 – Navy hooded sweatshirt w/ SPS emblem (heat transfer).

Shoes: Boys must wear sensible dark shoes (navy, blue, brown, tan or grey) with socks. Sneakers permitted on gym day and dress down day only.

Jewelry: The boys may wear a watch and simple crosses or medals on appropriate silver or gold chains. Please no earrings.

Warm Weather Uniform (Sept.6- Oct.14, 2011, and April 9- June14, 2012)

This time frame may be adjusted at the discretion of Mrs. Duggan.

Girls/Boys Kindergarten-5: Navy shorts, short sleeve white polo w/ SPS embroidered emblem, white socks, and sneakers only.

Girls/Boys Grades 6-8: Khaki shorts, short sleeve white polo shirt w/ SPS embroidered emblem, white socks, and sneakers only.

No belts are required with the warm weather uniform. The white polo shirt may be worn over the shorts.

All Students

- All students should arrive at school well groomed and prepared to start their school day.
- Students are not allowed to have visible tattoos or body piercings.
- Sweaters, sweatshirts and fleece items without the school emblem are NOT a part of the everyday uniform. They may be worn as outwear to and from school, but not in the classroom during the day.
- Sweatshirt (crew/hooded-zippered) and athletic jacket with the school emblem may be worn in school on gym days only.
- For safety reasons students are not to wear their jewelry to gym class.
- Hairstyles, color and length should be age and school appropriate. Mrs. Duggan will determine if a style, color or length is inappropriate for school.
- During inclement weather, students may wear boots to school and bring their school shoes to change into for class. Girls may wear gym pants or the like under their skirts/jumpers to travel to and from school, however they will need change to their everyday uniform during school hours.
- Heely's and platform shoes are not permitted because they pose a safety concern.

Physical Education Uniforms - Gym classes are held on Tuesday (PreK-4) and Friday (5-8).

K-8: Navy sweat pant or navy wind pant, navy mesh short or navy wind short w/ white stripe. Gray t-shirt w/ SPS emblem (heat transfer). Navy crew neck sweatshirt w/ heat transfer emblem.

Sneakers only.

D.A.R.E. t-shirt may be worn on gym days for the 6th, 7th and 8th grade as part of their gym uniform.

Dress Down Days

The children will be allowed to wear clothes other than their uniforms to school on our special "Dress Down Days." These dates will be listed on the monthly school calendar. Clothing should be appropriate for a comfortable, but productive working atmosphere keeping in mind the activities for the day and the weather. Students are expected to manage their appearance in a manner that does not disrupt the education process.

Students may wear jeans, cargo pants, and shorts (weather permitting). Shorts should be loose-fitting dress or walking shorts of sufficient length with a finished hem. Students should not wear clothing that advertises or promotes anything in any manner. Mrs. Duggan will determine whether a student's appearance or dress is inappropriate for the school environment and if necessary will notify their parent/guardian to come to school with a change of clothing before the student may return to their classroom.

Dress Down Days (subject to change – please verify with monthly calendar)

Oct 21st – "Hats on Day" – Foundation for Children with Cancer

Nov 2nd – New England Patriots Dress Down Day – Election theme

Dec 21st – Red / Green Dress Down Day

Feb 14th – St. Valentine's Day Red / Pink Dress Down Day – American Heart Association

May 2nd – Red Sox Dress Down Day – Cradles to Crayons

Unless otherwise notified, the dress code for the following special occasions is as follows:

December 2, 2011 - Christmas Bazaar Day – "Dress Red & Green"

Students may wear festive attire, jeans permitted, instead of the uniforms. They may wear whimsical Christmas accessories such as Christmas jewelry, reindeer antler headbands and Santa hats. The students will attend the bazaar during the school day.

December 15, 2011 - Christmas Concert Evening – "Sunday Best" Holiday Attire

Students are required to attend the annual Christmas concert and are asked to wear their "Sunday best" holiday attire as they will be performing on stage.

March 16, 2012 - St. Patrick's Day Assembly – "Dress Green"

Students may wear dress green. No jeans. They will perform on stage that afternoon.

Lunch

Lunch Program

Saint Paul Catholic School offers a lunch program. The lunch menu calendar and order form are sent home each month. The menu is also printed on the school web-site. In addition, students may purchase white or chocolate milk for the school year. Students may bring a "bag" lunch, however, no bottles, cans or soda is allowed. Parents should not pack peanut butter or nut products of any kind in students' lunches. Lunch period is from 11:40am until 12:20pm. Teachers, Principal and volunteer parents supervise the students during lunch and at recess. Grades K-3 will eat lunch from 11:40am -12:00 and have recess from 12:00-12:20pm and grades 4-8 will have recess first and the lunch ending at 12:20pm.

All refuse is deposited in barrels and tables are cleared before a class may leave the gym.

Lunches delivered after school has started will be distributed to the students at lunchtime. Should a student forget his/her lunch, one will be provided and parents may reimburse the school lunch program.

In fairness to all students, the delivery of fast food lunches will not be allowed.

Health Matters

Health Services and Immunizations

Saint Paul Catholic School is fortunate to have part-time nurses. The school nurses help address any health concerns, update student's health records, administer the yearly hearing and visual testing, screen for scoliosis and present health education. Please monitor your child's health condition before he/she comes to school. It is important that parents cooperate with the school nurses with regard to their child's health records. All schools in the Commonwealth require that students must have immunizations which are up to date for school entry at the time they register for school. Parents are responsible for keeping immunizations current and informing the school nurse of additional immunizations. Students whose immunizations are not up to date may be excluded from school.

Illness and Injury

If any student is ill, injured, or excused for any reason during school hours, **he/she must be signed out in the school office.** Students should be picked up within a half hour (30 minutes) of notification of parent or authorized person on the emergency card. Parents are responsible to have at least one person listed on the emergency card that can be contacted when parents cannot be reached. An emergency card must be filled out for each child at the beginning of the school year and returned to the office. These cards are an important reference should your child become ill during school hours. **Up-to-date emergency forms with all current phone numbers are vital. If changes occur during the year, please notify the office immediately.**

In cases of emergency, an attempt will be made to reach the parent, before taking any action; however, the immediate safety of the child will be given first consideration in any action taken.

Medications

All medication is to be administered by the school nurses. Unlicensed school personnel may not administer prescription or non-prescription medication at any time with the exception of EpiPens, in allergic emergencies. The health and safety of our students requires that we set a definite policy for our school. The schedule for taking most medications, including antibiotics can be safely adjusted around school hours. Therefore, we strongly recommend that ALL medications be given at home, not in school. When medication is needed at school (e.g. inhaler, EpiPen) this can be done when the nurse is on duty and only after parents have supplied the required information. When a nurse is not on duty, the parent must be present to ensure that the medication is properly taken. Saint Paul Catholic School has a medication policy that does not allow students to carry their own medication without proper documentation, including physician orders and consultation with the school nurses. Please address all questions about medications at school to the school nursing staff.

No medications will be given unless all requirements are met.

Prescription Medication

- The school is required to have on file the written permission of the student's parent/guardian to give the medication. Use the official school form available in the office or a note which provides the student's name, name of the medication, dose, time to be given, reason to be given, and the parent/guardian signature with date. Medication forms are available in the nurse's office.
- The written order of a doctor is required. The prescription label meets this requirement. Any additional doctor's instructions should be sent on a separate prescription note. Remember for students to be allowed to take prescription medication a new doctor's prescription note is needed for all dosage changes!
- All medication must be sent in the **original, labeled container**. When filling a prescription, ask your pharmacist to provide one (1) labeled container for home and one (1) labeled container for school use. This will greatly improve the chances of receiving accurate doses at both places at the prescribed times. We cannot accept plastic bags or envelopes and only the doses necessary for school administration should be included.
- Medicines should be delivered to the school by the parent or a responsible adult. No students will be allowed to carry medication in school.

Over-the-Counter Medication

Non-prescription over the counter medicines will not be administered during school time or by school administration (e.g. Tylenol, aspirin, cough medicine, etc.). **No cough drops or hard candy** should be sent to school with your child. Bottled water would be best for sore throats and coughs at the discretion of the teacher.

All medication authorizations must be renewed each school year.

Food Allergies

Saint Paul Catholic School is a peanut and nut free school environment.

Today, parents are faced with the reality that if their child has a severe food allergy the child is at great risk for a life threatening and potentially fatal allergic reaction at school termed "anaphylaxis". The only way to provide a safe and healthy learning environment for these children is for Saint Paul Catholic School to partner with parents to ensure the safety and health of each and every child with food allergies. In order to minimize the incident of life threatening allergic reactions, parents will meet with the school nursing staff and provide documentation including Emergency Healthcare forms, parent permission (for medication) forms and physician order forms. Parents and school nurses will also discuss procedures that will be followed should an incident occur. The nurses will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students.

Each classroom has a BLUE BAG containing EpiPens for any student who has one prescribed. This will be used by the teacher when necessary. If the EpiPen is used, emergency medical services will be contacted and a parent will be notified. The student will be transported directly to South Shore Hospital.

For more information from The Food Allergy & Anaphylaxis Network log on to **www.foodallergy.org**

Academic issues

Honor Roll

Saint Paul Catholic School believes in recognizing and rewarding academic accomplishment. Honor Roll is based on the report card grades and honor roll status is posted with report cards.

The criteria for achieving honors in grades 4-8 is as follows:

Principal's List	All grades A- (90) or better
First Honors	All grades B- (80) or better
Honorable Mention	All grades B- or better with one (C-, C, or C+)

General Conduct can negatively affect Honor Roll status if below average or unsatisfactory.

Report Cards and Progress Reports

Report cards are issued in December, March and June for grades 1-8. Parents of children in grades 3-8 receive progress reports three (3) times a year. Report cards are issued in January and June for Prekindergarten and Kindergarten students. The dates will be noted on the school calendar as well as procedures for Parent/Teacher Conferences. Parents are welcome to come to school and discuss the progress of their child. Please make appointments by calling the school office.

Letter grades are assigned for all major subjects in Grades 3-8. Major subjects include Religion, Reading Comprehension, Grammar & Writing, Vocabulary-Spelling, Social Studies, Mathematics, and Science. Minor subjects are Spanish, art, music, gym, computer science, library and NDVS.

Grades for the 3-8 are as follows:

A+ = 97-100	B+ = 87-89*	C+ = 77-79	D+ = 67-63
A = 94-96	B = 84-86*	C = 74-76	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63
F = 59 and below (Failure)			

On primary level, grade reporting emphasizes the student's progress in mastering and learning concepts in relation to ability level of the student.

Grades for PreK through 2 are as follows:

1 = Succeeds with minimal help	S = Satisfactory
2 = Succeeds with significant help	N = Needs Improvement

Conduct and Effort grades are also used in our grading system.

Each teacher gives a Conduct and Effort grade from a "1 to 4" for the subject he/she teaches.

4 = Above Average

3 = Average

2 * = Below Average (Unable to comply with specific behavior standards.)

1* = Unsatisfactory (Unacceptable behavior and disruptive to the teaching process.)

*This grade will prevent a student from being on the Honor Roll.

Standardized Testing

Standardized testing is essential to assessing student progress. It is important that students be present during testing. Please do not make any appointments for your children during testing weeks. Check the school calendar for testing dates and plan accordingly. Standardized Achievement Tests, Stanford 10, approved by the Archdiocesan office, are administered to grades 2-8 in mid-March of each year. The results of these tests are reported to parents and become part of the student's permanent record. Such results serve as a guide in helping assess strengths and weaknesses. Comparing one year's results with the next is a clear indication of the progress being made. These tests are taken during the regular school day. Parents should make every effort to assure that their child/ren are in school on testing days.

Graduation Policy

Receiving a diploma from Saint Paul Catholic School is an honor. It signifies that the student has satisfactorily met the educational standards set forth by Saint Paul Catholic School. Students must pass each grade level with a C- average or above unless special circumstances exist. Any student who does not meet this requirement will receive a certificate of attendance in place of a diploma at graduation. Upon successfully completing a summer school tutoring program the student may receive his/her diploma.

Promotion and Retention Policy

Although the aim of the school is to help each student progress smoothly from one grade to the next, this is not always possible. The principal, in consultation with the teachers, should make decisions on grade promotion and retention of students. Teachers will notify parents of any serious difficulties by the second report card. The teacher will communicate in writing with the principal and the parents by March 1st concerning possible retention, mandated tutoring, or summer school.

Some factors that might make it necessary for a child to repeat a grade are:

- Failure to achieve academic potential at a particular grade level
- Frequent absenteeism and/or tardiness
- Lack of social, emotional or physical development which inhibits performance
- Failure in one (1) or more subjects may result in mandated tutoring, summer school, and or retention.

Student Council

The Student Council members are elected within their classrooms. Elected members are responsible for representing their class within the school. Meetings are held once a month and students must be actively involved. **Prospective candidates must have good grades, be models for younger students and have strong Christian values.** All student government members are to set a good example for the rest of the student body. Only students in grades 5-8 are eligible to be elected as officers.

Special Programs

- Art, Music and Physical Education Programs
- Computer Applications Program
- Library Program
- School newspaper
- Science Fair – Grades 4-8
- Notre Dame Virtual School – Grades 7-8
- Student Council – Class Representative: Grades PreK- Grade 8, Officers: Grades 5-8
- Enrichment Program-in-school and afterschool programs
- Guitar Lessons
- Basketball Program – Grades 5-8
- DARE Program-Grades 6-8
- Talk About Touching – PreK-3
- Keeping Children Safe – Grade 4-8
- See, All things Made New – Grade 7
- Second Step/Steps to Respect – Grade K-8
- Bully Guard Program – PreK-8
- Musical Plays

Assignments

Study Habits

Special skills and techniques can make learning easier and more enjoyable for students. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, pen, paper, needed materials.
- Be an active participant in class - listen well and take part.
- Ask questions and clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.
- Set high goals — just "getting by" is not a worthwhile goal.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. The teachers may assign some study or written homework each day. Homework assignments may be required of all students including Kindergarten. It is an important part of your child's education. It also indicates how well the student accepts responsibility according to his/her age and grade level.

Students must record all assignments in the assignment books, for grades 2-8, provided by the school. Parents can help their children by arranging for a quiet, comfortable place for their student to work and by checking the assignment book and completed work on a daily basis.

Homework guidelines

Grades Kindergarten – 2	15 minutes – 30 minutes
Grade 3	30 minutes – 45 minutes
Grades 4-5	30 minutes – 90 minutes
Grades 6-8	60 minutes – 120 minutes or more

Homework is an essential part of learning. If your child seems to be spending very little time, or excessive time on homework, please contact the teacher. Please do not excuse homework not completed, unless it is truly a valid reason. All students' homework is factored in students' report card grades. If homework is not completed, homework notices will be sent home. Absentees are responsible for contacting another student to receive homework assignments and/or the school web-site.

Summer Reading and Math

Reviewing skills over the summer is important. Students are required to complete summer reading and math activities. The reading lists are given out on the last day of school along with the math review workbooks.

Expectations for Student Behavior

Code of Conduct

Saint Paul Catholic School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of My brothers, you do unto Me." (Matthew 25:40). Adherence to rules and regulations of the school and classroom are the responsibility of all, to ensure that the best quality of learning can take place. The principal is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause, at his/her discretion.

In view of this philosophy, our focus and expectations are as follows:

Respect yourself and others.

What we believe of ourselves affects our relationships with others. Therefore, it is important that our self-respect be established and fostered.

Be honest.

Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property, or cheating in any form affect us all, and will not be tolerated.

Remember, we are all God's children.

Cultural diversity is one of our most precious gifts. We will always work toward an appreciation of the richness that a diverse population brings to our lives.

Find peaceful solutions.

Problems with relationships will inevitably occur. We trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner. In the event that these encounters are unsuccessful, intervention and assistance will be readily accessible.

Be polite and kind to others.

We are all people of God. Hurtful behaviors such as name-calling, ridiculing, bullying, mean spirited teasing, and excluding others have no part in our dealings with others and are never acceptable.

Always do your best.

God has given us intelligence in various forms, along with so many other gifts. We will use those gifts to the best of our ability. We will accept the challenge to be the best that we can be.

Play fair and cooperate.

Competition is a valued part of society. We will encourage a healthy balance between competition and cooperation in academics, sports, and other activities. We will always seek and support “win-win” situations.

Rules for Students

Promoting courtesy, appropriate manners, and Christian responsibility are goals incorporated in the following rules:

Recess/School Yard Conduct

- No student should be in the school yard before 8:10am, as the yard is not supervised until that time.
- Students should not leave the school yard once they have arrived.
- Students are on the school property until their teacher dismisses them at the end of the school day.
- When the bell rings in the school yard, the students must line up quietly.
- No one is allowed in the building before school without a teacher’s permission.
- In inclement weather, children will line up in the school hall quietly.
- The students must stay in the designated play areas.
- The school yards must be kept free of litter.
- If a problem arises before school or during recess, students should report the problem to the teacher or lunch monitor on duty.
- Neither running or nor rough behavior is allowed.

Character Pledge

Because I believe that we are all God’s children, I shall try to treat everyone with politeness and kindness, doing my best to work and play fairly and honestly. I know that what I say and do shows respect for myself, so I will try to do what is right and accept responsibility for my choices and behavior.

Discipline

See Saint Paul School Bullying Prevention and Intervention Plan posted on the school website.

Discipline is the student’s ability to manage him/her within the limits set by school policies and procedures with respect for self and others so that goals may be accomplished. Parents or guardians and teachers share equally the responsibility for discipline. Acceptable behavior provides a climate where Christian community can be experienced and a positive attitude toward life can grow. Each student who follows the above listed code of conduct, as well as all the school’s policies and procedures, is well disciplined.

At school, the classroom teacher primarily handles discipline, but each staff member has the right and duty to correct any student of any grade level. Unacceptable behavior deprives others of the right to a happy learning situation in school. If students do not respond positively to reasonable attempts of correcting and modifying their behavior, parents will be notified and appropriate disciplinary measures will be taken.

There are certain types of behaviors that are totally out of context in a school where the primary focus is on Christian Life. Consequences will vary according to the nature and seriousness of the rule infraction. Consideration will be given to the circumstances involved, prior offenses committed by the student, and the ability of the school to obtain accurate information. **These acts are inappropriate anywhere on school grounds – including commuting to and from Saint Paul Catholic School – as well as at school sponsored events [parties, sporting events, etc] and field trips.** Below are some examples of inappropriate behavior. By no means is the list all inclusive:

Serious Offenses

- Sexual misconduct/harassment
- Intimidation/bullying:
 - intentional, repeated, unwanted, aggressive, hurtful acts, words, or behaviors,
 - hurting someone physically by hitting, kicking, tripping, pushing, etc.,
 - teasing someone in a hurtful way,
 - spreading rumors about someone,
 - serious physical aggression against another.
- Possession or use of alcohol, tobacco, or drugs
- Possession or use of any weapon
- Open defiance of school authority, including verbal or physical aggression
- Deliberate destruction of school, private, or public property
- Theft
- Cheating
- Chronic truancy
- Any physical or safety issues
- Inciting other students to participate in any of the above offenses

Less Serious Offenses

- Gum chewing
- Eating candy or food in the classroom and/or school building other than the cafeteria
- Wearing a hat inside the building
- Inappropriate Language
- Running in the hallways
- Not covering textbooks
- Disrupting a class
- Bringing unnecessary personal items to school
- Use of electronic equipment during school, including cell phones
- Using skateboards, in-line skates, or **Heelys** in or around the school
- Tag, running, racing, etc., anywhere on school grounds, walking to and from school, or on the bus
- Throwing snow, food, or other objects
- Spitting
- Noise distractions
- Exhibiting public displays of affection

Saint Paul Catholic School personnel may use any of the following disciplinary tools:

- The teacher notifies the parent with a note or phone call when a problem arises.
- If the parent learns of a situation at home, they should contact the teacher first, not the principal.
- If the situation is not resolved, a principal/parent/student/teacher conference will be arranged.

When serious breaches of discipline occur, teachers will involve the principal immediately.

- Parent notification
- Loss of privileges
- Missed recess
- Detention
- Written notice
- Behavioral contracts
- Progress alerts
- Missed field trips
- Suspension

In an effort to assist a student in his/her efforts to modify behavior, the principal may deem any avenue, including referral to professional counseling, an appropriate disciplinary tool.

Some behaviors are very serious in nature and will be treated as such. Parents will receive immediate notification and meet with the principal. The student may be suspended or asked to withdraw. If the student remains at school, he/she will be on probation for the remainder of the school year. A second incident within this probationary time could result in immediate expulsion of the student from the school. If any offense is of a criminal nature, proper authorities will be notified.

Verbal and written notification of suspension will be given to the parent/guardian of the student. Except for standardized testing, any tests or quizzes given on the day(s) of suspension result in a zero. Suspended students are not eligible to make up tests or quizzes.

A copy of the student's misconduct record and the warnings of the consequences given to the student and his/her parents or guardians must be retained in the school files.

Detention

Detention is given for serious offenses. A slip explaining the reason for detention goes home to be signed by the parents and is to be returned to the teacher the following day. If the signed detention is not returned the following day, a call to the parent will be made. The length of the detention is forty-five minutes, (2:45-3:30).

Bus students and those who commute by car are not exempt from detention. It is the responsibility of parents to provide transportation for students serving a detention. If it is absolutely impossible to provide transportation on the day indicated, a parent may send a written note requesting the day be changed.

Suspension

Suspension is defined as a temporary dismissal of a student from the school. It may be in-house or at home at the discretion of the principal. Suspension shall be within the jurisdiction of the principal. The pastor will be informed of suspension in every instance.

Expulsion

Expulsion shall be within the jurisdiction of the principal and the pastor.

Computer, Technology, and Network

Before any student may enhance his/her education through the use of the school's computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer privileges and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. (See appendix for policy.)

Additional Student Activities

Athletics

Saint Paul Catholic School provides a basketball program for boys and girls in Grades 5 through 8. This organization provides an opportunity to develop athletic skills, teamwork and team spirit. We encourage our students to be involved in athletics. Students must maintain passing grades in order to participate in any activities. Absence prevents a student from playing. Our parents serve as coaches for these teams.

Birthday Treats

Students may observe their birthday by bringing a treat for the entire class. Such treats are limited to popsicles. The classroom teacher will determine when the class will enjoy this treat. Such treats should be put in the kitchen freezer before school. Candy and cakes are reserved for special classroom or school wide celebrations. This is done at the discretion of the classroom teachers in collaboration with the room mothers, school nurse and parents of students with food anaphylaxis. An alternative to food treats could be a donation of a favorite book or game to the classroom or to the library.

Party Invitations

Party invitations may **not** be passed out at school or distributed in the school yard at anytime.

Assembly Programs

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, plays, concerts, speakers, cultural presentations, etc. Special attention to etiquette and good citizenship is expected of all students, staff, and parents. Parents are welcome to attend some of these performances. Notification will be sent home prior to the event.

Parent Activities

Volunteers

One of the most vital forces in the everyday functioning of our school is the volunteer program. Parents give countless hours of their time to help with playground, lunch monitoring, library, field trips, and other special projects to make our school a productive learning environment for the benefit of our children. Only with the continued interest and generosity of parents and parishioners who support our dedicated, hard-working staff, can we hope to use all of our facilities to their fullest in educating our students - your children - according to the high standards we have always maintained. Therefore, we thank you most sincerely, and ask that you continue to offer your time and talents as you have in the past. You are part of the "plus" that makes Saint Paul Catholic School what it is.

School Board

Saint Paul School has established a School Board, which provides professional advice for the Principal and Pastor. The Finance Committee of the Board presents a balanced budget to be approved by the full Board, which sets fees and tuition. The Board consists of a sub-committee structure including Finance Committee, Education Committee, Plant and Facilities Committee, Development/Alumni Committee, Public Relations Committee, and Strategic Long-Range Planning Committee to support the administration in enriching the MISSION of the school.

Parent-Teacher Organization (PTO)

Our PTO is a social and fund-raising organization of the school. This parent organization works in partnership with the principal and staff to provide assistance at school functions and special events for staff and students. Most importantly, this organization supplements the cost of administering the school whereby all students enjoy the benefits of their efforts. Parents are their children's first and most important teachers, and your participation in school activities is valued. All parents of Saint Paul Catholic School are invited to join school efforts to support students through active membership in our Parent-Teacher Organization. New members and new ideas are always welcome at our monthly meeting.

Miscellaneous

Animals

Animals should not be brought into the school yard or school building at any time.

Smoking

Saint Paul Catholic School is a smoke-free facility.

Fire and Other Emergency Drills

According to safety regulations, fire drills are held at frequent intervals during the school year to acquaint the students with emergency evacuation procedures.

Finances

Tuition Policy

Tuition is the primary source of income to the school and it is supplemented by fundraising and parish support. Tuition rates are set for the upcoming year by January. The bills are sent out, and the tuition is due by July 1st. There are two (2) options for paying the school tuition:

- Submit payment in full directly to Saint Paul School by July 1st.
- Contract with FACTS Tuition Management Company by July 1st to participate in a payment plan of ten (10) monthly installments paid by automatic debit from a bank account. The deduction date can be elected for either the 5th or the 20th of the month. There is service fee per family for using FACTS. If you are an existing FACTS Tuition Management Plan, then you will automatically be re-enrolled each year. If you chose to sign-up via FACTS, please see Ms. Tosiello.

Tuition is discounted for families with more than one (1) child enrolled in Saint Paul School.

There is an annual non-participation fee in addition to the tuition for families who do not support Saint Paul Parish by using the parish support envelopes.

Refund Policy

If a student is withdrawn between April 15, 2011 and June 15, 2011, the parents are responsible for 25% of the student's 2011-2012 tuition.

If a student is withdrawn between June 15, 2011 and September 1, 2011, the parents are responsible for 50% of the student's 2011-2012 tuition.

If a student is withdrawn after September 1, 2011, the parents are responsible for 100% of the student's 2011-2012 tuition.

Please check the policy on the back of registration and re-registration forms. **Registration fees, re-registration fees, Book fees and Capital Assessment fees are non-refundable.**

Library

PreK-6 has a scheduled library period each week. Students may check out one (1) book for one (1) week at a time. Renewal is possible if there is no waiting list for the book. A student's library borrowing privileges may be taken away if he/she repeatedly has overdue, lost, or damaged books.

Property

Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school staff and administration cannot be responsible for valuables, which students bring to school. It is recommended that students leave their valuables at home. If a special circumstance makes it necessary for a student to bring things of value to school, leaving them in the school office can safeguard these items. The buying/selling of any items is not permitted before, during, or after school without principal and parent permission.

Items Prohibited in School

Any devices or articles used for communication, entertainment, or to disrupt learning and/or the school routine (including but not limited to cell phones, pagers, talking watches, sound activated devices of any type should not be brought to school except when special permission is given by the principal. No white out of any type is allowed in or on school grounds. In addition, no cigarettes, alcohol, or illegal substances are permitted on the school premises. Prohibited devices will be confiscated if on school property and brought to the principal's office. Parents must come to the office to retrieve them.

Care of Property

Each person is expected to take care of all school property. Destruction and/or defacing of school property will not be tolerated. Damaged property caused by carelessness or misuse will result in monetary and/or work restitution.

Each person is responsible for keeping our building clean. Students are expected to keep desk, coat area, and locker areas clean. No littering will be tolerated in any part of the building or on the school grounds. Students will be expected to share in light school cleaning duties in the classroom (e.g. washing desks and boards, picking up paper, etc.).

Every student is expected to be respectful of the property of staff and other students. Disrespectful behavior has consequences.

Book Bags

All book bags/back packs must be kept in lockers or designated areas during the school day. All bags should have identification tags.

Book Care

All textbooks and equipment belong to the school. Books should be handled with care so that they can be used for several years. It is the student's responsibility to keep all books covered and return them in good condition. Students should report any problems with a book when it is issued. Books must be repaired with proper mending materials. If books are lost or damaged, a parent must pay for the replacement of the book(s).

Lockers/Desks

Middle School students are assigned school lockers for the convenience with books and other school material. The students may use only the locker assigned. Do not keep anything of extreme value in the

locker. Report any locker problems to the office immediately. No items are allowed to be displayed inside the locker.

All lockers and desks provided for student use remain the property of the school. These lockers and desks are subject to inspection, access for maintenance, and to search by school administration based on the doctrine of "reasonable suspicion." Lockers and desks are subject to search by school staff in the interests of school safety, sanitation, discipline, enforcement of school regulations. Enforcement officials on presentation of a proper warrant, also have access. Searches conducted by staff when there is suspicion that laws, or safe and drug free school policies are being violated, shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

Lost and Found

Our children need to learn a sense of value and responsibility for their possessions. Lost clothing, jewelry, lunch boxes and other articles are frequently left at school and never claimed. To eliminate this problem, **please put a name on everything!** Encourage children to check for missing items immediately. That which remains unclaimed after a period of time, may be donated to charitable organizations.

Appendix

SAINT PAUL SCHOOL STUDENT ACCEPTABLE USE POLICY

Our Technology Resources Mission:

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources are essential to the mission of the **Saint Paul School**.

Further, the purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer and apply knowledge, record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, **Saint Paul School** provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to **use** them appropriately.

The network connection, **email** system, all software and hardware are the property of the **Saint Paul School**.

Supervision and Monitoring:

- The **use** of these components is a privilege which may be revoked at any time for inappropriate **use**.
- **Saint Paul School** Principal will deem what is inappropriate **use**. Also, the network administrators may close an account at any time as required. The administration, faculty, and staff of the **Saint Paul School** may request the network administrators to deny, revoke or suspend specific user accounts.
- Files stored on the **Saint Paul School** computers are not private. **Saint Paul School** reserves the right to examine all data stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy.
- All **use** of **Saint Paul School** computers must adhere to these terms and conditions of acceptable **use**.

This policy is not all-inclusive. **Saint Paul School** reserves the right to notify a student of any other impermissible action regarding the **use** of the computer or Internet. Due to the rapid evolution of technology, this policy will need periodic review.

Student Roles and Responsibilities:

Students and all members of **Saint Paul School** and the school community are expected to adhere to the following policies for appropriate **use**:

1. Respect and protect the integrity, availability, and security of all electronic resources.

Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources **used** by **Saint Paul School** is prohibited and may result in disciplinary and/or legal actions.

- Resources shall be **used** in a manner consistent with the mission of the **Saint Paul School**.
- Network and account security is the responsibility of all members of the **Saint Paul School** community. Any security risks should be reported to a teacher or network administrator.
- Students will not utilize the Internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will report any suspicious or unusual activity immediately to the supervising or appropriate faculty member.
- Computers not owned and managed by **Saint Paul School** may not be connected to the **Saint Paul School's** network without specific permission.

- Devices that disrupt the educational process or operation of the Saint Paul School are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students will not deliberately cause the loss of other users' work or damage to computers within **Saint Paul School**.
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

2. Respect and protect the intellectual property of others.

Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students will follow guidelines regarding the misuse of plagiarism outlined in the student handbook. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate **use** of that work, students will follow the expressed requirements.

- Students will not plagiarize the work of others.
- Students will not infringe copyrights. Students may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Students must properly cite the work of others in school work and research papers.

3. Respect and protect the privacy of yourself and others.

Practice legal and ethical behavior. Proper safety and etiquette is expected of all users. Be mindful of your digital footprint.

- Students will login to their own accounts, not accounts belonging to someone else.
- Students will not share passwords.
- Students will not view, **use**, or copy passwords, data, or access networks to which they are not authorized.
- Students will not reveal their personal address or phone numbers, or those of other students.
- Protect your privacy. Do not distribute private information about yourself or others.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Be authentic; do not pretend to be someone else online.

4. Respect and practice the principles of community.

Communicate only in ways that are kind and respectful. Students are expected to be courteous and **use** appropriate language. Remember that anything you write online may be discoverable forever.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not **use** the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violations of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

**Saint Paul School
Information Technology
Acceptable Use Policy
Consent Form**

I hereby agree to the **Saint Paul School** Acceptable Use Policy:

Date

Student Name (print full name)

Student Signature

Parent Signature

Saint Paul School Student-Parent Contract

Parents/Guardians:

I, the undersigned, have read and agree to uphold the guidelines as stated in the Student-Parent Handbook for the 2011-12 academic year. I understand the regulations and guidelines of the school and agree to abide by and support the contents of this handbook. I understand that failure to comply with the school's policies will result in disciplinary action at the discretion of the principal.

Students:

I, the undersigned, understand the Code of Conduct, Rules for Students and Character Pledge and agree to our do our best to make the right choices at school.

Date

Student Name (print full name)

Student Signature

Parent Signature

Address

City, State, Zip code

Telephone
