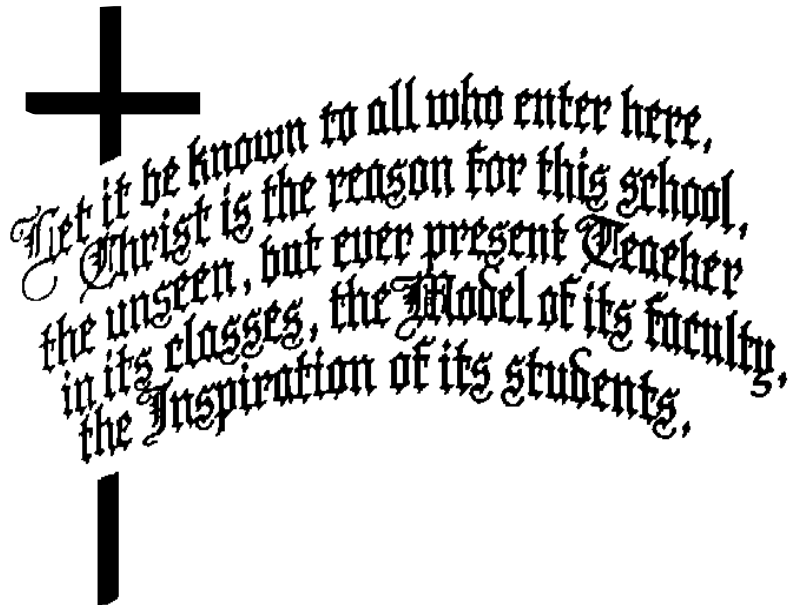


Saint Paul School

“Home of the Children of Promise”



250 James Street
Burlington, NJ 08016
609-386-1645

www.stpaulbrl.org

PRINCIPAL'S DISCLAIMER

The Principal has the discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner in which she believes to be correct. Nothing this handbook implies limits the Principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different or additional penalties for offenses that are not specifically listed in this handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The Principal reserves the right to amend this handbook and the school policies and procedures for the safety and well-being of everyone.

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PARENT’S COMMITMENT

My signature below indicates that I have reviewed this Handbook with my child(ren), and we will make a good faith commitment to follow the guidelines and policies outlined in the handbook.

Student’s Name: _____

Student’s Signature: _____

Student’s Name: _____

Student’s Signature: _____

Student’s Name: _____

Student’s Signature: _____

Student’s Name: _____

Student’s Signature: _____

Parent’s Name: _____

Please print.

Parent’s Signature: _____

Date: _____

Please cut this page from the Handbook and return it to your youngest child’s teacher.

Thank you.

All adults who work with students *in any capacity* must attend the Protecting God’s Children workshop for adults. Adults must also submit to fingerprinting.

We follow Diocesan policies on VIRTUS training and fingerprinting to safeguard all of our children.

SPORTS PROGRAMS

Through Athletics our youth have the opportunity to use the talents given to them and, at the same time, further develop and reinforce the Catholic values they are learning at home, school and church. The Athletics Office in the Diocese reaches out to the network of volunteers serving as coaches, officials, and athletic directors to assist them in many areas, such as:

- > Developing and implementing a sports program;
- > Establishing written guidelines for existing programs;
- > General and specific training needs;
- > Annual conferences and workshops;
- > Coaches’ certification.

All coaches and assistants must receive Diocesan **S.A.F.E.T.Y.** Certification in order to work with our youth through the Sports and Spirituality program. All who work with students in the Sports programs must attend the Diocese of Trenton **VIRTUS** (Protecting God’s Children) workshop and be fingerprinted.

Each family will receive a Good Sportsmanship and Acceptable Behavior Pamphlet/Handbook.

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PTA EXECUTIVE BOARD

Moderator Reverend Michael G. Dunn
 Honorary President Sister M. Peter Damian, RSM
 Co-Presidents Roseanne Fisher, Scarlett Turnbull
 First Vice President.....Marybeth Bader
 Second Vice President Sue Turpin
 Corresponding Secretary..... Kathy McDonough
 Recording Secretary..... Karen Stewart
 Treasurer Vicki Conover

COMMITTEE CHAIRPERSONS

Homeroom Coordinators..... (K-4) Angela Giovacchini
 (5-8) Kim DiIenno
 Membership & Dues Maureen Frasier, Toni Pellerin, Diane Applegate
 Legislature.....Karen Gallagher, Matt Hehl
 ProgramsGwen Barbour, Carl Troilo, Donna Conrey
 Hospitality.....Cindy Addiego, Kate Cahill, Sue Andris
 Publicity Karen Montalto, Janice Buccigrossi
 Ways & Means Tina Fox
 Spirituality..... Reba Dell’Angelo, Amy Cardis
 Newsletter..... Jennifer Stankiewicz, Jen Banaag
 Marketing Maria Kennedy, Julie Reynolds
 School Liaison.....Elizabeth Stark

SCHOOL STAFF

Pastor.....	Reverend Michael G. Dunn
Principal	Sister M. Peter Damian, RSM
Vice Principal	Mrs. Donna Lee Healy
KA.....	Mrs. Jeanne Chiaccio
KB.....	Mrs. Kathleen Stevenson
1A.....	Mrs. Kimberly Coleman
1 B.....	Mrs. Margaret “Maggie” Mattern
2A.....	Mrs. Betty Price
2B.....	Mrs. Jeannine Pizzigoni
3A.....	Mrs. Janice McMillen
3B.....	Mrs. Deborah Graf
4A.....	Mrs. Marsha Liviakis
4B.....	Mrs. Jaelyn Rizzuto
5A.....	Ms. Linda Vadino
5B.....	Ms. Dianne Wahner
6A.....	Mr. Louis Tisone
6B.....	Mrs. Jane Suermann
7A.....	Mrs. Virginia Blasewitz
7B.....	Mrs. Marie Richards
8A.....	Mrs. Patricia Light
8B.....	Mr. William Fee
Director Student Affairs	Ms. Alaine DiLuzio
Director Religious Education	Miss Anna Jones
Associate Director Religious Ed.....	Ms. Kathryn Vesheer
Physical Education Director.....	Ms. Susan Zimecki
Technology Coordinator.....	Mrs. Martha Griffin
Computer Associate	Mrs. Donna O’Malley
Spanish	Mrs. Donna Lee Healy
Art	Ms. Jennifer Margaretta
Music Director	Mrs. Rita Gannon
Library Coordinator.....	Mrs. Jennifer Stankiewicz
Library Aide	Mrs. Dorothy Southwick
School Physician	Scott M. Dorfner, DO
Nurse	Mrs. Joan Spagnoletti
Cafeteria	Mrs. Maria Stumpf
Secretary (School).....	Mrs. Elizabeth Stark
Office Assistant	Mrs. Kate Vichko
Finances	Mr. Jack Bell
Parish Secretary.....	Mrs. Eileen Korang (Rectory 386-0152 Ext.210)
Parish Financial Secretary	Mrs. Eileen Kelly (Rectory 386-0152 Ext. 211)
Maintenance	Mr. Paul Battista
Custodians.....	Mr. Tony Lubrano, Mr. Placido Peditto, Mr. Richard Clark

SIGN LANGUAGE CLUB

This club will be open to grades 2 to 8 and will be divided into sessions for grades 2 to 4 and grades 5 to 8. Class size will be a maximum of 20 students. They will meet every other week for 45 minutes. The purpose of this club is to offer the student an opportunity to learn another language, one that is widely used by individuals who are deaf or hearing-impaired. The format will be as follows: introduction of finger spelling, numbers, basic vocabulary and facial expression/body language that will be essential to utilize in everyday conversational use, simulated activities such as: relaying a message and role playing, various mediums of expression (poems, songs) and much more.

CRAFTY KIDS CLUBS

These clubs are for the crafty and not-so-crafty in grades K to 3 and grades 4 to 8. Crafters will meet from 3:00 to 4:15 p.m. on days and dates to be announced in October through April. There is a limit of 25 students on a first-come, first-served basis. There will be a small fee per student per project.

SAINT PAUL SCHOOL ROSARY GROUP

This group meets every Monday after school to pray the rosary and learn more about Jesus and His mother Mary. Students in grades 2 to 8 are welcome to join. Students with good attendance are invited to go on a field trip in May to the Rosary Garden in Mt. Laurel, New Jersey.

XIII ADULT OPPORTUNITIES

VOLUNTEERISM

The VIRTUS program looks to provide a safe environment for all children by educating adults to look for the signs of possible perpetrators.

participate in the Johns Hopkins University Talent Search. Eligible students in the seventh and eighth grades will prepare for the SAT test. This program will be held after school on Monday from October to January.

PINE BARRENS PROJECT

As a part of their environmental and ecological studies, the seventh grade students take a field trip to the Pine Barrens. Cross curricular activities involving science, language arts, history, mathematics, physical education, and computer sciences culminate in an oral Power Point presentation.

SCIENCE CLUB

The purpose of the club is to help our students to explore scientific concepts through safely designed experiments. It is a good introduction to laboratory safety and laboratory procedures. The club meets eight times a year in the school's science laboratory.

Eligibility Students in Kindergarten to eighth grade are eligible to participate.

Laboratory Assistants Each laboratory session requires the help of a least two assistants. These positions are open to students in grades 6 to 8. Parents are also encouraged to participate in this activity.

MUSIC INSTRUCTION

For a fee paid to the music instructor, Saint Paul offers music instruction on piano, all band instruments, violin, guitar and recorder. Class day and time will be announced after students sign up, so that class sizes can be determined.

TONAL CHIMES AND HANDBELL CHOIR

Lessons on the tonal chimes will be offered weekly during recess for our students in grades 2 through 4.

Students in grades 5 through 8 will be invited to participate in the handbell choir. Lessons will be held weekly during recess.

TELEPHONE NUMBERS and ADDRESSES

SCHOOL

Telephone (609) 386-1645
Fax..... (609) 386-1345
Web Site..... www.stpaulbrl.org
Address..... Saint Paul School
250 James Street
Burlington, NJ 08016

RECTORY

Telephone (609) 386-0152
Fax..... (609) 386-0085
Address..... Saint Katharine Drexel
502 High Street
Burlington, NJ 08016

CONVENT

Telephone (609) 386-0483

FOREWORD

Saint Paul School, Burlington, New Jersey, is a Catholic elementary school which provides a Christian environment for the academic education of youth under the direction of the Sisters of Mercy. Saint Paul School is in compliance with Title IX which states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance...”

In July 2008 the parishes of Saint Paul and All Saints merged into one parish now called the Parish of Saint Katharine Drexel. The parish office has moved to 502 High Street, which is next to All Saints Church. Both churches, however, retain their own names and will remain open as worship sites.

PHILOSOPHY OF SAINT PAUL SCHOOL

Saint Paul School is a Catholic elementary school committed to a three-fold purpose of educating youth: to teach the Good

News of Jesus, to build a Christian Community of Faith in which we help students serve the needs of others and themselves, to provide an academic atmosphere where each individual is challenged to reach his/her highest level of spiritual, moral, intellectual, physical, and social development.

Saint Paul School attempts to achieve this three-fold purpose by helping each student attain a positive self-image exemplified in self-discipline and self-development. We advocate the right of the student to be treated as an individual with opportunities to exercise spontaneity and creativity in his/her daily performance. By integrating religious values with academic skills, we enable students to address, with a Christian insight, the multiple problems which face individuals and society today.

We recognize and appreciate that parents are the first and foremost educators of their children. It is from parents that the child receives basic direction for formulating Christian moral values, intellectual goals, and social development. At Saint Paul School, we make every effort to further this development in our daily involvement with each student. Teachers, administrators, clergy, and parents cooperate as partners, ever mindful that school supports the family.

THE SPIRITUAL NATURE OF THE STUDENT

At Saint Paul School, we develop a firm understanding and appreciation for the Christian/Catholic religion through the study of scripture, Church doctrine and history, the place of the Church in an ever-changing world, and the application of Christian principles to the student's personal life. The study of these matters is intended to reach each of our students at his/her level of development. Varied and multisensory liturgical services are planned and held, allowing time for all to concentrate on their individual relationships with God. Students are encouraged to participate in liturgies and to contribute to the service according to their individual talents.

THE INTELLECTUAL NATURE OF THE STUDENT

We believe that intellectual development of the student is not only influenced by the child's God-given physical and

XII CO-CURRICULAR ACTIVITIES

We have several activities in which students may participate if they meet the academic and physical requirements. For a well-rounded education, we offer a balance between academic studies and extracurricular activities so that each student has the opportunity to develop morally, intellectually, emotionally, physically, and culturally.

Parental signature is required on forms which outline the stipulations, requirements and academic standards that must be maintained by students who participate in these programs.

PARTICIPATION IN ATHLETIC PROGRAMS

Requirements are:

1. Students in 4th or 5th grade must maintain a "C" average; students in 6th, 7th, or 8th grade must maintain a 76 average.
2. Conduct/behavior in keeping with the standards of Saint Paul School.
3. Immediate elimination from team(s) if suspended twice for any reason.
4. May not participate if medically excused from Physical Education Program.
5. Parents are expected to support programs by sharing in monitoring activities, scheduling, transportation, etc.
6. Further interpretation of these participation requirements is at the discretion of the Principal.

CHEERLEADERS

Selection of cheerleaders must be done with faculty approval. Head cheerleader(s) must be in grade eight.

JOHNS HOPKINS UNIVERSITY TALENT SEARCH

Students who score in the 97th percentile on Terra Nova testing in a major subject area are eligible to

SAFETY PATROL

The Safety Patrol is comprised of responsible and dependable selected sixth, seventh, and eighth grade students who assist with the dismissal procedure. The patrol members work along with several teachers to monitor the hallways, stairways, and parking lots. They are responsible for helping students leave the school building and grounds safely. Any student who is a car rider, a walker, or goes to child care daily may apply at the end of the year. In order to be chosen for safety patrol it is required to have a parental consent form signed and to write a short essay on what it means to be a responsible safety patrol member.

PEER 2 PEER PROBLEM SOLVERS

Peer mediation affords the opportunity for students to resolve their own conflicts with the help of other students and faculty moderators. Any student can request mediation or be referred by faculty, administration, or parents. All parties involved agree to keep confidentiality.

REBEL 2 (Reaching Everyone By Exposing Lies)

This grass-roots leadership program is based in New Jersey for middle school students who are interested in joining a cause that affects individuals as well as our community. The knowledge gained will aid in convincing others that using tobacco is dangerous to one's health. Members will educate younger students about the dangers of smoking and will look at how companies manipulate the consumer through advertising. Students will learn how to give persuasive presentations and will learn how to work as a team.

academic potential but also by his/her experiences with self, family, peers, and environment. Saint Paul School tries to provide the students with an environment conducive to positive experiences, both academic and social.

As teachers, we encourage each student to develop to his/her highest academic potential by providing a sound general education and opportunities for self expression. In addition to developing skills in reading, writing, speaking and listening, the school seeks to inculcate a sense of pride in work. The school also seeks to develop an appreciation for culture by encouraging interest in music, literature, art and an ability to be discriminating in the enjoyment of the communications media.

THE SOCIAL NATURE OF THE STUDENT

The student, at all stages of development, is taught to understand that each of us is a member of society. As such, we each have a responsibility to and an influence on that society. Loyalty and respect for our American way of life and appreciation for our democratic principles and Christian morality are nurtured through curriculum and through the many and varied programs offered to the students. A spirit of cooperation and respect is presented as being a normal way of life for all.

THE PERSONAL NATURE OF THE STUDENT

Saint Paul School seeks to develop behavior based on honesty and integrity, responsibility for one's actions, respect and concern for others, effective use of time and natural resources, and appreciation and understanding of our own and other cultures. We believe that a close faith community—parents, faculty, staff, administrators, and clergy—is needed to provide support and encouragement for the student's personal development.

THE PHYSICAL NATURE OF THE STUDENT

In addition to the spiritual and intellectual development of our students, Saint Paul School attempts to incorporate into its curriculum and programs an understanding of the importance of good health and physical fitness. The student is required to participate in a physical education program from

kindergarten through eighth grade. In addition, special programs are included in the curriculum in grades five through eight to assist the students in understanding the problems of substance abuse and peer pressure. Child safety and awareness is presented to the students in grades kindergarten through fourth by their respective teachers.

The students are encouraged to develop the qualities of good sportsmanship in athletic endeavors through participation in organized competition afforded them at various grade and skill levels. It is intended that the qualities of self-control and leadership, that are part of athletics, will transfer to other areas of the students' lives.

THE NATURE OF SCHOOL PROCESSES

ADMINISTRATIVE

Administrative responsibilities of Saint Paul School are delegated to the Principal by the chief administrator, the Pastor of the parish.

The written policies and procedures established by the Office of Catholic Education provide the basis for the educational and organizational policies of Saint Paul School. The administration and faculty work jointly to interpret and implement these guidelines.

CURRICULUM

Curriculum includes all of our planned and guided learning experiences which touch all aspects of a student's life. It attempts to develop the student's responsibility to and awareness of self, home, community, church, country, world, and humankind.

Our program provides learning experiences through the instructional areas of Religion, Integrated Language Arts, Mathematics, Science, Social Studies, World Language, Music, Art, Computer Science, and Health/Physical Education. Special classes are provided for students who are below grade level in Language Arts and Mathematics. The religion curriculum, which is meant to bring coherence and meaning to learning and

records will be withheld until the debt is cleared.

SERVICE DUTY

Every parent is required to do a service duty. The duties can be at Bingo (one night per month), CCD Teacher (weekly during the CCD Program), Nurse or Library Aide (twice a month), Classroom Aide, Cafeteria/Playground Duty or Kitchen Duty. There are ***no exceptions*** to the service requirements. If you are not contacted by October, it is your responsibility to inform the school or rectory.

If there is a neglect of this duty, you will be fined and your child will not be permitted to remain at Saint Paul School.

XI STUDENT SUPPORT PROGRAMS

STUDENT COUNCIL

Saint Paul School is a member of The Association of Catholic Student Councils (TACSC) whose commitment is to the formation and training of future Christian leaders.

To achieve this goal, Saint Paul School is committed to providing programs for qualified student leaders. It addresses not only the traditional Student Council agenda, such as elections, meetings, and planning student activities, but also encourages the development of essential critical thinking skills, as well as stressing the importance of goal setting and responsible decision making. Saint Paul School Student Council also encourages social awareness and community service.

Saint Paul School Student Council presently consists of elected and appointed representatives for each grade level. The executive council consists of 7 members from seventh and eighth grades who are elected by grades 3-7. Students who wish to be on Student Council must meet standards set by TACSC. Meetings are held after school on a weekly basis.

for in-parish status approval.

8. In-parish status can be forfeited by anyone for not maintaining all of the above requirements. Fr. Dunn will review each in-parish tuition at the end of each school year to determine the tuition status of each student for the coming year.

Tuition must be paid by one of these two options:

1. **Single Payment** Full payment of tuition directly to the rectory by July 1, 2009, with a 2% discount.
2. **Payment Plan** All payment plans will be arranged through the FACTS Management Company. There is a \$35 fee for this option. Payments will be electronically withdrawn from your bank account on a regularly scheduled, contracted basis. Plans to choose from include:
 - > 10 equal monthly payments beginning July 2009
 - > 4 equal quarterly payments beginning July 2009
 - > 2 equal payments in July 2009 and November 2009

If you choose Option 1 and payment is not received by the due date, you will be required to go on the FACTS plan.

There will be *no refunding* of tuition monies after March 1st.

Checks are to be made payable to:

SAINT PAUL SCHOOL

and sent to: Saint Katharine Drexel Rectory
502 High Street
Burlington, NJ 08016

In most cases the custodial parent will be billed. Any changes in this policy must be made with the Rectory.

OUTSTANDING BILLS

Debts are to be paid promptly during the school year, otherwise Progress Reports and Report Cards will be withheld.

All final monies and debts owed to Saint Paul School must be paid by May 31. If there are any outstanding bills at that time, report cards, school and withdrawal

living, provides a supporting foundation for all else.

In addition, our program facilitates the developing of proficiency in problem solving, clarifying individual values, participating effectively in groups, listening, expressing ideas, thinking critically, and enjoying aesthetic experiences.

In recognition of the technological advances that our children will encounter, we include computer literacy and operation in our curriculum. The skills taught in the classroom are reinforced through the use of software in our Computer Lab.

EVALUATION

An important aspect of the academic training to the students is our evaluation program. The students are evaluated by the use of standardized tests as well as by formal and informal classroom assessments. A variety of approaches to classroom testing is encouraged so that each student has an opportunity to present information learned in a manner most effective for the student.

Formal and informal evaluations of teachers are conducted by the Principal and Vice Principal on a routine basis. Results of these evaluations are discussed with the individual teacher and a written summary is placed in the teacher's file.

TEACHING

The core around which our curriculum is built recognizes the individual student's needs, abilities, interests, and emerging self-image. Under the supervision of the Principal, teachers are responsible for organizing and directing activities within the classroom. A specified time frame is allotted for each subject area on a weekly basis. Using curriculum guides and texts for each area of study and various resources, teachers create an atmosphere for group and individual instruction. Most recently, teachers have been encouraged by the Principal to read current educational materials on differentiated instruction, to attend workshops, and to implement this knowledge in their classrooms in an

effort to meet the needs of each student.

Through immediate and continued successful experiences with their school work, students are invited to develop a positive attitude about themselves, about learning, about school, and about their peers and teachers.

THE NATURE OF RELATIONSHIPS

TEACHER AND TEACHER

As teachers, we believe that our ultimate goals can be attained best by our unselfish sharing of God-given talents. A loving, caring, concerned faculty provides students with a living example of the principles we teach. We believe that courtesy, respect, and cooperation among the teachers encourages courtesy, respect, and cooperation among the students.

TEACHER AND STUDENT

We believe that the student-teacher relationship should be one of mutual respect and cooperation. Communication between student and teacher should be open and free-flowing. Teachers should exemplify those qualities they wish to see in their students. Students are aware of the deep concern teachers have for their development as evidenced by the comfortable relationships exhibited between students and teachers.

TEACHER AND PARENT

We believe that parents and teachers must work cooperatively with one another, supporting one another, respecting one another, and sharing in the education of the child. Parents and teachers should strive to foster a close relationship through frequent communication, school activities, and parent-teacher conferences whenever necessary.

TEACHER AND SCHOOL

Saint Paul School seeks teachers who foster an integrated approach to learning and living and who, through their example, further support and enhance the program. With enthusiastic support and dedication to the principles on which Saint Paul School was

*Qualified families are those who are Catholic and are either registered with St. Katharine Drexel Parish or another parish. As a parishioner of St. Katharine Drexel or another parish, our families are expected to worship at weekly Mass and to contribute to the support of the parish.

Families who are not members of St. Katharine Drexel parish are asked to provide a letter from their pastor stating that they are an active member of their parish. This letter must be accompanied with the embossed seal of the parish.

Qualified families are characterized by:

1. At least one parent must be a baptized, practicing Roman Catholic, who is registered in the Parish of Saint Katharine Drexel and must attend Mass here every Sunday and Holy Day. (Parish registration is not included in school registration.)
2. The child in our school must be a baptized Roman Catholic and raised as such.
3. The parents' marriage must be recognized by the Church as valid. If it is not, the parents must take the necessary steps to have the marriage validated if possible.
4. The parents must use the parish envelopes *every week* and put at least \$10 per week in the collection. Any exceptions to this because of hardship must be cleared with Fr. Dunn personally.
5. Parents are expected to participate in parish/school activities.
6. There is a one year registration requirement and all of the other requirements must be fulfilled at least one year from the time the child enters St. Paul School.
7. Parents who are on the one year registration probation must not presume in-parish status at the end of the year. Fr. Dunn must be consulted

There is to be **no** double parking, **no** waiting on the street in front of the building, and **no** U-turns in front of the school.

When picking up your child after school, cars are to line up facing the Convent. The Safety Patrol traffic coordinator will direct cars to move out one row at a time after all students are in their cars.

While waiting, be sure to turn your motor **off**.

There is to be **no** parking across the street at the curb. Anyone parking across the street **must** use the lot and walk across to pick up their child.

BICYCLES

Bicycle riders are expected to cooperate with school procedure by carrying out the following directives:

1. According to State Law, all students 14 years old and under must wear a helmet.
2. Bicycles must be walked while on school property.
3. Bicycles are to be parked in the bike rack.
4. Bicycles are for one rider only.
5. Bicycles should be locked in some manner.
6. The school cannot assume responsibility for the security of bicycles.

X FINANCES

REGISTRATION/RE-REGISTRATION FEES

An initial registration fee of \$125 per family is due at the time of registration and is **not refundable**.

There is a \$75.00 per child yearly re-registration fee.

TUITION

To help defray the cost of the school, the necessity of tuition is of obligation. The amount is as follows:

Children Enrolled	Qualified Families*	Non-Qualified/ Non-Catholics
1	\$3100	\$4025
2	\$3950	\$5475
3	\$4650	\$6600

established, the faculty works diligently to achieve these goals.

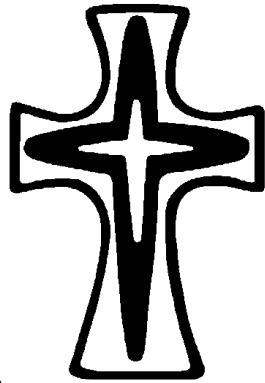
Saint Paul School, through devotion to Jesus, the Master Teacher, continues to maintain its commitment to its students to educate them to live productive and successful lives based on Christian principles.

RESPONSIBILITIES OF THE STUDENT

Students attend school so that their individual capabilities can be developed to the fullest potential. To accomplish this, each student at Saint Paul School should:

1. Make a sincere effort to do his/her best work every day.
2. Develop personal standards of conduct that are reflected in socially approved behavior.
3. Accept responsibility for his/her own actions.
4. Respect the rights of others.
5. Obey school rules and regulations, including those made by school authorities and those made by students.
6. Be regular and punctual in attending school and classes.
7. Help maintain school property and keep the school free from damage and defacement.
8. Recognize that the teacher takes the place of the parent in school.
9. Be reminded that any student who consistently fails to live up to school standards of conduct may be asked to leave Saint Paul School.

**MID-ATLANTIC COMMUNITY
OF THE SISTERS OF MERCY
OF THE AMERICAS**



The Congregation of the Religious Sisters of Mercy was founded by Catherine McAuley in Dublin, Ireland, in 1831. Shortly thereafter, a group of Sisters of Mercy came to the United States and eventually their missions spread throughout the country.

A mission was established in New Jersey in 1873 and the Sisters concentrated all their resources on education, at the request of the Bishop. The Sisters of Mercy staffed schools on the elementary, secondary, and college levels in Trenton, Camden and Metuchen Dioceses. Their mission in Burlington began in 1884 and remains alive and vital to the people of Saint Paul to this day.

On January 1, 2007 the New Jersey community united with four other regional communities—New York, Brooklyn, Marion, and Dallas (Pennsylvania)—to form the Mid-Atlantic Community of the Sisters of Mercy of the Americas.

I ADMISSION AND TRANSFERS

No child shall be refused admission to Saint Paul School on the basis of sex, religion or ethnic origin.

AGE REQUIREMENT

For admission to Kindergarten, a child must be **five** years of age by October 1 of the current year.

For admission to First Grade, a child must be **six** years of age by October 1 of the current year.

REQUIREMENTS FOR REGISTRATION

The following records must be presented at the time of

convent, rectory, or radio station. We ask parents to use their own good judgment regarding conditions in their individual areas and not jeopardize the safety of the child.

IX TRANSPORTATION

BUS CONDUCT

Students being transported to or from any Catholic school, school-sponsored activity, or for any other reason for which the Catholic school has provided for the transportation, shall abide by the regulations established by the Superintendent, the school (public school district, if appropriate) and the owner of the means of transportation.

The Principal of the Catholic school has the right to deny school bus transportation for a reasonable amount of time if a student's behavior on a bus jeopardizes the safety of other students. Parents shall receive written notification.

No student is permitted to ride a bus to or from school who is not assigned to that bus by the Department of Education in the district in which the student resides. ***No permission will be given for any reason to the contrary.*** This is mandated by school law.

CAR

If your child is brought to and from school by car it is imperative that the driver abide by school regulations regarding safety.

Drivers are expected to show courtesy to other drivers in the school area and to the Safety Patrol members on duty. Drivers are also asked not to block driveways, or park in the areas where buses will be approaching or leaving the grounds. **No parking in Bus Area.**

Students are to exit the car on the ***school side*** of the road. There are street markings and crosswalks.

the reason for non-participation. If you are medically excused from Physical Education, you *may not* participate in other sports or sports related activities, such as cheerleading or basketball.

VIII SCHOOL HOURS

No child is permitted on the playground before 7:45 AM.

8:05 AM Assemble in Schoolyard

8:20 AM Announcements and Prayer

2:55 PM Prayer

3:00 PM Dismissal

CHILD CARE—BEFORE/AFTER SCHOOL

Before-School and After-School Child Care is available.

If interested, please contact the office.

HALF DAYS

Dismissal on a shortened day will be at 12:15 p.m.

These dates are on the School Calendar. This provides the faculty time for local and/or Diocesan In-service workshops, professional improvement, and curriculum development.

EMERGENCY CLOSINGS/SNOW DAYS

In the event of emergency holidays due to inclement weather, families will receive notification through Honeywell's InstantAlert communication system. A family may receive alerts on an unlimited amount of phone numbers or text devices: phone, cell phone, e-mail, pager, PDA, or any combination.

Each family is responsible for providing and maintaining current contact information on Honeywell's secure server.

The **school code 685** will also be announced on radio station KYW (1060 AM), some local stations, and TV Channel 3. Whenever possible, information will also be posted on our website: www.stpaulbrl.org.

It is the policy of our school to follow Burlington Township closings. Please do not call the school,

registration:

1. Birth Certificate.
2. Certificate of Baptism, if baptized in a church other than Saint Paul Church.
3. Immunization records from the doctor.
4. Records from previous school (if this pertains).
5. Any other pertinent information that may relate to child's school performance.
6. Personal interview with the Principal.

TRANSFERS

INCOMING A student transferring to Saint Paul School should present a report card as a basis for classifying ability, along with his/her Birth and Baptismal Certificates and health records. A transfer from the last school attended should be sent to school prior to admission.

OUTGOING Parents of students who are moving and transferring to another school should inform the Principal a few days in advance so that a transfer may be sent in due time to the new school. Parents must request records and give permission to release these records from Saint Paul School.

TRANSFERS FOR GRADES 6, 7, and 8

We will only accept transfer students into Grades 6, 7, or 8 on an individual basis with a recommendation from the Principal of the sending school and a conference with the Principal of Saint Paul School. Parents/guardians will sign a probationary contract before the student is allowed to attend school. At 30- and 60-day intervals, the Principal, teachers, parents, and student will meet to assess the student's progress in school.

CHANGES IN TELEPHONE AND ADDRESS

It is imperative that parents notify the class teachers and the school office concerning any changes in telephone numbers and addresses. This is important to keep our records up-to-date and in case of emergency.

II ABSENCE - TARDINESS - VACATIONS

ABSENCE FROM SCHOOL

Absence is the non-attendance of a pupil at any class on those days when school is in session. The law says that a pupil must be in school every day except for:

1. death in the family
2. sickness
3. religious holiday and
4. exceptional instances that affect the student.

Parents are requested to keep students at home if they show any of the following symptoms: chills, coughing, earache, enlarged glands, fever, headache, pain, nausea, skin eruptions, sore throat.

Oversleeping is not an excuse for absence because it is, unquestionably, better to be late than absent.

Parents must explain the specific reason for an absence in a signed note to the homeroom teacher.

It is the student's responsibility to check with the teacher or teachers involved to determine the work that has been missed during an absence and the possibility of make-up work when the teacher feels it is necessary.

Parents will be notified if a student becomes ill while at school. In the event of such illness, parents are asked to provide transportation for their child from school to home. The school office keeps emergency forms on file, which list the name and telephone number of a responsible person to be called in the parents' absence.

It is extremely important that this information be kept current.

Parents are asked to notify the office by 9:00 a.m. of a student's absence.

If a student is absent, that student may not be part of extracurricular sports or clubs that day.

EARLY DISMISSAL

In the event that it becomes necessary for a student to be dismissed earlier than scheduled, the procedure is as

sent to Saint Paul School. If the reports are acceptable the student may go to the next grade.

TESTING

Standardized tests are given annually to students in Grades 2-7. This testing takes place in the spring of the year and is designed to follow a student's growth from year to year within each subject area.

Reading tests will be given periodically throughout the school year to measure growth and progress in reading and phonetic skills.

VII PHYSICAL EDUCATION

Saint Paul School offers the students a physical education program which utilizes the newest teaching techniques and available programs in the physical education field. Students are exposed to various activities such as mini-trampoline skills, gymnastics, tumbling, parachute play, movement exploration, individual and group activities, fundamental movements, and the Presidential Physical Fitness Test.

By participation in these activities, students have an opportunity to develop leadership qualities, responsibilities, care and use of equipment, and an opportunity to practice the principles of fair play, honesty and good sportsmanship—all of which is a continuation of the philosophy of Saint Paul School, that of educating the whole child.

Proper gym attire, as specified in this Handbook, is required of all students. All students are required to participate in the Physical Education Program unless a written excuse from a doctor is sent to the Principal. Those students who wish to be excused for a specific class period must present a note to the Physical Education Director on the day of the class, explaining

comprehending grade level concepts, skills and strategies.

For **third through fifth grade** students a letter grade marking code associated with a numerical range was established as follows:

- Grading Scale:** A (93%-100%) Outstanding
B (85%-92%) Very Good
C (76%-84%) Satisfactory
D (70%-75%) Needs Improvement
F (69%) Not Meeting Curriculum Expectations

Sixth through eighth grade students will receive a numerical grade for each major discipline. **A passing grade is 70% out of 100%.** The lowest failing grade to be recorded on the report card will be 60% in any content area. An **“F”** will be reported whenever the grade in a particular content area is **less than 60%** indicating that the student is *not meeting curriculum expectations*.

Report cards will be distributed on a trimester basis which means students will receive report cards three times a year (approximately every twelve weeks) with progress reports distributed to each student in grades 1-8 midway through the trimester. All report cards must be returned to the school after the first and second trimesters.

RETENTION POLICY

In some cases we find it necessary to retain a student. This is necessary if:

1. A student is failing two major subjects.
2. A student is struggling with the work of the grade.
3. A student is immature.

CONDITIONAL POLICY

Any student who fails one major subject must attend a recognized summer school before he/she can continue in the next grade. Reports from the summer school must be

follows: A **written request** from the parent or guardian, stating the reason, must be submitted to the teacher. This request must be sent to school with as much advance notice as possible and at the very latest, the day before the required date. Normally, a telephone call will not be honored regarding excuses for early school dismissal.

STUDENTS LEAVING GROUNDS

For the protection of all, students are not permitted to leave the school grounds during school hours without a written request from a parent or guardian and the direct approval of the Principal.

If, for some reason, a child is not to be released to a parent or relative because of legal custody, a legal statement should be on file in the school office.

TARDINESS

A student is considered late after 8:10 a.m. Habitual tardiness will not be tolerated. In fairness to the student, punctuality, consistency and routine are essential. A student who is tardy must report to the Main Office to obtain an admittance slip to class. The only exception is when tardiness has been caused by school buses.

HEALTH HABITS

A healthy student responds better to instruction. Help your child to practice **proper health habits** which we attempt to teach in school. Among these are:

1. **Proper Sleep** A bedtime for your child should be set and effort made to be consistent with this time.
2. **Proper Diet** Your child should *eat a healthy breakfast and a proper lunch*.
3. **Proper Clothing** Your child should be sent to school with *clothing that prepares him/her for the weather*.
4. **Proper Bathing** Cleanliness is a part of health habits. *Clean bodies and clean clothes are a must.*

REGULATIONS FOR COMMUNICABLE DISEASES

DISEASE	Incubation No. of Days	Isolation of Patient	Isolation of Family	Dr. Cert. required
CHICKEN POX	14-21 days	6 days after appearance of pox-marks. Pox are to be dry.	No	No
GERMAN MEASLES	14-21 days	3-5 days after appearance of rash.	No	No
MEASLES	7-14 days	5-7 days after appearance of rash.	No	Yes
MUMPS	14-21 days	6 days after onset or as long as glands are swollen.		No
POLIO	14 days	1-2 weeks	No	Yes
STREP THROAT	short 3 days	48 hours after initiation of adequate antibiotic therapy 10-20 days untreated.	No	Yes
If a child has had a throat culture for suspected strep throat, the child must be kept home until negative results have been received by a Doctor, or until the child has been receiving an antibiotic for at least 24 hours.				
WHOOPING COUGH	7-14 days	3 weeks	No	Yes
INFECTIOUS CONJUNCTIVITIS ("Pink Eye")	2-3 days	24 hrs. after initiation of treatment.	No	Yes
FIFTH DISEASE	6-14 days	No	No	Yes
SCABIES	Variable	24-48 hours after approp. treatment	Exam. family members	Yes
PEDICULOUS LICE	Variable	*24-48 hrs. after approp. treatment	Exam. family members	Yes
* not essential to remove all dead nits after treatment				
IMPETIGO	3-7 days	48 hours after initiation of adequate antibiotic therapy 10-20 days untreated.	No	Yes

HEPATITIS It is a state law that all sixth grade students receive the Hepatitis B vaccine. Please send a copy of the dates that your child received the shots to the school nurse to be placed in his/her files.

and homework. Conduct does not enter into the grading process for major academic areas. However, poor conduct may lead to poor grades because of an inability to be fully involved in the teaching/learning process.

MARKING CODES FOR MAJOR DISCIPLINES

For **Kindergarten** students, the marking code for major disciplines consists of *developmentally appropriate* performance indicators as follows:

Proficient Student excels in the knowledge of and independently applies grade level concepts, skills, and strategies.

Developing Student understands and applies grade level concepts, skills, and strategies.

Emerging Student is beginning to understand grade level concepts, skills, and strategies.

Not Yet Evident Student does not understand grade level concepts.

Parents of Kindergarten and first grade students attend a **mandatory conference** with the teacher approximately six weeks before the first report card is issued.

For **first and second grade** students, the marking code consists of a set of performance indicators specific to these grade levels as follows:

O - Progress is Outstanding

G - Progress if Good

S - Progress is Satisfactory

N - Progress is Needed

Progress is Outstanding Student comprehends and consistently and independently applies grade level concepts, skills and strategies.

Progress is Good Student comprehends and is beginning comprehending grade level concepts, skills and strategies.

Progress is Satisfactory Student is just beginning comprehending grade level concepts, skills and strategies.

Progress is Needed Student has difficulty

family.

MEETINGS

PTA meetings are held at 8:00 PM on Wednesday evenings in the cafeteria on the dates listed on your calendar. Prior to most of these meetings, parents may visit the classrooms from 7:00 PM to 7:55 PM to observe their child's work, and confer briefly with the teachers. If you wish to have a lengthy discussion with a particular teacher we ask that you arrange an individual meeting. After the business meeting, there is a planned program that is usually informative or entertaining.

VI REPORTING PUPIL PROGRESS

PHILOSOPHY

A good system of reporting pupil progress is one which helps build the student's self-respect and knowledge, social and emotional behavior, spiritual and physical development. Saint Paul School treats the reporting of pupil progress in a three-fold way: parent conferences, report cards, and achievement testing.

PARENT CONFERENCES

Parent-teacher conferences are held formally during the first trimester so that parents and teachers can **exchange information** about the child to understand the child's needs. Informal conferences may be asked for by parents or teachers as needs arise. **Please do not call teachers at home. Teachers are not required to call you from their home. You may contact the office to make appointments with teachers. Please do not go to a classroom without first checking in at the office.**

REPORT CARDS

The students will receive a grade that reflects a variety of assessments such as classroom testing, class participation, performance assessments, portfolios

COMMUNICABLE DISEASES

If your child contracts a communicable disease, do not permit him/her to return to school until your physician gives you permission. State law requires a doctor's note if a contagious disease is the cause of absence.

Children must be fever-free without medication for 24 hours before they are permitted to return to school.

MEDICAL STAFF

Saint Paul School has the services of a qualified doctor on staff to administer certain tests and to address the students on health problems and concerns.

Our school also provides a Nursing Staff, directed by a registered nurse who is assisted by volunteer parents in the nursing field.

PRESCRIPTION MEDICINE

All medication should be administered at home. If this is not possible, these State regulations must be met:

1. Students are not permitted to carry any medicine, even aspirin, and administer it at their convenience.
2. All medicines must be kept in the school office and only the school nurse or authorized school personnel can administer such medicine when there is *written* authorization from the doctor in charge, stating time and dosage.
3. Medication must be in *original* container.
4. *Written* permission must also be sent to the school office by the parent.

VACATIONS

Vacations, while school is in session, are discouraged. Teachers have no obligation to give work ahead of time nor make-up work. If a vacation is taken, then credit will be lost for oral and written classwork and tests missed. However, parents will be responsible to see that their child will have a working knowledge of the material covered.

III ATTIRE - PERSONAL APPEARANCE

SCHOOL UNIFORMS

WARM WEATHER UNIFORM (Optional)

Dates: September 3—September 25, 2009 and
April 12—June 18, 2010

COLD WEATHER UNIFORM (Full Dress)

Dates: September 28, 2009—April 1, 2010

All students wear regulation uniforms at all times, and are expected to be neatly dressed and well-groomed.

Full dress uniform for girls in Kindergarten through Fourth Grades consists of a red, plaid jumper with a white, Peter Pan collared blouse, red knee socks, and all-black sneaker shoes. *No high-top sneakers, please.* During cold weather, girls may wear a white turtleneck and red, white, or black tights. **Warm weather and physical education uniform for girls in Kindergarten through Fourth Grade** consists of a white, polo shirt embroidered with “St. Paul,” steel gray shorts, red knee socks and all-black sneaker shoes or white crew socks and white sneakers. **Cold weather physical education uniform** consists of green sweat pants, green sweat shirt, and gold t-shirt with the Saint Paul School logo.

Full dress uniform for girls in Fifth through Eighth Grades consists of a red, plaid skort with a white, Oxford button-down shirt, a red vest with the St. Paul School logo, red knee socks, and all-black sneaker shoes. *No high-top sneakers, please.* During cold weather, girls may wear a white turtleneck and black tights. Girls may choose to wear gray slacks instead of a skort. **Warm weather uniform** consists of a white polo shirt embroidered with “St. Paul” and gray shorts or plaid skort. **Warm weather physical education uniform** consists of gold t-shirt and green shorts; **cold**

With regard to the fax machine: messages are often not picked up until students are dismissed from school. Business that has to be handled before the end of the school day, such as requests for child care on that day or anything that requires our immediate attention, should be done by telephone.

CELL PHONES

Students may not carry cell phones during school; the cell phone must remain in the student’s book bag/backpack during school hours. Phones must be turned off during school hours—including lunch, recess, detention, bathroom, etc. If it is necessary for students to have a phone to contact their **parent or guardian**, they must do this in the presence and with the permission of a teacher. If a parent needs to contact a student, in an emergency, please call the office and not the student in class. Cell phones that disrupt a classroom during the day will be taken to the office and only be returned to the parents. The student will receive a detention. Any exceptions to this policy will be at the discretion of the Principal.

V PARENT TEACHER ASSOCIATION

PURPOSE

The education of your child involves a cooperative enterprise between home and school. As a parent, you are urged to contribute your suggestions and viewpoints concerning the educational needs of your child. The most efficient means to carry out this privilege is to become a member of the Parent Teacher Association and participate as often as you can. The objectives of the Association are to bring teachers and parents into closer contact to encourage the efforts of the teachers, to improve the surroundings of the students and to arouse the interest of the community in the welfare of the school. Therefore, every parent should support this prime organization by becoming an active member with paid membership dues of \$20 per

of independent study for our students and constantly evaluate and readjust these programs to best meet their needs.

MONEY

All money sent to school with a student should be sealed in an envelope and marked with the student's name, grade, purpose of the money, and the exact amount.

No money, for any purpose (funerals, special events, etc.) may be collected without approval from the Principal.

PARTIES (Out-of-School Invitations)

Invitations can be sent through school **only** if all students in the class are invited or if all boys/girls are invited. If all students are not invited the **office** will provide a mailing list.

PARTIES (In-School)

Permission for parties must be obtained in advance from the office and teacher. A small treat may be given for the entire class to commemorate a student's birthday:

Munchkins, cookies or cupcakes. No birthday cakes or balloons, please. Parties are a social time, affording students an opportunity to show good manners and polite behavior.

SCHOOL SUPPLIES

Students will be given a list of supplies needed at the beginning of the school year. They will also be given a list of supplies (with prices) that can be purchased at school. Supplies are sold before school each day.

USE OF TELEPHONE and FAX

One of our goals is to assist you in making your child a responsible person. **No student** has permission to call for forgotten articles. This includes homework, gym clothes, projects, etc. The telephone may be used only for emergencies and only at the discretion and permission of the office. All calls made by students from the school phone should be made in the main office.

weather physical education uniform consists of green sweat pants, green sweat shirt, and gold t-shirt with the Saint Paul School logo.

Full dress uniform for boys in Kindergarten

through Fourth Grades consists of gray pants; gray or black belt; a white, Oxford button-down shirt; a red sweater with the St. Paul School logo; a red striped tie; white, black or gray socks; and all-black sneaker shoes. Boys in Kindergarten are not required to wear a tie or a belt. *No high-top sneakers, please.* During cold weather, boys may wear a white turtleneck.

Warm weather and physical education uniform for boys in Kindergarten through Fourth Grade

consists of a white, polo shirt embroidered with "St. Paul;" gray shorts; white, black or gray socks; and all-black sneaker shoes. **Cold weather physical education** uniform consists of green sweat pants, green sweat shirt, and gold t-shirt with the Saint Paul School logo.

Full dress uniform for boys in Fifth through Eighth

Grades consists of gray pants; a gray or black belt; a white, Oxford button-down shirt; a red vest with the St. Paul School logo; a red striped tie; white, black or gray socks; and all-black sneaker shoes. *No high-top sneakers, please.* During cold weather, boys may wear white turtlenecks. **Warm weather uniform** consists of a white polo shirt embroidered with "St. Paul" and gray shorts or pants. **Warm weather physical education uniform** consists of a gold t-shirt and green shorts; **cold weather physical education uniform** consists of green sweat pants, green sweat shirt, and gold t-shirt with the Saint Paul School logo.

SHOES

For safety reasons, all shoes must be properly laced and tied. Young students may wear shoes with Velcro until they learn to tie their shoes properly.

BOOTS

If boots are worn to school then regulation school shoes must be brought and worn in school.

HAIR STYLE

Girls and boys alike are to have well-groomed, conservative hair styles worn out of the eyes. Girls' hair accessories must coordinate with the uniform. Boys' hair must not touch their collar.

JEWELRY

Necklaces of a religious nature may be worn. Small crosses, crucifixes, or religious medals no larger than 1¼" may be worn on small chains. No bracelets or rings are permitted. A watch may be worn; however, it may not have an alarm sound that could be distracting during class. Girls with pierced ears may wear only one pair of post earrings in the standard lobe position. Boys may not wear earrings. No other piercings are permitted.

MAKE-UP

Use of make-up is a violation of school policy. Only clear, colorless nail polish is acceptable. Nails should only be ¼ inch from fingertip. No artificial nails of any kind are to be worn.

UNDERGARMENTS

Girls who choose to wear a camisole or a tank top under their shirt must wear a garment that does not show through. Boys who choose to wear a t-shirt or an undershirt under their shirts must wear a white garment without pictures or lettering.

PERSONAL APPEARANCE

A well-groomed appearance is a priority at Saint Paul School. A student's appearance reflects his/her parents' personal care and supervision.

All students are expected to be neatly dressed and well groomed at all times. For example, girls' jumpers and skorts must be no shorter than the width of a dollar bill from the bend of the back of the knee. Shirts must be

Failure to do homework results in a loss to the student. A student will be held accountable for neglected homework and hopefully grow to realize his/her responsibilities in this matter.

Students will be held accountable according to the following homework policy:

First missed homework: Verbal warning.

Second missed homework: SPS Notice, Missed Homework. Homework must be completed and turned in on the next school day; SPS Notice must be signed by a parent or guardian.

Third missed homework: SPS Notice, Missed Homework. Homework must be completed and turned in on the next school day; SPS Notice must be signed by a parent or guardian.

Fourth and subsequent missed homework: Detention. SPS Notice, Detention must be signed by a parent or guardian and returned the next school day.

LIBRARY

Our library contains more than 5,000 volumes suitable for all grades. Many of these materials have been procured through Federal Aid under the Title IV B Program and through matching funds.

Students in Kindergarten, Grades 1, 2, and 3 have a weekly story time. Grades 4 and 5 are instructed in library and reference skills.

Library books are to be returned on the due date. Destruction or loss of any book requires full reimbursement.

The library houses a variety of programmed and leveled materials, plus mechanical devices to present the multimedia approach. Its purpose is to provide opportunities for teachers to individualize the work of the students, remedial help, and a more meaningful approach to learning.

It is our intent to continue the initiation of new programs

child from school to home.

- e. If the student has not been picked up by 4:30 he/she will report to Child Care and the parent will be charged accordingly.

FIELD TRIPS

Periodically, students are taken on field trips as part of their educational program. Field trips are a privilege. Trips are made only with the permission of the parent or guardian. When trips are being planned, permission slips will be sent home to be signed and returned to school. If permission slips are not signed and returned, the student may not go on the trip.

All trips are supervised by the classroom teacher and other adults. Walking trips within the school area are considered part of the school day and need no formal permission from the parent or guardian.

FIRE DRILLS

Following both New Jersey school laws and Diocesan policy, our school conducts periodic fire drills to prepare students for such emergency. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with State law requirements.

HOMEWORK

In accordance with the principles of good education, the school's policy is to assign homework, either written or study. Home assignments constitute a carryover of the work that has been covered in class time, thus a reinforcement of the material taught. Kindly schedule a homework period for your child each evening and make certain that the work is completed neatly and legibly. Parents should refrain from doing their child's homework, but parents should supervise home study and train their child to present his/her work to them for approval. Advice and direction are oftentimes needed, but the child develops self-confidence and a sense of responsibility only when working independently.

tucked in at all times. Girls and boys in grades 1—8 who choose to wear trousers must wear a belt.

During the cold weather, girls may choose to wear green, Saint Paul sweat pants with their skorts on their way to or from school. Girls may not wear pajama bottoms with their skorts.

Outerwear may not be worn at lunch time or during indoor recess.

Out of consideration for our teachers and students who suffer from asthma and other allergies and respiratory problems, we do not allow any heavily scented deoderants, colognes, hair sprays, or body lotions to be used.

No temporary and/or permanent tattoos may be visible on the skin when wearing the school uniform.

The administration reserves the right to determine what is appropriate dress and grooming.

IV SCHOOL POLICIES

ACCEPTABLE USE POLICY

Every family will receive a copy of the Diocesan Acceptable Use Policy (AUP). This policy covers the use of technology and the Internet at school. Each student is required to return the contract, signed by student and parent/guardian.

REMOVABLE STORAGE DEVICES

Students are permitted to bring such devices (CD-R, CD-RW, USB flash drives, etc.) to school if they contain *only* school-related files. Such devices must be brought to authorized personnel to be scanned. The student will be issued a permission slip to use the device in the school's computers.

BOOKS AND SCHOOL PROPERTY

Covers are required for all books, including workbooks. In addition, all students are required to use school bags.

Parents are responsible for replacing any textbooks destroyed or defaced by a student. If a book is lost or damaged, parents will be charged replacement cost. Practical applied citizenship training is a part of our educational program for all students, and reasonable care of school buildings, books, and instructional materials and furnishings is emphasized. Parents are requested to render active support to this program so operational and maintenance expenses can be held to a minimum.

Marking, or in any way defacing/destroying school property, is subject to a fine and punishment as determined by the Pastor and Principal.

PERSONAL ELECTRONIC DEVICES

Students *may not* bring CD players, Game Boys, I-Pods, cameras or any other electronic devices to school, to child care, or on the bus. Saint Paul School will not be responsible for their loss or damage.

STUDENT PRIVACY

Photographs, videos, and other reproductions of the students will be taken throughout the school year. Saint Paul School reserves the right to use these images on our website or in print. *If for any reason you do not want any imaging of your child used, please notify the school office in writing no later than three (3) days after the student starts school.*

CAFETERIA

All students must eat in the school cafeteria. Hot lunches are provided daily. A menu is sent home monthly.

“A la carte” items (hamburgers and hot dogs) are available. Students should pay for their lunches on a **daily** basis. All lunch money for students in Grades K-3 must be sent to school in an envelope (with exact change) and clearly marked with student's name and grade and food item to be ordered.

etc.), barbiturates, amphetamines, or hallucinogens (marijuana, LSD, etc.). Students who must have medications at school or at any school-sponsored activity shall file with the school a form signed by the prescribing physician and parents or guardian. Each Catholic school shall supply its own form.

Any violation concerning possession is a major infraction of Catholic school policy and makes a student liable to expulsion. Parents shall be informed and assisted in providing an appropriate response to the situation. The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual.

Use Any student whose appearance or behavior indicates the possibility of drug misuse shall be referred to the Office by the teacher who is not responsible any further. The school nurse or a member of the administration shall seek the nature of the difficulty.

Trafficking If it becomes clear that a student is selling drugs or recruiting others to do so, the student is guilty of a crime and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police.

Out-of-school abuse If the Catholic school becomes convinced that a student is guilty of civil crime, or possession, use or trafficking outside of school, it shall treat the student in the same manner as described above.

DETENTION

- a. Teachers may detain any student who disregards class and/or school regulations.
- b. Parents must be given at least one day's notice.
- c. School Detentions are held on Tuesday and Thursday from 3:15 to 4:15 PM.
- d. Parents are responsible for transportation of the

The student and parents can appeal the Tribunal decision to the Secretary for Catholic Education for review within five (5) business days. This is the final appeal as the Secretary for Catholic Education represents the Bishop. The Secretary for Catholic Education will notify the parents/guardians and student within ten (10) business days, in writing, of the final decision. There are no other appeals.

RE-ADMISSION - EXPULSION

In all cases in which a previously expelled student requests admittance, the Superintendent must be notified and give written approval.

ALCOHOL AND OTHER DRUGS

The widespread misuse of drugs has made it imperative that the schools recognize the problem. A program of education should be provided that will make the student aware of the personal danger involved in drug abuse and of his/her responsibility to contribute positively to the society in which he/she lives.

While providing a constructive program of education, Catholic schools must also face the problem of dealing with students who have become involved in drug abuse. The following guidelines are set forth to aid the Catholic school administrators and teachers in their work with these students.

Corrective action is an important element in providing effective response to drug abuse in a school. Both the interest of the school community and the welfare of the individual student require clear, reasonable and flexible disciplinary procedures.

The Catholic school's approach must be one of providing incentive for the drug abuser to change his/her behavior into productive patterns: protecting the school community; discouraging the violation of the law.

Possession Students may not have in their possession, at a Catholic school or at any school-sponsored activity, alcoholic beverages, opiates (heroin, morphine, codeine,

Students may carry bag lunches or lunch boxes. If a student forgets his/her lunch or lunch money (an exception), he/she will be given lunch and payment is expected the following day. Students may not charge snacks.

Any parent who **does not** want his/her child to charge any foods in the cafeteria must send a note to this effect to the office and it will be on file. If this student forgets his/her lunch, he/she will be permitted to use the office phone to call home.

Students are **not** permitted to use the vending machines at any time unless special permission is given by a teacher or staff member.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole, so that their actions promote the Christian development of each member and thereby enhance the community.

Discipline in a Catholic Christian educational community is part of the learning process; therefore, it shall be the responsibility of the school to provide each student with moral guidelines and leadership.

As part of the learning process, Saint Paul School has implemented *Time to Teach*, a schoolwide behavior management plan. Teachers give students a direction. If a student chooses not to obey, the teacher gives a prompt. If the student chooses not to obey the prompt, the teacher asks the student to go to Refocus, a designated area within the classroom. In Refocus, the student has an opportunity to reflect upon his or her choices, to consider the impact of his or her actions on the teacher and classmates. When the student has had sufficient time for reflection, the teacher has a conversation with the student, completing the teaching-learning cycle. The student returns to the active learning environment.

Actions by an individual that deter Christian development will be considered to be injurious to the well-being of the individual and the community. An individual demonstrating socially or morally undesirable behavior is in need of specific educational experiences which the school should provide. In addition, the school must minimize the threat such actions present to the community and, when feasible, attempt to educate the school community at large.

All disciplinary actions must strive for balance between the welfare of the individual and that of the community. In doing so, the Catholic school shall reflect the Christian ideals it desires to instill in the students. It shall demonstrate its acceptance of the dignity of each individual by according him/her fair treatment, consideration, and respect. In this way, the Catholic school will attempt to foster the student's respect for himself/herself and the other members of the school community.

Discipline shall be developed in a positive manner. The approach must be primarily diagnostic and remedial rather than punitive. It is a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior and cooperation. Disciplinary rules and their enforcement must be reasonable, legal, and consistent with the Christian values of the school community.

Application of rules must assure due process through clear definition of rule violation, a specific statement of reasonable charges, a fair hearing for the accused and remedial action that promotes the physical, spiritual, mental, and emotional good of the student and community.

SCHOOLWIDE RULES

1. Respect yourself, others, and all property.
2. Come to class prepared with all materials.
3. Raise your hand and wait for permission by teacher

arise, several categories of cases can be listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

Offenses which merit expulsion:

1. Arson
2. Continued and willful defiance of authority
3. Continued and willful disobedience
4. Criminal activity, including criminal charges
5. Cyber bullying
6. Extortion
7. Gambling for financial gain
8. Gross disorder (inciting mob action)
9. Grave defacing or destruction of school property
10. Harassment: physical, sexual, verbal
11. Inappropriate use of a cell phone including a camera phone
12. Inappropriate use of the Internet
13. Noncompliance with a mutually agreed upon behavioral contract
14. Physical assault/sexual assault
15. Possession of a weapon
16. Possession and/or trafficking in pornographic materials
17. Possession or use or sale of an illegal substance

APPEAL PROCEDURE

In a case in which a student wishes to appeal the decision of the local Catholic school regarding permanent expulsion, he/she will have access to a Diocesan Tribunal which is established for this purpose.

The members of the Tribunal, consisting of at least four (4) school administrators, will review all the data and at that time give the Superintendent its decision.

The Tribunal details recommendations and immediately notifies the Superintendent of Catholic Schools/designee with the Tribunal's decision. The Superintendent/designee informs the parents/guardians and student in writing within five (5) business days.

1. Habitual disregard for any of the In-School offenses
2. Fighting with deliberate intention to do harm
3. Truancy

EXPULSION POLICY (Diocesan Handbook)

Expulsion is viewed as a radical action at which point the Catholic School is saying either that the student's interest would be better served in another environment, or that his/her individual behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counter-productive for the student to continue as a member of the school community.

When an action by a student appears to constitute a potential case for expulsion, the Superintendent shall be alerted by the Catholic school. Within approximately five (5) school days after the event, the school shall notify the Superintendent of its recommendation including an outline of procedures followed by the school. Prior to any final notification of expulsion being given to the student or his/her parents, the Superintendent shall approve the expulsion (no more than five (5) school days after receipt of written recommendation of the school) after being given written notification of the Catholic school's compliance with the Diocesan Office of Education and school procedures and policies. Expulsion takes effect upon the Principal's reception of the written approval of the Superintendent.

In all cases involving possible expulsion from a Catholic school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents, and student to confer.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could

to speak.

4. Keep hands, feet, and objects to yourself.
5. Follow directions the first time they are given.
6. Maintain quiet whisper in hallway in a two-by-two line.

Examples of following schoolwide rules include:

- No littering or abuse of school property.
- No gum chewing.
- Be where you are supposed to be when you are supposed to be there.
- Walk in the hallways and on the stairs.
- Observe Silent Zone where posted.
- No loitering.
- Cafeteria
 - a. Speak in a moderate tone and use good manners.
 - b. Keep your area clean.
- Playground
 - a. Stay in assigned area.
 - b. Use equipment as it is meant to be used.
 - c. Use appropriate language and actions.
- Lavatories
 - a. Keep visit brief. No loitering.
 - b. Exercise appropriate behavior.
 - c. Keep clean and in good condition.
- Assemblies
 - a. Talk in moderate tone until assembly begins.
 - b. Exercise appropriate behavior during program.
- Liturgies
 - a. Silence upon entering prayer place.
 - b. Exercise appropriate behavior.

CODE OF CONDUCT

Addressing student behavior issues at Saint Paul School involves different levels of support and interaction, depending upon the behavior and its severity. This process emphasizes support for the student and stresses the development of self-control and effective decision-making skills.

LEVEL ONE Action

The staff member will meet with the student to:

- Identify the inappropriate behavior;
- Discuss the inappropriate behavior and help the student to problem solve;
- Involve the student in writing a refocus form for changing the behavior, with the teacher and the student reaching agreement about the Action Plan.
- The Action Plan may be in the form of a Refocus Form or an SPS Notice.
- The staff member may also choose to conduct a staff member/parent/student conference at this time.

LEVEL TWO Action

If a change in behavior is not observed, based upon the agreed-upon Level One Action Plan, the staff member will meet with the grade-level team to:

- Identify the inappropriate behavior;
- Discuss the inappropriate behavior and brainstorm ways to problem solve.

The staff member will also meet with the student to:

- Identify the inappropriate behavior;
- Discuss the inappropriate behavior and help the student to problem solve;
- Impose a consequence.
- Appropriate action at this level may include a detention, Child Study Team referral, counseling referral, or a staff member/parent/student conference.

LEVEL THREE Action

If a change in behavior is not observed after the steps in Level One and Level Two have been satisfied, the staff member will complete a Discipline Referral Form and submit it to the Vice Principal. The Vice Principal will discuss appropriate options with the Principal. A copy of the referral form, attached to a letter from the Vice Principal, will be forwarded to the student's parent or guardian. Consequences at this level include detention, Saturday detention, or suspension from school.

action in a particular case, the following due process procedures should be followed.

SUSPENSION PROCEDURE

- a. The student will be given oral or written notice of the charges against him/her and if he/she denies them...
- b. A disclosure of the evidence the authorities have and...
- c. An opportunity to present his/her side of the story.

These rudimentary precautions are necessary to prevent unfair or mistaken findings of misconduct and arbitrary exclusion from school.

IN-SCHOOL SUSPENSION

- a. Parents will be notified in writing.
- b. Student is sequestered from peers.
- c. Student completes daily work assignments at this time.
- d. Offenses which may merit In-School Suspension:
 1. Fighting
 2. Use of profanity or obscene gestures
 3. Throwing of any object in classroom, cafeteria or on school grounds or buses, which is potentially harmful to any student
 4. Agitating or provoking a fight
 5. Misuse of school property
 6. Cutting class
 7. Smoking
 8. Insolence
 9. Pornography
 10. Continued inappropriate conduct for a Catholic school student

OUT-OF-SCHOOL SUSPENSION

- a. Parents will be notified in writing.
- b. Student may not enter the school building.
- c. Offenses which may merit Out-of-School Suspension:

- Use of profanity
- Insubordination, defiance or disrespect toward a staff member
- Harassment/Bullying
- Fighting
- Sexual harassment
- Use of chemical substances (e.g., tobacco, alcohol, drugs)

EXAMPLES OF BUS DISCIPLINE INFRACTIONS

- Moving while the bus is in motion
- Throwing objects from the bus
- Insubordination, defiance or disrespect toward driver or aide
- Exiting or boarding bus at unauthorized stop

Infractions listed in previous section apply to school bus.

SCHOOL CONDUCT

Refocus forms and detentions affect a student's school conduct grade. Parents and guardians can expect to be contacted by staff members, the Vice Principal, and the Principal as necessary.

SUSPENSION POLICY (Diocesan Handbook)

The suspension from a Catholic school is a serious matter and should be administered only when circumstances warrant. In-school suspension is advisable when possible. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents should be notified. The parents should be asked to confer with the proper authorities of the Catholic school about the matter.

Written records of each suspension should be kept on file for the duration of the student's enrollment at the Catholic school.

The length of time of a suspension must be reasonable and should not exceed 10 school days in any one situation, unless it is extended pending final resolution of an expulsion proceeding.

In determining whether suspension is the appropriate

LEVEL FOUR Action

If a change in behavior is not observed after the steps in Level One, Two, and Three have been satisfied, the Principal will take administrative action. A copy of the original referral form and the Vice Principal's letter will be attached to a letter from the Principal and forwarded to the student's parent/guardian. Consequences at this level include detention, Saturday detention, suspension from school, and/or expulsion proceedings.

Most behavior issues can be resolved at Levels One and Two; however, students will be referred directly to the Principal for serious, potentially dangerous infractions.

At all times, the Principal reserves the right to intervene and take action if behavior is deemed inappropriate.

Certain activities are clearly inappropriate at Saint Paul School and/or on the school bus. Some infractions, including but not limited to misuse of cell phones, will result in confiscation.

Vandalism, insubordination, harassment, or sexual harassment may warrant police involvement.

The Principal's discretion for consequences will be exercised in all cases of inappropriate conduct or for any of the infractions listed in the following sections:

EXAMPLES OF DISCIPLINE INFRACTIONS

A progressive approach to discipline, at the discretion of the Principal, will be followed with regard to the following infractions:

- Gum chewing
- Cell phone active during the school day
- Possession of pagers, beepers, cameras, and/or other electronic devices
- Unsafe and hazardous traffic obstruction in halls, loitering
- Inappropriate public display of affection