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MISSION STATEMENT:

We as a Catholic School Community

BELIEVE: That each student enrolled at **St. Paul's School** is a unique and important person and that every facet of his / her life - Spiritual, Emotional, Intellectual, Social and Physical should be developed.

SEEK: To help each individual develop as a thinking, caring Christian who respects all life and has the desire and ability to contribute constructively to the betterment of our world.

REALIZE: That the educational process goes beyond the school. Thus, the developing of a shared commitment from Community, Parish, and School is a necessary ingredient in achieving these goals.

CORE VALUES:

At St. Paul's School, we guide our students through life's journey by emphasizing our core values:

A Journey in Faith

We strive to nurture and practice Christian values and attitudes in our daily routines. Toward this end, we encourage all students to respect the dignity of their peers regardless of their capabilities. All students and staff exercise a strong prayer life both individually and liturgically.

A Journey as Family

We provide a secure Christian environment in which all students can grow and mature as a total person, an individual, social being unique to his/her personhood. We establish a climate of Christian love so all members of the school community will experience a sense of belonging.

A Journey of Discovery

Our pledge is to educate each student in current curricula and to encourage students to strive for the fulfillment of all his/her capabilities. Our students become more aware of their personal gifts and talents that they can share with others. We will also make our students aware of the gifts and talents of others in our community.

A Journey through Service

We encourage our students to respect and value peace and justice in their own lives, in the local community and in the world community. Through service to the local community, they will develop a sense of pride, self discipline and awareness of others in our school community and the greater community around us.

Prepared for Life

Our dedicated staff shows that our Catholic School believes in the holistic approach, dealing with the physical, emotional, cognitive, spiritual and social growth of each child. "To strive to become all that we can be." The importance of proper manners is emphasized. Behavior and respect are developed as part of each student's growth to maturity. We help each student to live with love and acceptance while in our care, remembering each one as a gift from God.

SCHOOL HOURS:

Universal Pre-K A.M.:	Monday – Friday	9:00 - 11:30 AM
Universal Pre-K P.M.:	Monday – Friday	12:00 - 2:30 PM
St. Paul's Full Day Pre-K:	Monday – Friday	8:30 AM. - 2:30 PM
Kindergarten - Grade 8:	Monday – Friday	7:45 AM - 2:10 PM

DISMISSAL:

Closing announcements begin at 2:00 PM. The order of dismissal is:

2:05 PM	Busses
2:10 PM	Walkers
2:15 PM	Parent / Guardian Pick Ups
2:20 PM	After School Care /Activities
2:30 PM	Pre-Kindergarten

ENROLLMENT:

Registration for Pre-Kindergarten and Kindergarten classes takes place in February during Catholic Schools Week. Pre-K students must be four years of age, and Kindergarten students must be **five years of age by December 1st.**

Re-registration for students in grades 1 - 7 is also held during Catholic Schools Week as well as for new students entering into those grades. An interview with the principal is necessary for entrance into Grades 6, 7 and 8.

Registrants for all grades must have proof of immunization and a Baptismal Certificate. (Birth Certificate for Non - Catholics).

Standard class size is 20-22 pupils. Maximum is 26 students. Larger size classes have a full-time assistant teacher.

Insurance:

All children must be covered by school insurance. This insurance covers the daily activities as well as Physical Education and / or the Extra-Curricular Athletic Program of the school. School insurance coverage is provided within the registration fee.

Tuition / Registration Fee:

Registration Fee

Registration is paid for each child attending St. Paul's School. The fee is due at the time of registration or re-registration into St. Paul's School

Tuition:

Tuition for Contributing Parishioners, Non-Contributing Parishioners, and Non-Parishioners, as well as the Registration is outlined on the Total Tuition Agreement / Form.

Non-Discrimination Policy

Catholic schools in the Diocese of Buffalo shall not discriminate on the basis of race, sex, national and ethnic origin, age (in accordance with the law), and physical or learning disability, if with reasonable effort on the part of the school, the disabled person could be accommodated.

Parent Substitute:

It is important to have on file, the name of a person to be contacted in the event that your child becomes ill and you cannot be reached. Please be sure that the person whom you delegate as the parent substitute is generally available and has transportation

Social Security Numbers:

All students need to have a Social Security Number. There is a place on the Registration Form for this identification.

Change of Address / Phone Number / Legal Guardianship:

If you have a change of address, phone number, or legal guardianship, please contact the school office immediately so that we may update our records in the case of an emergency.

Non-Custodial Parents

Non-custodial parents may get school information, non-official copies of report cards and access to faculty - UNLESS there is a court order against such contact. To arrange for such communication, call the school office. All adults who volunteer in our school must sign the Code of Conduct.

Virtus Training

We request all volunteers and parents to complete the Virtus Training Program entitled “Protecting God’s Children” that is sponsored by the Diocese of Buffalo. Any parent who has not completed and kept up to date with the Virtus Program may not assist in classrooms, chaperone field trips, coach, help in the cafeteria, or participate in any school program which involves supervising students. St. Paul’s School reserves the right to select our volunteers based on our own criteria.

CURRICULUM:

All subjects required by the State of New York are offered at St. Paul’s School. The following courses are part of the curriculum: Religion, Reading, Language Arts, Literature, Mathematics, Social Studies, Penmanship, Science, Health, Spelling, Art, Music, Physical Education, Library, Computer and Spanish. Remedial Math and Remedial Reading classes are available for all grade levels in our Resource Room. Advanced 8th Grade Math is taken by capable students in this grade level. The Kenmore - Town of Tonawanda School District provides a

Registered full-time Nurse, Speech Therapist, Special Education Teacher and a School Psychologist are available on the school premises on a part-time basis.

The Ken-Ton School District provides counseling services at the Ken-Ton Support Center.

Universal Pre – Kindergarten

Philosophy of Program:

To nurture in each child:

- Love and respect for self and each other
- To provide a wholesome atmosphere of interaction and socialization with other children.
- To ensure an excellent preparation for Kindergarten and future schooling.
- Our Pre - Kindergarten program follows the guidelines of the New York State Early Childhood Program, the Kenmore-Town of Tonawanda curriculum, and the Department of Education, Diocese of Buffalo.
- This program is geared to enhance the learning and development of the whole child in a positive and rewarding atmosphere.
- Our classroom is set up with one Teacher and one Assistant Teacher to each 18 children, and much interaction is encouraged between child and teachers and child to child.
- Our children enjoy special learning enrichments such as formalized Physical Education, Art, Computer, Spanish, Music and Library classes on a weekly basis. These are all in addition to the regular Pre-Kindergarten program activities.

Kindergarten:

Kindergarten extends from 7:45 AM to 2:10 PM

In order to be eligible for entrance into Kindergarten in September, a child must be five years old before December 1st of the year of entrance. Each teacher has one teacher assistant to assist in the instruction of the students. The Kindergarten program includes readiness in Reading and Mathematics, as well as Religion, Art, Library, Physical Education, Computer, Spanish, socialization skills and exposure to other segments of our curriculum.

Religion Program

The Religion program is highly valued as part of our curriculum. Religion is taught daily and stresses the basic doctrines of our faith and the teachings of the church. Formation of prayer life, participation in Liturgy, and school prayer celebrations are an essential part of our program.

Children have the opportunity to help plan and participate in school liturgies which are offered in church. Special emphasis is also placed on prayer experiences at such times as Halloween, Thanksgiving, Advent, and Lent.

The formation of a sense of morals and values is an integral part of Religious formation and an obligation on the part of both faculty and parents. Children will adopt the attitudes of those who are closest to them and apply the same to the daily situations of life.

Library:

Library Skills are taught and students may borrow books from the Library. There is a fine for overdue or lost books.

The Library is used for individual class research projects. Students have access to computers for research with Internet access.

Computer Lab:

A Computer Lab is available to all students at St. Paul's School.

Computer Classes are held weekly for grades 1 - 8, and enrichment classes are provided for students in Grades K. All students may use the Computer Lab, and upper grade students have regular lab time available to work on academic areas during the school week.

All classrooms are equipped with computers, and printers. St. Paul's School is connected to the World Wide Web in the school Library, Computer Lab and all classrooms. St. Paul's strives to stay on the cutting edge of Technology.

All students/parents - Grade 5 through 8 sign a technology pledge of commitment and proper Internet conduct which is kept in each student's file.

Physical Education:

All the children participate in the Physical Education Classes weekly, unless for **reasons of health, a child has a note of explanation from the family physician.**

In order to participate safely and properly, children are required to be attired in a school gym uniform comprised of a school tee shirt, navy shorts and sneakers (even on Non-Uniform Day). Children must wear their gym uniform to school on their gym day. All items, as well as school uniforms, should be marked with students name so that these articles may be easily identified.

Testing Program:

- Reading Tests - Placement & Achievement
- Math Tests - Placement and Achievement
- Unit Tests, given quarterly (Grades 3 - 8).
- Semester Exams - June (Grades 3 - 8).
- Spanish Proficiency Exams-June (all 8th Graders)
- All New York State Testing programs prescribed by State Education Dept.
- Religion Assessment/Faith Development Gr. 3 & 7

Homework:

We ask that parents support and encourage their children in all homework assignments. The assignments are meant to reinforce the work done in the classroom as well as to develop a sense of responsibility. Review of notebooks and textbooks is also a necessary part of home study. Parents are requested to set aside a particular time each day as well as provide a quiet place and atmosphere to complete this function. In the upper grades, students are sometimes given long-term assignments. Parents should be aware of these and encourage the students to work on these in advance of the final deadline.

There is a mandatory homework assignment notebook for students in Gr. 1 - 8. The assignment notebook helps to establish good school and organization habits. The information in the parent/student handbook is also printed in the assignment notebook.

The following guidelines have been set up by the Diocesan Department of Education for homework:

Grades 1 and 2: 30 Minutes to 1 Hour

Grades 3 and 4: 1 Hour - 1 1/2 Hours

Grades 5 and 6: 1 1/2 Hours - 2 Hours

Grades 7 and 8: 2 Hours - 2 1/2 Hour

Make-up Work:

Absenteeism brings about the need for make-up work and staying after school for extra help. In such instances, it is the **RESPONSIBILITY OF THE STUDENT AND/OR PARENT** to contact the teacher for necessary make-up work. Arrangements for this additional help must be made in advance. **See attendance policy.

Special Programs:

Lectures, Field Trips and Assemblies are among our enrichment activities. Teachers are encouraged to plan educational field trips for their classes. Parents are notified of all these activities and must sign permission slips for a child to participate. There is also a fee involved for most field trips.

Field Trips:

The primary purpose of a field trip is to provide the student with a unique educational experience. A permission slip signed by the parent or guardian is to be returned to the teacher prior to a trip. If a student does not return this permission slip, he/she will not be allowed to participate in the field trip and will remain at school. **The student's conduct in school determines if he / she will have the privilege of going on a field trip.**

Parent / Teacher Conferences:

Parent / Teacher Conferences are scheduled in conjunction with report cards. Other conferences during the year may be made at the request of the teacher or parent. Parents may call school or send a note and ask for the teacher to return the call to set up a parent conference. Parent / Teacher communication is encouraged for the benefit of the child. We ask that no calls be made to the home of a teacher.

RETENTION POLICY

Serious consideration is given to a child whose performance falls under the Criteria for Retention.

Kindergarten - Failure to meet curriculum guidelines.

1st & 2nd Grade - Failure in Reading/and or Math. 6 months below grade level on standardized Tests.

3rd - 8th grade - Failure to meet curriculum guidelines in major subject areas with a passing grade. A satisfactory score on standardized tests (average means score).

ATTENDANCE:

Developing habits of regular attendance and punctuality is essential to insure progress in school. If student is not well, please do not send him / her to school where he / she may expose other children to illness.

IT IS IMPORTANT THAT THE PARENT CALL THE SCHOOL EACH DAY OF YOUR CHILD'S ABSENCE BEFORE 8:00AM.

A written excuse from the parent must accompany a student returning to school after each absence and tardiness. (Forms are available in the school office.) The excuse must:

1. Be dated.

2. Be written in ink. (State Law requires that we keep these on hand for 3 years).
 3. Contain explanation of absence or tardiness.
 4. Include the dates of absence or tardiness.
 5. Include the signature of a parent or guardian.
- All absences, tardiness and time lost by students is recorded in the attendance registers.

Legal absences:

Include: Sickness, death in family, previous excused absence for the day, Religious observance, required to be in court, attendance in health clinics or orthodontist appointment.

Illegal absences:

Include: Visiting, caring for someone at home, vacation trips, shopping, oversleeping.
** Medical and Dental Appointments should be made after school hours.
** All missed school work is the responsibility of the student / parent. Please assign someone to pick up student school work if you cannot do so. Teachers will prepare work for any absent student, but it is the parent's responsibility to pick up the work and have the work completed. Please call the school office to request work when your child is absent. A Homework table is located in the front foyer for easy homework pickup.

Tardiness:

Every student must be in the classroom by 7:45 AM. If a child is frequently late, parents will be contacted for a conference. **A parent must sign in their child when they come in late** and the student must report to the school office for a late pass before going to class. Late arrival causes a problem for the student, other classmates and the teacher. Habitually late students will be kept after school to make-up for late arrival.

Late Arrivals:

A parent must sign in their child when they come in late due to a medical appointment or any other reason. Children who come into school late must stop in the school office to receive a late pass. A note for the lateness is also required. *See tardiness.

Emergency Closing:

It is presumed that school is open unless a radio announcement is made stating that the school is closed. The decision to close school for a storm is made by the Kenmore - Town of Tonawanda School District. It is necessary to listen to any of the local radio stations for closings. Students who live in Buffalo are expected to come to school when Buffalo schools are closed but Kenmore -Town of Tonawanda schools are open. Although possible, it is very unlikely that St. Paul's School would close independently of the Kenmore-Town of Tonawanda Schools. If there is a problem involving only St. Paul's School closing, it will be announced on the radio. (WKBW, WBEN and WGR are the usual stations used and Channels 2, 4 & 7)

Early Dismissal - Releasing Pupils:

Pupils are not permitted to leave the building during school hours. A child may be released from school only to a parent or authorized person. A written note must be submitted to the teacher to be authorized by the principal and put on file. Report to the school office to meet your child and sign him/her out.

SCHOOL RULES:

Visitors:

All visitors (including parents, grandparents and former students) must register at the school office upon entering the school. Permission from the school office must be obtained if it is necessary to go to any classroom. Passes are available in the school office where all visitors or volunteers must sign in.

Parties/Invitations:

Students are welcome to celebrate their Birthday in school by bringing a treat to share with their classmates. Invitations for out-of-school parties may not be given out in school unless all students in the classroom have been invited. This will insure no hurt feelings with students.

Telephone Calls:

Students may not be called to the telephone during school hours. If it is necessary to contact your child, kindly leave a message with the school secretary and/or the call will be returned at the first possible opportunity. Students are not to use the office phone without permission.

Electronic Devices

Cell phones, i-Pods, games and/or electronic devices of any type are permitted on school grounds, but they must be turned off and left in the student's book bag or locker.

SPORTS PROGRAM:

Athletics demand a combination of physical skill, reasonable strength, an alert mind, genuine enthusiasm and team work. Students all have the opportunity to try out for any of the sports offered.

Those participating in sports must work to their potential. If teachers agree that the student is not working to his / her ability in their subject areas, the student will be taken off the team until improvement is shown. Failing grades and / or low achievement, inconsistency in completing homework assignments and unsatisfactory classroom behavior will result in suspension from competition and a team.

All students who participate in any sport at St. Paul's School must have verification of a physical exam each year. Forms are available in the June and September newsletter and in the school office.

A student may not participate in any after school sport contest/game if they did not participate in physical education class or was absent from school on that day.

Organized and Competitive Sports: (Subject to student interest and availability of coaches)

Girls:

Softball	Varsity 5-8
Basketball	Varsity 6-8
Basketball	JV 4-6
Swimming	K – 8
Volleyball	6 – 8

Boys:

Baseball	Varsity 5-8
Basketball	Varsity 6-8
Basketball	JV 4-6
Swimming	K – 8
Volleyball	6 – 8

Track	3 – 8	Track	3 – 8
Soccer	K – 8	Soccer	K – 8
Cheerleading	5 – 8		

*A sports contract is signed by all athletes and their parents. This contract contains all the expectations of Sport Team members.

**A Sports Handbook provided by the Diocesan Education Department is to be followed by all coaches, athletes, parents, and school personnel. A sports handbook is available to all athletes and coaches. A sports fee is assessed for each team to keep uniforms updated, clean and for tournament participation.

SCHOOL ACTIVITIES:

Drug Awareness / DARE Program:

The DARE Program mission is to make all students aware of Drug Prevention and to live a Drug- Free Life. The program is sponsored by the Kenmore Police Dept. in conjunction with our Health Classes and assistance from faculty. The DARE program is a 20- week program presented by a DARE officer from the Kenmore Police Dept. for our 5th Graders as part of the Health curriculum.

Chorus:

Chorus is composed of students in grades 3 - 8 and meets once per week. The chorus is featured at our Christmas Play, School Liturgies and May Concert, as well as participation in area performances throughout the school year.

Instrumental Lessons/Band:

Lessons are taught during the school day one day a week on a rotating basis. All instruments are offered and the band performs at various times during the year.

Mission Club:

Two representatives from each homeroom makes up our Mission Club. The members strive to foster our concern for others in our community and in other countries. Fund raisers and activities are held to raise money for donations and to foster the spirit of giving and mission work. The club meets once a month.

Student Council:

Two representatives, elected from each homeroom, grades 1 - 8 serve as a Student Council member. The council meets once a month with the principal to plan and implement new ways to improve the school environment and discuss concerns of peers. The Council strives to take a leadership role which will continue to raise the standards of all students.

Community Service Programs:

8th Grade Community Service Program:

All 8th grade students must complete a minimum of 15 hours of community service as a graduation requirement. Areas of service include:

- 1) Participating in the Parish Outreach Program

- 2) Volunteering in various community, parish and school programs.

7th Grade Community Service Program:

All 7th grade students must complete a minimum of 9 hours of community service as a 7th grade Religion Course requirement. Areas of service are:

- 1) Volunteering in various community, parish and school programs.
- 2) Working within the community/neighborhood with Senior Adults.

HEALTH:

Nurse:

The school nurse is in our building 5 days a week during the time students are present. It is important to help the nurse keep your child's medical records up to date. We ask you to notify the school office immediately in the event of unusual illnesses and communicable diseases. NYS Regulations regarding immunizations must be followed very carefully. If your child is on special medication the school nurse needs to be informed.

Medication:

No school personnel may dispense any medication without a written note from a physician. No child is allowed to carry medicine in school –prescription or non-prescription. Any necessary medication must be handed in at the office with parent and/or physician authorization. Prescription medication with a parent release note with directions is also acceptable.

No student may carry any over the counter medicine or prescription medicine to school or keep in their possession during the school day or during a school activity. Cough drops and sunscreen are considered medicines that need a note for use. In some cases, students may be self carriers of a prescribed inhaler.

TEXTBOOKS / SUPPLIES:

Each teacher will specify the particular supplies needed for class. These are given out in June with the final report card. All students should have their own pencils, pens, paper and notebooks.

Assignment notebooks are mandatory in Grades 1 - 8. They are available in the school office. Paper is supplied for those in Kindergarten and Grades 1 & 2. Some school supplies for grades 1-8 are available in the school office. Borrowing is discouraged. Parents are encouraged to make periodic checks on the state of supplies for their child.

Care of Books:

1. Books are a vital tool to a child's learning and are an ever increasing cost. Therefore, the care of books loaned for student use is an important responsibility.
2. **Books are to be covered at all times.**
3. Book bags are to be used, especially in bad weather.
4. Any damage or loss will be charged to the student.
5. The student's name should be in all books

REPORT CARDS:

Report cards are issued four times a year. Parent Conferences are held in November/January at the end of the quarter marking period. Quarterly marks are determined by an average of class work, written assignments and tests. Having assignments in on time and classroom participation are also given consideration when averaging the grade.

Conduct/effort grades are assessed according to student behavior and cooperation.

Examinations are given in June to all students in Grades 4 - 8. Both objective and essay questions on these examinations help to evaluate the student's knowledge of the material presented during the previous year. Unit tests are given at the end of each unit and that material is the basis for the examinations. A main unit test is given during each quarter.

All New York State Mandated Assessment tests are given at St. Paul's.

Honor Cards:

Students in Grades 4 through 8 who achieve Honor Roll status are issued Honor Cards quarterly. Students who earn an average of 85.0 through 88.9 receive Merit Honors. Averages between 89.0 and 93.9 achieve Second Honors. Those with an average of 94 or above receive First Honors. Honor Roll Status is published in the local newspaper and the school Newsletter. Students who have below a C average in any special area subject or below a C average in **effort or conduct** cannot be on the Honor Roll.

An Academic Assembly is held after each marking period to give recognition to those students earning Honor Cards, as well as those who have achieved Special Effort and School Service Awards. Student Achievement in other areas (contests, etc.) are also recognized at this time.

Student of the Month:

Each month, one student from each homeroom is recognized for their achievements as an outstanding St. Paul's student. The students are invited to a special breakfast hosted by the principal.

The criteria for the Student of the Month is:

1. Well behaved.
2. Tries hard.
3. Completes homework.
4. Is kind and helpful to other students.
5. Has made a change from a negative to positive situation.
6. Is cooperative and respectful to teachers.
7. Consistently improving in areas

DISCIPLINE:

Zero Tolerance Policy

St Paul's School has a Zero Tolerance Policy regarding threats of violence to either our school and/or to students. St. Paul's School will not tolerate or ignore any acts or threats of violence against the school faculty, staff or students in school or out of school. If a student does violate the policy, due process will immediately go into effect.

Student responsibility requires the active contribution to a positive, caring school environment. A full school community is created daily when students respect themselves, their peers and all adults in the school. Students who choose to undermine the caring quality of the community will be denied the privileges of learning here. They will be removed from classes, school events and participation in school activities.

Listed below are some parameters of offenses and respective punishments. At all time the school principal, with professional discretion, has the responsibility to assure the safety of students. If a student's opportunity to learn is inhibited in any way by another student, the principal and staff, are legally obligated to take action to allow for the learning to occur.

All disciplinary procedures are to be recorded.

All disciplinary actions involving the principal will result in contact with parents. Records will be maintained as a part of the official school transcript. Parents will be contacted immediately in matters which the principal deems crucial to maintaining a positive school environment.

If a student is repeatedly disruptive, he/she will be removed from classes and isolated from the student body. Parents will be contacted by phone and the student will be suspended from school until a parent conference has been arranged during official school hours. Students who are suspended risk loss of all participation in school activities. A second suspension places a student on probation which can result in expulsion at a third offense.

St. Paul's goal, in cooperation with parents, is to instill self-discipline in each student. Through a combined effort of students, teachers, and parents in the areas of open communication and respect for the guidelines listed, we can achieve this goal. St. Paul's School Bases its Discipline Code on these categories:

Safety: Any actions that can cause injury to others or to oneself will not be tolerated.

Preservation of Property: Actions that can cause damage to the school or an individual's personal property will not be tolerated. Restitution will be made.

Avoidance of Disruption: Actions that will interfere with the learning activities of others will not be tolerated.

Conduct Referral: A conduct referral notice will be sent home to parents by the Teacher or the Principal for any serious disciplinary incident involving the student. Appropriate action will follow.

Serious unacceptable behavior in school or at school-sponsored functions will be dealt with in a fair and equitable manner.

Possession or use of any drug – prescription or non-prescription (includes any over-the-counter pain/headache medicine) or illegal drug or alcohol on school property or at school sponsored functions, is cause for immediate expulsion. The parents, pastor and police will be notified.

Possession of a weapon , or article to be used (or used) as a weapon, or an article that looks like a weapon on or off school property or at a school sponsored activity, is cause for immediate expulsion. The parent, pastor and the police will be notified. This applies to all students, all grade levels at St. Paul's School.

Smoking on school grounds or at school sponsored activities is prohibited and is cause for immediate suspension.

Fighting, punching or confrontations causing physical contact in school or school sponsored activities is cause for immediate out-of-school suspension or expulsion on the seriousness of the altercation.

Definitions of Terms:

Expulsion:

A student is immediately released from school in the custody of the parents or guardians. The student will not be allowed reentrance into the school.

Out-of School-Suspension:

A child released from the school for a period of one to five days in the custody of his / her parents or guardians. A Parent Conference must be held with the Principal for reentry into the school.

In-School-Suspension:

A child must work in seclusion on the work assigned by each of his / her teachers for 1-3 days. When the period of in school suspension is over, he / she may return to class. Parents or guardians will be notified of the infraction and the length of In School Suspension.

**Any suspension (in or out of school) automatically continues for all after school activities and events during those days. Students may not attend or participate in any event on the suspension days.

Disciplinary Measures:

School Infractions:

Disciplinary measures may include school work detail, detainment after school, in-school, out-of-school suspension and conference with the pastor, parents, principal, teacher and student. **Expulsion and suspension will be recorded on the student's permanent record card.**

Serious Infraction:

A formal letter will be sent to parents detailing infraction and disciplinary action taken with student (this can be before or after parent conference).

Detention Policy:

Students in Gr. 5 – 8 may be given detention by any homeroom teacher, special area teacher, or administrative personnel. Parents will be given a one-day notice or a phone call on the day of the infraction, depending on the severity of the situation.

Detention will be given for:

1. Missed or incomplete assignments in individual subjects, including specials.
2. Discipline problems in the classroom, hall, cafeteria, school activities, or field trips.
3. Disrespectful attitude or manner to an adult or another student. (Including fighting, pushing and inappropriate language/behavior.)

Detention Procedure: The student will serve the detention on the next school day after the detention was given – **NO EXCEPTIONS. THE STUDENT IS RESPONSIBLE FOR**

INFORMING THEIR PARENT OR GUARDIANS ABOUT THEIR DETENTION.

Parents will be informed in writing or by phone call if the problem persists.

School Fine

In some cases, students will be assessed a fee for restitution for any property destruction. All fine monies are donated to the Missions.

Harassment Policy

At St. Paul's School, we have a ZERO TOLERANCE for any choices which students make to engage in self-or-other destructive behaviors. We believe that all students have the right and ability to learn and that no student's rights should be hurt in any way by harassment, poor lifestyle choices, or others' lack of self-discipline. We expect classrooms to be places which are conducive to learning for all, where teachers and students can easily exchange ideas and questions without any fear or apprehension. To this end we support strict codes of discipline which include fast action in cases of students' disrespect for others.

St. Paul's School is committed to providing a professional school environment for teachers and students which is free from physical, verbal, sexual or psychological harassment. This commitment guarantees fair and equal educational opportunities regardless of race, religion, sex, color, national origin, age or any handicap status. Any act of harassment brought to the attention of school authorities will be thoroughly investigated and appropriate action taken as deemed necessary.

BUS TRANSPORTATION:

In agreement with the Public School System, bus transportation is provided by surrounding local school districts. The time scheduling is under the control of the public school system. Any infractions regarding discipline shall be reported to the principal by the bus driver. A copy of this report will be sent to the parent / guardian. Discipline action, which can involve suspension from the bus service, will be dealt with within the school and the transportation department. A note must be sent to the principal by a parent/ guardian if the student will not take the bus.

1. Conduct referrals will be sent home to the parent / guardian for the first TWO infractions.
2. Should a THIRD infraction occur, the result will be a suspension of riding privileges. The length of time of the suspension will be determined by the principal and the District Superintendent of Transportation. (NYSSL. 15:23)

Bus Rules:

1. Be at the bus stop 5 minutes before the bus arrives. The bus will not stop unless the driver sees you waiting.
2. Wait for the bus on the sidewalk or driveway, not in the street.
3. Do not approach the bus until it comes to a complete stop and the door opens.
4. Quietly take a seat as soon as you board the bus.

On The Bus:

1. Sit down immediately.

2. Keep everything inside the bus – arms, legs, heads, objects, etc.
3. No disorderly / disrespectful behavior will be tolerated.

Leaving The Bus:

1. Leave the bus orderly, with belongings.
2. Cross immediately in front of the bus, moving directly to the sidewalk.

AFTER SCHOOL CARE PROGRAM:

Care for students after school is available from dismissal to 5:30 PM all days that school is in session for grades Pre-K afternoon session through 6. A \$20.00 registration fee per child is necessary for participation. Students may attend on a Daily, Weekly, or As Needed basis. Complete information may be obtained from the school office.

DRESS CODE:

The rules and regulations have been adopted to promote in the student: responsibility, self-discipline and pride in personal appearance and safety.

Girls in Grades 1 – 4:

- Plaid jumper.
- Blouse: yellow with peter pan collar, long or short sleeve.
- Short socks, knee socks, or tights (Yellow or Navy).
- Navy V-Neck and cardigan sweaters with the school emblem or the school sweatshirt.

Girls In Grades 5 – 8:

- Plaid skirt
- Plain skirt (can only be purchased at Flynn & O’Hara)
- Blouse: yellow uniform blouse, button down.
- Short or Knee Socks (Navy or Yellow).
- Nylons: Navy or Neutral (Gr. 7 & 8 only)
- Navy V-Neck, cardigan, vest sweaters with the school emblem, or a school sweatshirt.
- All girls’ jumpers/skirts should fall to the knees or below.

Boys In Grades 1 – 4:

- Yellow knit three-button tab shirt, long or short sleeve.
- Dark blue DRESS pants or dark blue DRESS corduroys (Dec. – Mar.)
- Navy socks
- Navy sweater with school emblem or a school sweatshirt.

Boys In Grades 5 – 8:

- Yellow dress shirt, button-down or regular, long or short sleeve
- Navy blue DRESS pants or dark Blue DRESS corduroys (Dec. – Mar.).
- Navy tie and navy socks.
- Navy sweaters with the school emblem or a school sweatshirt.

Uniforms are required to be worn by all students the first full week of school. Grade 8 students may wear 8th grade sweatshirts as directed in place of school sweatshirt.

Winter Uniform-(November 1 – March 31)

- Navy slacks for girls – all grades.
- Yellow turtlenecks for girls and boys – all grades.
- Yellow turtlenecks may be worn under blouse, shirt, or sweatshirt in Grades 5 – 8.
- Yellow turtlenecks under jumper and with pants for girls /boys in Grades 1 – 4.

Walking Shorts – Sept., Oct., May and June

Purchased from the uniform company, Flynn & O’Hara, may be worn by students (boys & girls) during Sept., May & Jun., in place of skirts, jumpers, or dress pants-boys.

There will be no exception to this policy.

Shoes:

Shoes are required as an EVERYDAY part of the school uniform for Grades 1 – 8. No backless shoes or shoes with heels higher than 2 inches are allowed. Dress shoes should be brown or black in color.

Gum Chewing

No gum chewing is allowed during school hours or by athletes at Sports Contests. A fine will be imposed for chronic offenders

Hair Style:

Appropriate haircuts for girls and boys are expected. No fad styles or bleached/streaked hair is allowed. Boys hair should not be touching their shirt collar or cover their ears.

Makeup:

No makeup may be worn by any student in any grade during the school day (special permission may be given to 8th graders for special occasions). Only clear nail polish may be worn by girls. **No other colors are allowed.**

Jewelry:

Jewelry must be kept to a minimum. Small earrings are acceptable for girls. Earrings are not allowed for boys. No cartilage, dangling earrings, big hoops, or more than 2 in lobe for girls.

Dress Up Days:

On certain days, students may wear their dress up clothes. This always includes proper shoes. Boys may wear shirts and ties or shirts with collars, and dress pants. Girls may wear skirts or dresses that are appropriate length to the knee or dress slacks. No crop tops or tanks tops are allowed at any time.

Non-Uniform Days:

A yearly \$10.00 donation is used towards field trips for non-uniform days. Kindergarten will collect \$1.00 per month. Students may wear jeans and sneakers or casual type clothing. Bermuda length shorts are acceptable in the warmer weather. No inappropriate sayings on tee shirts. Skimpy, baggy, or ill- fitting clothes, flip flops or crocs are not acceptable.

Gym Uniforms

Gym uniforms will be worn all day on gym days. The uniform consists of school t-shirt, shorts, any school sweatshirt and school sweat pants. Sweat pants may be purchased at the school office.

FIRE DRILL / EVACUATION DRILL:

In order to insure the safety of our students, NYS Law requires that each student evacuate the building quickly, orderly, and silently. These drills are held in the event of a fire or other emergency. There are 12 evacuation drills every school year.

LOCKER POLICY:

Grade 5-8: Lockers are the property of St. Paul's School

1. No permanent markings may be made.
2. The school issued lock must be used.
3. A \$5.00 non-refundable locker fee is assessed for each student for the first lock. Replacement lock fee is \$10.00.
4. St. Paul's reserves the right to inspect lockers at any time. The student assigned to each locker is responsible for the locker content and condition throughout the school year.
5. Locker combinations should never be shared.

LUNCH PROGRAM:

All children stay in school for lunch. Lunch periods are staggered with 2 main lunch periods. A teacher/administrator is on duty during each lunch period. There are lunch monitors who help supervise these lunch periods. Students may purchase ice cream, chips or other snack foods. White milk (2% or whole) or 2% chocolate milk is available with the complete lunch or ala cart. Children may buy a lunch daily. There are three lunch choices everyday. We encourage all children to eat a well balanced meal purchased from the cafeteria or brought from home. Snacks may be purchased after the meal is eaten. No student may skip lunch. Discipline procedures are strictly enforced during the lunch period. Free and reduced lunches are available for those families eligible.

AMENDING THIS HANDBOOK:

The administration reserves the right to amend this handbook at any time throughout the school year.

