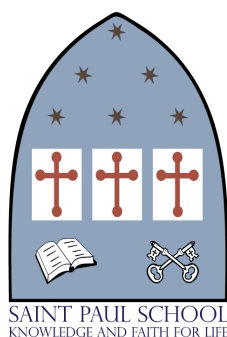


# Saint Paul School



*'Knowledge and Faith for Life'*

## **Student - Parent Handbook 2016-2017**

**Pastor: Rev. Thomas Nestor  
Principal: Ms. Lisa Fasano**

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

Dear Saint Paul School Families,

I extend a warm welcome to all of you. We look forward to a wonderful year of learning, praying and growing in faith.

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 School. We are grateful for the trust you have placed in us by enrolling your children at SPS.

This is the school policy book for Saint Paul 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 able to serve the entire Saint Paul 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.

In gratitude for you and your children, I offer my prayers for a successful and holy school year.

Sincerely,

Ms. Lisa Fasano  
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 preschool through eight.
- ✦ The school colors are blue and white.
- ✦ In addition to religion classes, students attend Mass 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.

## 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.

Positive Behavior Support is a school-wide approach to discipline which focuses on character development by teaching and supporting positive behavior to the entire student body. By identifying and outlining clear expectations for the way we conduct ourselves in all areas of the school, we support student students in growing and in living out the Saint Paul School Mission. We will share the school wide expectations and our commitment to include you to help with your child in learning positive behavior choices. By working together in supporting these ideals, we will provide SPS students with a strong foundation in Catholic Identity and opportunities for Character Development.

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## Daily Schedule

Arrival in the schoolyard	PS-8	8:10am – 8:20am
School starts	PS-8	8:20am
Dismissal	PS/PK Grades K-8	12:30pm (half day) 2:20pm (full day) 2:45pm
Early dismissal days	Grades K- 8	11:30 am or 12:45pm as noted on school calendar

For the safety of all children, please do not drop students off before **8:10am**. If you need an early drop off option, please inquire about our Before Care Program.

## Protecting God’s Children (VIRTUS)

**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.

## 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.**

### Communication

The Principal sends a weekly update via email to all families. Individual teacher notices and announcements are made on Teacherweb. Most forms will be posted on the school website in the Virtual Backpack. Occasionally hard copies will be send out via backpack mail.

### School Directory

School Directory will be issued to each family at the beginning of the school year. Use of the Saint Paul School Directory and family contact information for any unsolicited religious (outside Saint Paul Parish), political, or commercial/business communications is prohibited unless the recipient has in some way consented to receive the communication.

## Cell Phone Policy

Cell phones are to be disabled and will be collected by the homeroom teacher for the school day (8:20 AM – 2:45 PM). Students are not permitted to make or receive phone calls/text messages from their cell phone. Parents are strongly encouraged to contact the main office to relay an emergency message to their student. Any student who is caught with a cell phone visible or using a cell phone during the school day will be faced with age-appropriate disciplinary actions.

During school hours (8:20 AM – 2:45 PM) students will be permitted to use the phone in the Main Office to contact their parents. Parents are encouraged to contact the Main Office if they need to transmit a message to their child.

## 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. **Upon entry, all parents must sign in 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. **Forgotten items (necessary for the health and safety of the students) may 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.
- ✦ 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 or email 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.

Parent-Teacher Conferences are listed on the school calendar. 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 certificate, 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 documentation that 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.

### **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.

## **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. Special attention to reverence and etiquette is expected of students, faculty, staff, and parents during Mass. Parents are encouraged to attend liturgies, especially when their child's class is involved. Please check the monthly school calendar for the liturgy schedule. 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**

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

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 8:10am, 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.

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**

**Preschool and Pre-Kindergarten students** are dismissed at 12:30pm (half day) and 2:20pm (full day) from the school yard 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 walk to the dismissal area and escort children 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 School Hall and board the buses on Fearing Road. Students are to take their seats quietly and remain seated during the entire ride home. School rules will apply to all students while on the bus.

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

Please note that the playground area will be closed during arrival and dismissal to ensure children's safety.

Students should leave school promptly at dismissal. Any student not picked up by 2:50pm will be brought to the school office. At 3pm, any students who have not been picked up, will be escorted to the extended day program and parents will be charged the daily fee.

### **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. Students are expected to remain in school each day until dismissal except in the event of an emergency or illness.

### **Attendance**

Students are expected to be in attendance on all days that school is in session. Only serious reason or legitimate illness will be accepted as an excuse for absence. The school reserves the right to designate an absence as unexcused (i.e., vacation).

Massachusetts' law states (G.L. c. 76, Subsec. 2): Every person having control of a child shall ensure their attendance. If a child misses 7 day sessions or 14 half-day sessions, the parent or guardian may be criminally prosecuted on a complaint by the Supervisor of Attendance.

### **Absence**

In the event of an absence, the student's parent/guardian must call the school before 9:00 a.m. All students must have a note from his/her parent or guardian upon return to school. The note should cite the number of days absent and the reason for absence. In the event of an absence due to illness of three days or less, all work will be given to the student upon his/her return to school. The student will have the number of days absent plus one to make up all assignments. It is the student's responsibility to make up all missed class work and assignments. Failure to make up work will result in points being deducted from the student's grade. Tests are announced at least four days prior to administering, therefore, being absent the day before a test does not excuse a student from taking the test.

For extended absences due to illness or other extenuating circumstances of three days or more, a doctor's note is required and other arrangements will be made.

Vacations during regularly scheduled school time are discouraged. No assignments will be given prior to the planned departure. All work will be made up after the student returns. The student will be given one day upon return to school for each day that he/she was absent to complete and return all missed work.

### **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.

### **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. A student who arrives to school after 11am is considered absent.

### **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. 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 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.

### **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.

All tardies (excused and unexcused) will be reported on the student's Report Card and Permanent Record Card. It is the parent's responsibility to ensure that students arrive to school on time.

### **Make-Up Assignments**

In the event of an absence due to illness of three days or less, all work will be given to the student upon his/her return to school. The student will have the number of days absent plus one to make up all assignments. It is the student's responsibility to make up all missed class work and assignments. Failure to make up work will result in points being deducted from the student's grade. Tests are announced at least four days prior to administering, therefore, being absent the day before a test does not excuse a student from taking the test.

### **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 via email/phone notification system and notices will appear on local media.

## 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 have an educational purpose directly related to the curriculum being studied. Preparatory and follow-up activities are conducted for all field trips. The expectation is that students will attend planned field trips with their class.

Parents/chaperones who accompany children on a trip must have VIRTUS training and a completed CORI form. **No siblings** 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. Students are only allowed to ride their assigned bus.

### 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.

It is of utmost importance that the school receives total cooperation from the parents/ guardians in enforcing our uniform code.

### School Uniform Requirements

#### Preschool/PRE-K/Kindergarten

**Winter Uniform:**

- Navy Blue sweat pant or navy wind pant w/ white stripe
- Short Sleeve white polo with embroidered emblem, navy crew neck sweatshirt w/ heat transfer emblem, sneakers
- Navy blue skort with navy or white socks or tights

**Fall / Spring Warm-Weather Uniform:**

- Navy mesh short or navy wind short w/ white stripe, short sleeve white polo with embroidered emblem, sneakers
- Navy blue skort with navy or white socks or tights

**Grade 1 – Grade 4 GIRLS Uniform:**

- SPS plaid jumper, white, round-collar blouse (short or long sleeve), navy socks or tights

**Fall / Spring Warm-Weather Uniform**

- Navy chino short, short sleeve white polo with embroidered emblem, sneakers
- Navy blue skort with navy or white socks or tights and sneakers

**Gym Uniform**

- Navy sweat pant or navy wind pant w/ white stripe, grey t-shirt w/ SPS emblem (heat transfer), sneakers

**Kindergarten – Grade 4 BOYS Uniform:**

- Navy chino pant, solid light blue, white or French-blue dress shirt (short or long sleeve), solid navy tie, dark belt, white or navy socks

**Fall / Spring Warm-Weather Uniform**

- Navy chino short, short sleeve white polo with embroidered emblem, sneakers, white or navy socks

**Gym Uniform**

- Navy sweat pant or navy wind pant w/ white stripe, grey t-shirt w/ SPS emblem (heat transfer), sneakers

**MIDDLE SCHOOL: (Grades 5-6-7-8) GIRLS Uniform:**

- SPS plaid skirt, white blouse (oxford or pointed-collared / short or long sleeve), navy pullover v-neck sweater vest with school emblem. (a sweater or sweater vest must be worn.) Skirts no shorter than 2 inches above the knee (Dance-style shorts may be worn under skirts.)

**Fall / Spring Warm-Weather Uniform**

- Khaki walking short, short sleeve white polo with embroidered emblem, white socks and sneakers
- Khaki skort with navy or white socks and sneakers

**Gym Uniform**

- Navy sweat pant or navy wind pant w/ white stripe, grey t-shirt w/ SPS emblem (heat transfer), sneakers

**MIDDLE SCHOOL: (Grades 5-6-7-8) BOYS Uniform:**

- Khaki pant, solid light blue, white or French-blue dress shirt, any color tie and dark belt
- **5<sup>th</sup> & 6<sup>th</sup> GRADE: NO Navy blazer required**
- **7<sup>th</sup> and 8<sup>th</sup> GRADE: NAVY BLAZER required**

**Fall / Spring Warm-Weather Uniform**

- Khaki walking short, short sleeve white polo with embroidered emblem, white socks and sneakers

**Gym Uniform**

- Navy sweat pant or navy wind pant w/ white stripe, grey t-shirt w/ SPS emblem (heat transfer), sneakers

**Please note:**

Navy Sweater: cardigan, pullover, v-neck, v-neck vest, fleece vest with embroidered emblem May be worn in the classroom.

**Note: *New Cold-Weather Option for Girls:***

Grades 1-4 may wear Navy Pants with White Blouse and Embroidered Navy Crew Cardigan.

Grades 5-8 may wear Khaki Pants with White Blouse and Embroidered Navy V-Neck Sweater or V-Neck Vest

**GIRLS**

**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:** 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. Hair styles and color must be appropriate for school, and not cause distraction to the learning process.

### **BOYS**

**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.

**Hair:** Hair styles and color must be appropriate for school, and not cause distraction to the learning process.

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

**Warm Weather Uniform (see school calendar for date and requirements)** This time frame may be adjusted at the discretion of the Principal.

#### **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 outdoor wear to and from school, but not in the classroom during the day.
- For safety reasons students are not to wear their jewelry to gym class.
- Hairstyles, color and length should be age and school appropriate. The Principal 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 – please see website for requirements.**

#### **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. The Principal 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.

## **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 glass 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 have recess from 11:40am-12pm and lunch from 12- 12:20pm. Grades 4-8 will eat lunch from 11:40am -12:00 and have recess from 12:00-12:20pm. 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 a full time nurse. The school nurse helps 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 information list. Parents are responsible to have at least one person listed on the emergency information list that can be contacted when parents cannot be reached. Emergency information must be filled out for each child at the beginning of the school year and returned to the office. This information is 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 nurse. 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 nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students.

Each classroom has a 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](http://www.foodallergy.org)

## Grading Policy and Honor Roll

### Honor Roll

The criteria for achieving honors in grades 5-8 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+)

Grades in physical education, music, computer, library, counseling, and art and language are included in the honors requirements. Specialists provide a valuable experience for our students and effort and behavior in these classes should mirror our expectations of the students in all academic areas. In order to be eligible for any honors, the student must have satisfactory grades in conduct and effort in EVERY subject area.

### Grades for the 4-8 are as follows:

#### Academic

- A=90-100, Excellent
- B=80-89, Above Average
- C=70-79, Average
- D=60-69, Below Average
- F=Below 60, Failure

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-96	B = 84-86	C = 74-79	D = 64-66
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63
F = 59 and below (Failure)			
I =Incomplete    N/A =Not Applicable			

### Grades for the PreK-3 are as follows:

#### Academic/Conduct & Effort/Values/Specials:

- 4 = Exceeds Grade Level Expectations
- 3 = Meets Grade Level Expectations
- 2 = Meets Grade Level Expectations with Assistance
- 1 = Not Meeting Grade Level Expectations

### **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, NWEA MAP, approved by the Archdiocesan office, are administered to grades K-8 up to three times a 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.

## **Habits of Learning**

### ***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 you 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, students are issued a homework slip, which a parent must sign and return the following school day.

Absentees are responsible for contacting another student to receive homework assignments and/or the school website.

### **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 packets.

## **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.

The staff of Saint Paul School has set high, but reasonable, standards of behavior for all of our students. We believe in firm, fair, and consistent discipline. Not only do we expect students to follow the Rules of Student Behavior, we insist upon it.

It is for the following reasons that we insist upon such standards of behavior from our students:

- to provide a safe and non-threatening environment for others
- to provide an atmosphere that is conducive to learning
- to promote self-discipline and self-control
- to help teach students how to make responsible choices
- to help the students realize that they alone are responsible for their own actions and must be prepared to accept consequences

The education of your child is a joint effort between the school and the home. For that reason, parents/guardians who demonstrate a lack of support for school policy will be requested to withdraw their child from Saint Paul School. Parents/Guardians are expected to support the discipline policy of the school.

### **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.

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.

**STATEMENT REGARDING RULES OF STUDENT BEHAVIOR AND CONSEQUENCES FOR VIOLATING THE RULES:**

The teachers and the principal keep records of all disciplinary actions. Since every situation is different, the principal may vary the consequences accordingly at her discretion. For example, if a student defaces any school property, the student will be responsible for cleaning the property or making financial restitution for the property in addition to the consequence listed. The principal is the final recourse in all-disciplinary situations and may waive or vary any and all disciplinary consequences for any just reason at her discretion. The principal will conduct searches, as she may deem necessary to protect the safety of the students and/or staff. Teachers retain the right to appropriately discipline any student of the school when the situation warrants. The failure of the student or the parent/guardian to adhere to the details of the consequences will automatically advance the process to the next step in the discipline policy consequences.

**RULES OF STUDENT BEHAVIOR**

Each teacher has her/his own classroom discipline policy which will be fully explained to the students and may be posted in the room for visitors. Teachers will handle all classroom discipline until, in the teacher's opinion, it becomes necessary to refer the student to the principal.

**In addition, the staff will strictly enforce rules including but not limited to:**

1. Follow directions at all times
2. Use appropriate behavior in the hallways, classrooms, bathrooms and all school property
3. Adhering to the dress code
4. Return paperwork (tests, notices, etc.) on time
5. Follow playground safety rules
6. Act in a Christian manner at all times
7. No cell phone use (talking, texting, viewing or listening to audio/video content, etc.)
8. Show respect for people and property
9. Keep hands, feet, and objects to yourself
10. Do not steal work or items; this includes others' schoolwork or any other written work
11. Do not cheat on class work and homework
12. Do not gamble or bet in any way
13. Sign only your own name
14. Act appropriately while wearing the uniform of Saint Paul School, **on or off school property**
15. In general, act in such a way that their conduct would bring pride to their teachers, families, and themselves
16. No physical fighting
17. No foul or abusive language verbal or written, this includes racist or sexual language
18. Follow school safety rules (see below)
19. Obey/respect student supervisors (including volunteer supervisors)
20. Never leave a class or the school without the permission of the teacher or principal
21. Never skip class or school
22. No sexual harassment, intimidation, or contact is allowed while in uniform, on the school bus, in school, or on the premises
23. No possession, use, or distribution of tobacco products, alcohol, drugs, ammunition, or weapons of any kind
24. The students and/or parents/guardians may not show repeated disrespect for the policies of the school

**VIOLENCE (acts of and threats of)**

Acts and/or threats of violence and other forms of abusive expression, physical harassment, and corporal punishment will not be tolerated at Saint Paul School.

**WEAPONS**

Any student found to be in possession of a weapon will be suspended or expelled from School, and the civil authorities will be contacted. Parents will be called immediately.

## SEXUAL HARASSMENT

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory remarks, and other verbal, written, visual, or physical conduct of a sexual nature directed toward another person, either face to face or through electronic medias (i.e. cell phone, computer, etc). Such behavior can lead to suspension or expulsion.

### **Playground Safety Rules Before School**

- Walk on any hard surface.

### **Playground Safety Rules at Recess**

- Food and drinks must stay inside the building.
- No student may re-enter the building without permission of playground supervisor until recess is over.
- No rowdiness and rough play
- Grades 5-8 may play football at the discretion of the upper grade teacher on duty.
- Gymnastics, tag, red rover, throwing objects or riding skateboards, rollerblades, rollerskates, etc. are not allowed.
- No climbing on snow removal piles, touching or throwing snowballs or ice.
- Students must demonstrate appropriate behavior at all times.

### **School Safety Rules**

- Students must **not** be on school grounds before/after designated times in the morning/after school.
- Once on school grounds, no student may leave until school is dismissed.
- At dismissal, students must leave school grounds immediately unless he/she is requested by his/her teacher, principal or parent/guardian to remain or is engaged in an after-school activity in the building.
- Every student will obey the crossing guard, bus driver, or other such supervisor.
- **No student may open an exterior door for anyone at any time.** Students must get an adult to open any exterior door.

## EXPLANATION OF TERMS USED AS POTENTIAL CONSEQUENCES

**WARNING** - The principal will discuss the situation fully with the student and issue a verbal warning to the student.

**DETENTION** - The principal will discuss the situation with the student, issue a verbal warning to the student and a notice will be sent home to be signed by the parent/guardian and returned the next day. The student will receive "DETENTION" regardless of the method of transportation used to get home. If the student misses a bus, it is the responsibility of the parent/guardian to arrange another method of transportation for the student.

Parents/guardians will receive notice of Detention one day in advance. Detention takes place on alternating Tuesday afternoons from 2:45 p.m. – 3:15 p.m.

**DISCIPLINARY DISMISSAL** – Parents will be called immediately to come to school for the student who is being sent home on a “DISCIPLINARY DISMISSAL” for the remainder of the day. If the child is not picked up by noon, the dismissal will carry over to be completed the next day. Any class work that is missed must be made up by the next school day and must be signed and dated by the parent/guardian. A conference with the principal may be necessary before the student will be allowed to return.

**SUSPENSION** – Parents will be called immediately and notified in writing. The student will be put on “SUSPENSION” for a period of time (one to ten days) to be determined by the principal. The student is to stay home from school and keep off school property while on suspension. The student will not be allowed to return to school without a student/parent/principal conference. The student will receive a zero (0) for all work missed while on suspension. No make-ups will be given. There are a maximum number of suspensions allowed during the school year. This will be discussed at the meeting with the principal.

**EXPULSION** – The parents will be notified that the student may be asked to leave the school PERMANENTLY. “EXPULSION” will occur for repeated disregard for Saint Paul School’s policies or for a grave and extremely serious matter.

**\*\*\* NOTE: The failure of the student or the parent/guardian to adhere to the details of the consequences will automatically advance the process to the next step in the consequences.**

Any student on disciplinary dismissal or suspension may not take part in any school activities.

**BULLYING STATEMENT** A bully is someone who repeatedly and intentionally directs physical, verbal, or psychological aggression or harassment towards others, with the goal of gaining power over or dominating another individual. Bullying is

the repeated and deliberate negative behavior, direct or indirect, toward another person who ultimately becomes a target. Some examples of bullying behavior include, but are not limited to:

- Name calling       Spreading rumors       Ridiculing
- Threatening       Teasing       Playing a dirty trick
- Mocking       Excluding       Unwanted touching
- Intimidating       Degrading language       Physical aggression

Bullying behavior encompasses physical aggression, threats, teasing, and harassment, either face to face or through electronic medias (i.e. cell phone, computer, etc.). Saint Paul School will not tolerate bullying behavior. We expect all students to assist us in identifying and eliminating bullying from our classrooms, playgrounds, and lunchroom by reporting incidences to teachers and/or administration. Through activities, speakers, and classes, students will be taught ways in which they can help to create an anti-bullying climate in our school.

Please see our website, [www.stpaulschoolhingham.com](http://www.stpaulschoolhingham.com), for in-depth coverage of our Bullying Policy.

#### ELECTRONIC DEVICES

Students are allowed to bring in an electronic reader (i.e. Kindle, Nook) for independent reading if given permission by parent. These devices are not to be used for other purposes such as gaming, emailing, or texting. Please note that Saint Paul School is not liable if electronic book is broken, lost, or stolen.

Students are not allowed to use iPods, Gameboys, Nintendos, etc., during school hours, including before and/or after school.

### **Additional Student Information**

#### **Extracurricular Activities**

Saint Paul Catholic School offers a wide range of activities for our students. Students must maintain passing grades in order to participate in any activities. Absence prevents a student from playing.

#### **Birthday Treats**

Students may observe their birthday by bringing a treat for the entire class. Such treats are limited to Luigi's Italian Ice or Popsicles. The classroom teacher will determine when the class will enjoy this treat. 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.

### **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.

### **Financial**

#### **Tuition**

Tuition is payable in one payment, two equal payments or through a 10 month installment plan administered by the FACTS Tuition Management Program. The monthly installment program is available for an annual cost of \$41.00. A complete table of tuition rates is available in the school office.

### **Registration Fees**

Re-enrollment for returning students and additional family members takes place in January. A non-refundable \$200.00 fee is required for each student.

### **Sanctions for Non-Payment of Tuition and Fees**

Families who are unable to pay tuition or fees on a timely basis must contact the parish business manager to make suitable arrangements. If no prior arrangements are made, the school administration will take the following steps when tuition or fees are in arrears:

- A penalty of \$25.00 will be assessed and collected each month, if payments are not paid by their due date.
- If payments remain overdue after forty-five (45) days, a mandatory meeting with the principal, pastor and business manager will take place to discuss payment options. It is the responsibility of the family to set up this meeting.
- Payments overdue sixty (60) days are considered grounds for dismissal. Dismissal from the school does not satisfy the family's obligations to pay the tuition amounts due. (Please see the Refund Policy below).
- Persistent late payments will result in ineligibility for the monthly payment plan in subsequent years.
- No student will be issued report cards, have transcripts issued, or be allowed to participate in social or extracurricular functions until financial obligations to the school have been settled.
- Re-enrollment for the following academic year will be denied until all bills are paid in full.
- No eighth grade student will be allowed to participate in graduation activities unless bills are paid in full.
- A \$25.00 fee will be assessed due to returned and/or cancelled checks.

**Any exception to these rules is allowed only at the discretion of the pastor.**

### **Refund Policy**

Tuition payments are annual seat charges. The ability of the Administration to fill a seat after a student withdraws diminishes rapidly after September 1st. As such, refunds take away from the school's ability to maintain a balanced budget.

All fees are non-refundable. Tuition refunds may be given when a student withdraws from the school. It is important that the school receives written notice of withdrawal, preferably 30 or more days prior to the withdrawal date. Refunds of payments in excess of tuition costs at the time of withdrawal will be issued within 45 days of the office receiving written notification of the withdrawal according to the guidelines below.

An exception MAY be made for a family that is moving out of state. Transcripts will be forwarded to a child's new school after the family has paid the total amount due.

- In the case of withdrawal of any student between June 15, 2016 and September 1, 2016, parent/guardians will be responsible for 50% of the student's 2016-2017 tuition.
- In the case of withdrawal of any student after September 1, 2016, parent/guardians will be responsible for 100% of the student's 2016-2017 tuition.

## **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.

### **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. 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.

### **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.

### **Asbestos Disclosure Statement**

As of January 1, 1991, the Commonwealth of Massachusetts Division of Occupational Hygiene (D.O.H.), acting as a representative of the Federal Environmental Protection Agency (EPA), has begun to randomly audit schools for their Asbestos Hazard Emergency Response Act (AHERA) compliance. A school management plan for Saint Paul School is available for review and is present at all times in the school office.

### **RIGHT TO AMEND**

The principal retains the right to amend this handbook. Parents will be given prompt notification of any changes that are made.

**Saint Paul School  
Student-Parent Handbook  
Contract 2016-2017**

**Parents/Guardians:**

I, the undersigned, have read and agree to uphold the guidelines as stated in the Student-Parent Handbook for the current 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*

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Student Name (print full name)

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Student Signature

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Parent Signature

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Address

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City, State, Zip code

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Telephone

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